

**Norwood Personnel Board
Regular Meeting Minutes
January 19, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 19, 2011 in the FinCom Conference Room by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Willard (Will) Krasnow
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director
Robert McGuire, Town Treasurer & Collector
Patricia Dundulis, Payroll Supervisor

Absent:

Patterson (Pat) Riley

1. Meeting Minutes

November 17, 2010

On a motion by Anne Haley and seconded by Will Krasnow, the November 17, 2010 meeting minutes were unanimously approved as submitted.

2. 7:15 PM Reclassification Appeal Hearing – Payroll Supervisor

- A. Chairman Hajjar outlined the hearing process and indicated the PB wants to have a dialogue about the indicated changes submitted as part of the Reclassification Appeal documentation. The Chairman also indicated that changes would have to be primarily different than that of the current position description and an increase of volume of work, whether the same or similar to current duties and responsibilities, alone is not a reason for the PB to consider a reclassification appeal.
- B. HR Director, Michelle Pizzi, indicated that her group and the Payroll Supervisor work closely together. The PB was previously provided a copy of the filled out Reclass Request Form, existing Position Description, proposed new Position Description, and current Org Chart. In addition, Michelle provided sample data from both comparable Towns and non-comparable Towns.
- C. Bob McGuire indicated that the current position description was written before he came to the Town,. Major changes have taken place since 2006, including much more technical and mechanized issues. New duties along with different administrative functions have made the current position description inaccurate. Bob wants a position description that he can take to the street and have someone apply that can perform the duties needed for today's Payroll Supervisor. Bob does not take a position on if the position is "Bargained For" or "Non-Bargained For", although he believes the position is definitely 'Confidential'.

