

**Norwood Personnel Board
Special Meeting - Minutes
June 4, 2014**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:20 AM on Wednesday, June 4, 2014 in the Finance Commission Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent

Willard (Will) Krasnow
Patterson (Pat) Riley

1. Local Inspector/Sealer of Weights and Measures

The primary purpose of this meeting is to review the position description of the Local Inspector/Sealer of Weights and Measures. The current position holder is retiring and Michelle Pizzi, HR Director, needs to post and hire based on an approved position description.

On March 31, 2004 the Personnel Board (PB) reviewed the updated combined position description for "Local Building Inspector / Sealer of Weights and Measures, and subsequently rated the updated position description to N11. However, there is no document in any file to date, which shows the combined position description.

The history/documentation on file indicates the accurate process followed, correspondence issued and upgrade/pay implemented.

The PB went through both individual position descriptions and marked them up for a combined position description. On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously approved a new position description. Upon issuance by Chairman Hajjar, the HR Director will remove the 2 individual positions from the Classification Plan, if not previously completed, and input the new position.

As there was no motion to rerate the position description, the March 31, 2004 vote of the PB stands at Grade 11. However, since this position has supervisory responsibilities the letter grade was changed from N to M.

2. Administrative Assistant – Planning Board Appeal

Ramanda Morgan of HR submitted an initial comparable Town salary comp review. The PB will hold another special meeting to finalize the position description and render an appeal decision.

There being no further business before the Board, on a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 8:05 AM.

Next meetings: Wednesday, June 18, 2014 at 7 PM – FinCom Conference Room
Regular Meeting