

Norwood Personnel Board
April 24, 2019 Meeting Minutes

Open Meeting: A Regular Meeting of the Norwood Personnel Board (the Board) was called to order at 7:04pm p.m. on Wednesday, April 24, 2019 in the Finance Commission Room of Town Hall by Chairman, Patterson Riley seconded by Ms. McQuaid.

Present:

Patterson Riley, Chairman
Willard Krasnow, Vice-Chair
Jack Taylor
Kristen McQuaid

Other Attendees:

Molly Kean, Director of Human Resources

1. Introduction to the new Human Resources Director, Molly Kean.
2. New Classification Request: Norwood Light and Broadband Department. *Associate Electrical Engineer and Manager of Warehouse Operations*

Each member of the Board had prepared their own position rating for both the Associate Electrical Engineer and Manager of Warehouse Operations positions. They decided to review each factor individually.

Associate Electrical Engineer:

1. Physical Environment: Consensus on 4th degree
2. Knowledge, Training, Education: Consensus on 4th degree
3. Problem Solving Skills & Effort: Consensus on 5th degree
4. Physical Skills and Effort: Consensus on 3rd degree
5. Experience: There was a debate on whether Experience should be rated to the second or third degree. Mr. Krasnow believed that position should be rated to the 2nd degree because it only required one year or experience, not over one year of experience. The Chairman believed that rating it at the second degree would allow individuals to be interviewed who had months of experience despite the fact that the job description required a year of experience. On a motion by the Chairman, seconded by Mr. Taylor, the Board voted 3 to 1 to rate Experience as the third degree. Mr. Krasnow respectfully dissented. Ms. McQuaid suggested that managers write their job descriptions to be a bit clearer in this area.
6. Interactions with Others: Consensus on 3rd degree
7. Confidentiality: There was a discussion on whether Confidentiality should be rated to the third or fourth degree. The Chairman stressed the focus on security and Ms. McQuaid stressed the bid proposal/RFP requirements. There was an eventual consensus on the third degree.
8. Occupational Risks: Consensus on 4th degree
9. Complexity: There was a discussion on whether Complexity should be rated to the third or fourth degree. There was an eventual consensus on the fourth degree. The Chairman mentioned that the individual action items in the job descriptions should be listed from most to least important.
10. Supervision Received: Consensus on 4th degree
11. Supervision Given: Consensus on 3rd degree
12. Supervision Scope: Consensus on 4th degree
13. Judgement and Initiative: There was a discussion on whether Judgement and Initiative should be rated to the third or fourth degree. There was an eventual consensus on the fourth degree.
14. Accountability: Consensus on the 4th degree

The final rating for the Associate Electrical Engineer was 404. While this rating translates to a step 11 on the Town Non-Union scale, the Board did not have available to them the Light Department Non-Union Scale. Ms. McQuaid made a motion, seconded by the Chairman, to have Ms. Kean determine the translation from the Town Non-Union scale to the Light Department Non-Union scale.

Manager of Warehouse Operations:

1. Physical Environment: Consensus on 3rd degree
2. Knowledge, Training, Education: Consensus on 3rd degree
3. Problem Solving Skills & Effort: Consensus on 3rd degree
4. Physical Skills and Effort: Consensus on 3rd degree
5. Experience: Consensus on 4th degree
6. Interactions with Others: Consensus on 3rd degree
7. Confidentiality: Consensus on 3rd degree. The Chairman noted that he would prefer the job description use the word “confidentiality.”
8. Occupational Risks: Consensus on 3rd degree
9. Complexity: There was a discussion on whether Complexity should be rated to the second or third degree. There was an eventual consensus on the third degree.
10. Supervision Received: Consensus on 3rd degree
11. Supervision Given: Consensus on 3rd degree
12. Supervision Scope: Consensus on 3rd degree
13. Judgement and Initiative: Consensus on 3rd degree
14. Accountability: Consensus on 3rd degree

The final rating for the Manager of Warehouse Operations was 323. While this rating translates to a step 7 on the Town Non-Union scale, the Board did not have available to them the Light Department Non-Union Scale. Ms. McQuaid made a motion, seconded by the Chairman, to have Ms. Kean determine the translation from the Town Non-Union scale to the Light Department Non-Union scale.

3. Meeting Minutes review from March 27, 2019 Meeting:

On a motion by Ms. McQuaid, seconded by the Chairman, the Board voted to push the review of the minutes to the next scheduled meeting.

4. Personnel Board Vacancy Notice:

The Chairman said that he would speak to the Chair of the Board of Selectmen, the Chair of the Finance Commission and the Town Moderator at the Special Town Meeting being held Thursday, April 25, 2019 about filling the vacancy on the Personnel Board. He suggested going back to the list of candidates from the last vacancy in February 2018 as he remembered there being other qualified applicants.

5. Roundtable:

There was a discussion on when to hold the next Personnel Board meeting so that it did not interfere with May Annual Town Meeting. The Board decided to tentatively schedule the next meeting for Wednesday, May 22, 2019. The Chairman said there were no plans to have a July or August Personnel Board meeting. Ms. Kean noted that there were no new classification or reclassifications in the pipeline at this time.

Ms. McQuaid brought up that the Board had intended to review some of the Town’s Personnel Policies but had delayed the project until a new Human Resources Director was in place. Ms. Kean said she would reach out to Labor Counsel to see if anything had been passed on to him. The Chairman said they had been particularly interested in looking at the EEO and OSHA policies.

Mr. Taylor asked if the Board was going to use the Town sponsored tablets during Personnel Board Meetings. Ms. McQuaid gave a brief history saying they had been initially given tablets but they hadn’t been set up correctly so they had returned them. Ms. Kean said she would follow up with the IT Department on starting that practice up again.

With no further business before the Board, on a motion by the Chairman and seconded by Mr. Taylor, the Personnel Board unanimously voted to adjourn at 7:59 p.m.