

## Personnel Board Meeting Minutes

September 20, 2018 - 2:00 pm  
Town Hall Conference Room A

Members Present: Betty-Jane Burkhardt  
Tom Nickinello  
Kenneth Mudie  
Also present: Shana Tyner- HR Director  
Jeff Colby- DPW Director

BJB called meeting to order at 2:05 pm.

ST asked JC to provide an overview of the request for the Waste Management Superintendent position description updates. JC explained that the best way to manage the Department of Public Works, given their current structure of operating without a DPW Assistant Director, is to have a strong Division Head in each Division. He provided an overview of the changes to the job description.

ST opened up the meeting for questions. KM asked about the process for reviewing job description. BJB provided the procedures for reviewing job descriptions based on employee or Town/Department request. BJB stated this position description was updated in 2003 and advised that there are many descriptions that need to be reviewed and updated. TN advised that an updated Organizational Chart would be helpful.

KM & TN had no questions about the requested updates. BJB asked about the confidential information that this position would need to access, including personnel and customer credit information. BJB asked if the education/experience requirement, listed as a minimum of 8 years, is what JC is seeking. JC advised that the total experience should be 5 years (stated will change the word 'plus' to 'including'). BJB did not see a reference to the complex nature of the job or whether the position has a responsibility to comply with local/state/federal/environmental regulations in the proposed job description. JC stated he can amend and include these pieces in the Knowledge, Ability, and Skills section.

Scoring was discussed and decided upon, NO. (Degree-Points):

1 (3-40), 2 (4-60), 3 (3-50), 4 (5-60), 5 (4-40), 6 (3-60), 7 (4-75), 8 (2-15), 9 (2-15), 10 (2-15), 11 (2-15), 12 (2-10), 13 (2), 14A (2-20), 14B (2-15), 14C (2-15). Total Score- 505

**A motion to approve the recommended updates job description, with the condition that the discussed amendments are included, at a grade 21 was made by TN. Seconded by KM. Approved (3-0).**

**A motion to approve the August 30, 2018 Personnel Board meeting minutes was made by TN. Seconded by KM. Approved (3-0).**

**A motion to adjourn the meeting was made by BJB. Seconded by TN. Approved (3-0)**

**Adjourned at 2:36 pm.**

*voted/  
approved  
10/30/18*