

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

September 9, 2021

Location/Time: Zoom Meeting, 12:00 Noon

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnītis, Mary Hornsby, and Katelyn O'Brien, Asst Town Administrator *ex officio*

Other Town staff present: Walter Avallone, Inspector of Buildings/Zoning Enforcement Officer

1. Acceptance of Minutes. The Board reviewed and approved the minutes for its Aug. 11, 2021 meeting.

2. Position reclassification request. W. Avallone, Inspector of Buildings has submitted a request for reclassification of the existing non-exempt FT Administrative Assistant position in the Building Dept. from Grade 5, Step 10 to Grade 6, Step 10. (See Aug. 5, 2021 memo from W. Avallone, and Aug. 30, 2021 memo from K. O'Brien). Per W. Avallone, this is a key position, with a number of complex responsibilities essential to the operations of the Building Dept. The Board discussed the request with W. Avallone and noted that it would be premature to consider a reclassification at this time, given the Town-wide Classification Study currently underway, which will provide a broad view of all positions along with potential classification changes in the near future. As the Board's role includes responding to work and employee issues in relation to job descriptions, quality of skills, and work, the Board will be available to work with the Building Dept. should any concerns arise with respect to this position after completion of the Study. It was mutually agreed to hold the reclassification request with deferral to a future date, as needed.

3. Personnel Policy updates. K. O'Brien reported that contractor C. Valente has been working on multiple HR policy updates for the Town. It is anticipated that 5 draft policy documents will be distributed in the near future, with the Board reviewing 2 per session in meetings to be scheduled.

4. Status of Classification Study work by DIJ. K. O'Brien reported that the Study contractor (DIJ) will be finishing the first drafts of job descriptions within the next 2 weeks.

Meeting adjourned at 1:05PM.

Respectfully submitted,

Mary Carrigan, Chair