

Town of



Amherst Massachusetts

PERSONNEL BOARD

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## Meeting Minutes

### Personnel Board October 17, 2018 First Floor Meeting Room, Town Hall, 9:00am

Present: Tony Butterfield, Catharine Porter, Charles Scherpa, Chris Hoffmann, Rebecca Woodland

Absent: Connie Kruger

Others present: Deborah Radway, Joanne Misiaszek, Sonia Aldrich, Paul Bockelman, Sean Hannon, and Jennifer LaFountain

#### Old Business:

- **Agenda Review/Additions** –None.
- **Minutes** of September 2018 minutes approved with one edit, voted 5-0
- New Part Time Salary Schedule effective January 1, 2019 presented before the Select Board on October 15 was approved.

#### New Business

- Request for Position Classification
  1. Collector

Ms. Radway described the classification process having 3 parts: 1. Review and edit job description, 2. Use of the classification rating system by 3 raters 3. Review Mass Municipal Personnel Association Benchmark Salary survey of comparable communities for min and max salaries. Level 6 is the recommendation. Mr. Butterfield appreciated the inter-rater agreement component, which validates this process. **Board unanimously approved a motion to classify this position at Level 6.**
  2. Communications Manager

Ms. Radway began the discussion on this position by explaining that the current Applications Analyst will be promoted to this new position and currently works within this focus from time to time now. There are few comparable communities with a similar role. While reading the job description, Ms. Woodland asks about the “dotted line” functional relationship to both the Town Manager and the IT Director. Ms. Radway explained that the IT Director continues to be the supervisor of this position while receiving direction on messaging from the Town Manager. **After discussion, the Board approved a reclassification request of the Applications Analyst to Communications Manager to Level 5. The Board subsequently voted to remove the IT Applications Analyst position from Level 4 on the Salary Schedule.**
  3. Human Resources and Human Rights Director

Mr. Butterfield spoke of the history of how the Human Rights duties were joined under the Human Resources Director position and addressed the issues of conflicts. He also stated both roles are time consuming and require two very different skill sets. Ms. Radway spoke with the Human Rights Commission about the split of the roles and the Commission supports it. The Board agrees on the need for both a Human Resources Director and a Human Rights Director or possibly the creation of an Equity and Diversity office. Mr. Hoffman asked if the removal of the Human Rights duties changes the grading of the Human Resources Director. Ms. Radway showed the Board comparable positions and salaries from other communities. The Board was satisfied that the position continues to be appropriately classified. **The Board approved a motion to remove Human Rights duties from the Human Resources Director position while maintaining current level.**

- Finance Director/Treasurer Recruitment Update  
Ms. Radway updated the Board on the recruiting progress of the Finance Director/Treasurer. There have been 30+ applicants, of which 6 were interviewed. The interview team is struggling with finding the perfect person. The team's focus is on proper skill set and leadership ability. Mr. Butterfield asked if the search was restricted to Massachusetts or was it nation-wide. Ms. Radway replied that applicants are from across the nation and they have interviewed candidates from MA, CT and NY.
- Staffing Update- (Joanne) There was 1 exit: a retirement in the Jones Library. There has been 1 new patrol officer hired in the Police Department.
- Next meeting is scheduled for November 20<sup>th</sup> (Tuesday) 9am.

Meeting Adjourned 10:30am  
Joanne Misiaszek,  
Note taker