

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

2/16/2023

Location/Time: Zoom Meeting, 12:30PM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

1. **Quorum confirmed.** All 3 current appointed Board members present.
2. **Review and approval of prior minutes.** The Board reviewed and approved its minutes for Feb. 2, 2023.
3. **Classification and Compensation system document review.** The Town Google folder titled *New Compensation and Classification Plan* contains the most complete and up to date set of proposed documents. Pursuant to the Personnel By-Law 44-6C. and D. and applicable Personnel Rules and Regulations, the Board reviewed the following documents for approval, *effective the date of this meeting*:

1. Documents describing the new Compensation and Classification Plan (CCPlan) system and structure:

a) *Classification & Compensation Study Summary Report* – review deferred to next meeting.

b) *Classification and Compensation Project Methodology*

Reviewed document and revised Task III, third sentence to simply delete the number (12) given for total communities surveyed. This will make sentence more consistent with the data received as not all communities responded with data for all positions surveyed. R. Reed will make the correction.

VOTE: The Board unanimously approved the document *Classification and Compensation Project Methodology*, with the revision as noted above.

c) *Dover Grade Structure*

R. Reed confirmed that the listed positions include all positions inventoried and addressed during the classification process. These positions now have updated and approved job descriptions in the new format. A prior memorandum from former Asst. Town Administrator Katelyn O'Brien distributing these job descriptions noted that they were final. R. Reed explained that although the positions still had the notation "draft" he believes this should be removed and the descriptions understood to be final. R. Reed will make a final set of position descriptions deleting the word "draft."

"Contract" positions. Board members noted that a number of the listed positions had asterisks (*) indicating they were "contract" positions and inquired why this was the case. R. Reed explained that while some positions, such as Police Chief and Town Administrator are contract positions pursuant to provisions of Mass. General Law, these are typically not covered by the Compensation and Classification Plan. There does not appear to be further information on the character of the indicated "contract" positions under the CC Plan. R. Reed will check into this, and add an explanatory statement defining and clarifying the meaning of "contract" with respect to the operation of the CCPlan. He will also improve the formatting of the *Dover Grade Structure* document.

“Legacy plan” positions. These are noted by the symbol (+) and are described in the *Classification & Compensation Study Summary Report* in section titled “Compensation Plan Results”, paragraph 7. Legacy Plan. R. Reed will add a cross-reference on the *Dover Grade Structure* document so the reader may go to the source document as noted.

VOTE: The Board unanimously approved the document *Dover Grade Structure* with the clarifications noted above.

d) *General Government Positions Proposed Classification Plan Characteristic Chart*

The Board reviewed this document, had no questions, and suggested the title be updated by deleting the word “proposed”.

VOTE: The Board unanimously approved the document *General Government Positions Classification Plan Characteristic Chart*, with updated title.

2. Documents describing the evaluation, rating and scoring of positions:

a) *Town of Dover Position Rating Manual, Oct. 20, 2022 (PRM)*

The Board completed review of this document and noted that there are no instructions for use of the Point Factor Rating Worksheet, Classification Manual within the PRM. It is suggested that an instruction section be added in the proximity of the Worksheet. In particular, there needs to be guidance for situations where:

- there is no component in a position description being rated corresponding to an evaluation criterion. For example, a score of -0- should be entered in a Position Evaluation Form when the number of supervised employees = -0-. (See Eval. Factor 14A).
- there is no component in a position description being rated corresponding to an evaluation degree. For example, a score of -0- should be entered in a Position Evaluation Form when no confidential information is handled, which falls below Degree 1. (See Eval. Factor 12)

R. Reed will add an instruction section in proximity to the Point Factor Rating Worksheet, and also update the document date to Feb. 16, 2023.

VOTE: The Board unanimously approved the document *Town of Dover Position Rating Manual, Oct. 20, 2022*, with an instruction section and date modification as noted above.

b) *Non-Union Classification Plan Rating (table)* – This table belongs with the Position Rating Manual. Review deferred to next meeting.

- 4. Manual containing the key CCPlan system documents approved for Town use.** Board members and R. Reed believe the Town needs a well organized official manual to help create institutional memory serving the Town’s needs, and for the next TA and HR staff. R. Reed will organize and assemble such a manual.
- 5. Review and approval of prior minutes.** The Board reviewed and approved its Feb. 2, 2023 meeting minutes.
- 6. Next Zoom meeting:** 1:00PM Thursday, March 23, 2023.

The meeting was adjourned at 2:00PM.

Respectfully submitted, Juris Alksnītis, Co-chair