

Norwood Personnel Board
May 22, 2019 Meeting Minutes

Open Meeting: A Regular Meeting of the Norwood Personnel Board (the Board) was called to order at 7:00pm p.m. on Wednesday, May 22, 2019 in the Finance Commission Room of Town Hall by Chairman, Patterson Riley seconded by Ms. McQuaid.

Present:

Patterson Riley, Chairman
Willard Krasnow, Vice-Chair
Jack Taylor
Kristen McQuaid

Other Attendees:

Molly Kean, Director of Human Resources
James Collins, Light Department Superintendent
Kevin Shaughnessy, Light Department Asst. Superintendent
Daniel Morrissey, Light Department Asst. Superintendent

1. Discussion on the Classification Request by Norwood Light and Broadband Department.

Associate Electrical Engineer:

There was a conversation about how points translate to grades in Town positions compared to Light Department positions. It appears there are two evaluation manuals, one for Town Non-Union and one for Light Non-Union. James Collins, Kevin Shaughnessy, and Daniel Morrissey provided some additional context to the position to help the Board make a decision on how to rank the position. Mr. Collins said that it was hard to recruit and keep good talent in engineering which is why they ranked the position as high as they did. Mr. Collins, Mr. Shaughnessy, and Mr. Morrissey were open to adding an S12 grade or adding two lower steps to the S13 position but Mr. Collins preferred to add two steps. His reasoning was that so, in a few years, the position would still be in the same grade as the three other employees currently ranked as S13.

On a motion by the Chairman, and seconded by Mr. Taylor, the Board voted unanimously to adopt two additional steps to the S13 grading and that this Associate Electrical Engineer position would be rated a S13.

Manager of Warehouse Operations:

The Board asked the Light Department staff for some additional information regarding the duties of this position. Some of the duties of the position would include programing; procurement; hazard materials management; the organization of the new Light Department Warehouse; and maintaining the inventory which is valued in the millions. Mr. Shaughnessy said the person hired would have to be computer literate as they we're going to be responsible for a lot of the new purchasing requirements in Munis. The person hired would supervise three people who worked different shifts. He would schedule them and day-to-day be supervising one person. Ms. McQuaid mentioned that, after hearing from Mr. Collins, Mr. Shaughnessy, and Mr. Morrissey, how the board voted some of the categories may have been too low. Mr. Shaughnessy also pointed out that Norwood has a Broadband Division in addition to Light which makes the position more complicated than those in other communities. Mr. Collins pointed out that, in his opinion, the Senior Broadband Technician was the closest position to this position in terms of duties and responsibilities and that position is rated as a W14C. On a motion by the Chairman and seconded by Ms. McQuaid, the Board voted unanimously to re-rate the position taking into account the additional information provided. Mr. Collins, Mr. Shaughnessy, and Mr. Morrissey then left the meeting.

The Board then decided to re-rate the position. Below are the following changes:

2. Knowledge, Training, Education: Raised the rating from a 3 to a 4.
3. Problem Solving: Raised the rating from a 3 to a 5.
9. Complexity: Raised the rating from 3 to a 5.
13. Judgement and Initiative: Raised the rating from a 3 to a 5.
14. Accountability: Raised the rating from a 3 to a 4.

The new rating of the position was 404 points. On a motion by the Chairman, and seconded by Mr. Taylor, the Board voted unanimously to rate the position as a W14C.

4. Meeting Minutes review from April 22, 2019 Meeting:

On a motion by Ms. McQuaid, and seconded by the Chairman, the Board voted unanimously take the minutes home to review and vote on their adoption at the next meeting.

5. Policy Discussion:

The Director of Human Resources presented two policies to the Board for review. The Protected Class Harassment Prevention Policy (formerly EEO) and the Sexual Harassment Prevention Policy (formerly Policy Against Harassment). On a motion by Ms. McQuaid, and seconded by the Chairman, the Board voted unanimously take the policies home to review and discuss their adoption at the next meeting.

6. Roundtable:

The Director of Human Resources informed the Board of a re-classification request potential being filed by the IT Department. The Director told the Board she would email the request and the updated job description to the Board before the next meeting so they could rank the position before the meeting.

With no further business before the Board, on a motion by the Chairman and seconded by Mr. Taylor, the Personnel Board unanimously voted to adjourn at 8:35 p.m.