

**Norwood Personnel Board  
Regular Meeting Minutes  
June 1, 2011**

The special meeting of the Norwood Personnel Board (PB) was called to order at 6:20 PM on Wednesday, June 1, 2011 in the Ryan Conference Room located in the lower level by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

Absent:

Willard (Will) Krasnow  
Paterson (Pat) Riley

This special meeting had been previously scheduled to review, update and approve a new position description for the current Payroll Supervisor position. The Personnel Board would then decide to rate the position, using the Town's Point-Factor Rating System.

PB member Anne Haley provided an updated draft to Chairman Hajjar. In turn, Chairman Hajjar made additional recommendations and provided marked up copies to each PB member present. The PB members present reviewed and made additional changes to reflect the current duties and responsibilities.

On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously voted to approve an updated Position Description with the title of "Payroll Administrator". The PB also approved the re-rating of this position description based on the changes.

The PB, using the Point-Factor Rating System, rerated the position individually and collectively. On a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously voted a grade of C8 with 342.5 points.

On a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously voted to adjourn at 7:15 PM.

**Next meetings:**            Wednesday, June 15, 2011  
   Wednesday, July 20, 2011