

**Norwood Personnel Board
Special Meeting - Minutes
May 1, 2013**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, May 1, 2013 in the Walter Ryan Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

None

1. April 17, 2013 Meeting Minutes

On a motion by Jack Taylor and seconded by Anne Haley, the April 17, 2013 Regular Meeting minutes were unanimously approved as submitted.

2. Proposed Updated Classification / Reclassification Form

The PB Policy and Procedures document references a Reclassification document approved in October 2012 for the purposes of documenting the rating decisions of the PB, but there is no such document for Classifications.

The PB reviewed an updated form to reflect either a Classification or Reclassification by the PB. Instead of having 2 different documents, the PB developed a single document that has the appropriate sections for either a Reclassification decision or a Classification decision.

On a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously approved the 2-page document for documenting Classification or Reclassification decisions of the PB. This document is now part of the HRS Rating Manual as pages 22 and 23, the process within the PB Policy and Procedures document and replaces the previous 1-page Reclassification Rating Summary Sheet as page 22 in the HRS Rating manual

3. HR Reclassification – Further discussion on the submitted Reclass Appeal of the Principal Assistant position-grade N5.

- Chairman Hajjar and Vice-chair Haley both reviewed the final draft with the PB, after additional minor changes were made. On a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously adopted the updated position description and retitled it to Human Resources Coordinator.
- Upon further discussion, the PB required a few more minor wording changes and one deletion. On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously voted to reopen the PD and made additional changes.
- On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously voted to adopt the revised Human Resources Coordinator position description.

