

**Norwood Personnel Board
Special Meeting - Minutes
May 13, 2013**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 6:50 PM on Monday, May 13, 2013 in Room 161 of the Norwood High School, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

Not Present

Patterson (Pat) Riley

The sole purpose of this Special Meeting was to further discuss the Reclassification Appeal of the current Assistant to the Executive Assistant to the General Manager – Grade N7.

The board had in its possession the following documents:

- Current Position Description
- Proposed Position Description (red lined)
- Proposed Position Description (clean)
- Comparable Town Data
- Original Position Analysis by HRS
- AA Support letter
- Rating Sheet

Bernie Cooper and Michelle Pizzi both provided input on the proposed Position Description earlier in the day, so the one in each member's meeting packet is the final draft.

On a motion by Anne Haley and seconded by Jack Taylor the Personnel Board unanimously voted to adopt/approve the updated Position Description with a new title of Administrative Assistant to the Assistant Town Manager. This replaces the Assistant Executive Assistant to the General Manager

After reviewing all current and previous documents related to this position, the Personnel Board determined that the position is not functioning primarily different than that of the current position description and no motion to rerate was offered.

In the Boards continuing effort to standardize the weekly scheduled hours, the Personnel Board decided to change this position from 37 ½ hours per week to 40 hours per week.

On a motion by Jack Taylor and seconded by Anne Haley, the Personnel Board unanimously approved the change from 37 ½ hours per week to 40 hours per week. Chairman Hajjar will send out the appropriate decision letter, updated Position Description and updated Org Chart.

On a motion by Anne Haley and seconded by Will Krasnow the PB unanimously voted to adjourn at 7:25 PM.

Next meetings: Wednesday, May 22, 2013 at 7 PM – FinCom Conference Room
Regular Meeting - Reclassification Requests/Exempt/Non-exempt identifiers

Wednesday, June 19, 2013 at 7 PM – FinCom Conference Room
Regular Meeting/Public Hearing