

Norwood Personnel Board
February 17, 2021, Meeting Minutes

Open Meeting: A regular meeting of the Norwood Personnel Board (the Board) was called to order at 5:03 p.m. on Wednesday, February 17, 2021, by Chairwoman McQuaid seconded by Mr. Krasnow. This meeting was conducted on the Go-to-Meeting platform.

Present:

Kristen McQuaid, Chair
Cindy McGrath, Vice-Chair
Willard Krasnow
Jack Taylor
Patterson Riley (absent)

Other Attendees:

Molly Kean, Director of Human Resources
Paul Halkiotis, Community Planning and Economic
Development Director
Thomas McQuaid, Finance Director

Personnel Board Chair, Kristen McQuaid, opened the meeting with a discussion on the recent loss of Norwood Assistant General Manager, Bernie Cooper.

1. Discussion on the Re-Classification Request by Norwood Community Planning and Economic Development Director Assistant Planner

Community Planning and Economic Development Director, Paul Halkiotis, outlined the need to reclass the Assistant Planner position. The position is currently vacant as the Assistant Planner, who had been with the Town since 2017, resigned to take a position in a different community.

Since the role was created four years ago, the roles and responsibilities have greatly increased. The main change has been consolidating the Planning, Consecration, and Zoning Departments into one Community Planning and Economic Development office. The Assistant Planner now provides staff support to five Boards and Committees and provides additional duties related to office management. The position is also now required to attend even more night meetings. Other changes to the job description include now requiring a master's degree and an emphasis on grant writing. The previous planner brought in millions of dollars in grant revenue for the Town and we would like that to continue.

At its current range, Mr. Halkiotis is confident we could find a suitable replacement but that we would struggle to retain that person long term.

Mr. Krasnow asked Mr. Halkiotis to clarify what "administrative support" meant. Mr. Halkiotis stated that the position provides advice, recommendations, and decisions to five Boards and Committees and acts as the Community Planning and Economic Development Director in his absence.

Ms. Kean compiled the numbers for the Assistant Planner position. The position was awarded 424 points for a grade of N11. On a motion from Ms. McGrath and seconded by Mr. Taylor, the Board voted unanimously to rate the position as N11 and add it to the Town's compensation plan.

2. Discussion on the Re-Classification Request by Finance Director
Accounting Specialist

The Chair recused herself from the discussion on this reclass request.

Finance Director, Thomas McQuaid, outlined the need to reclass the Senior Account Clerk position in his office to an Accounting Specialist position. Mr. McQuaid stated that the new payroll and finance system, MUNIS, had created a lot more work for the Accounting Department. With the old system, Departments were able to skirt some of the rules. With this new system, every invoice, every payroll has to be checked and approved by the Accounting Department. This has created a dramatic increase in the volume of work. The Accounting Department is a very small office, just four employees. Mr. McQuaid wants to make sure that this position can operate independently, approving invoices and payroll changes, without their work having to be approved by someone else in the office.

Mr. McQuaid is looking to reclass the position from a C7 to a C8.

The Board decided to think about what Mr. McQuaid had said and take up discussion at their next meeting.

3. Approval of January 2021 Minutes

On a motion by Ms. McGrath and seconded by Mr. Taylor, the Board voted unanimously to approve the minutes.

4. Round Table

With no further business before the Board, on a motion by Mr. McGrath and seconded by Mr. Krasnow, the Personnel Board unanimously voted to adjourn at 5:47 p.m.