

Personnel Board Meeting Minutes
September 19, 2012
Town Hall, First Floor Meeting Room
9-11:00am

The meeting was convened on Wednesday, September 19, 2012 at 9:05am.

Present: Flo Stern, Tony Butterfield, Charles Scherpa & Ron Bell

Absent: Chris Hoffmann

Others: Diana Stein, John Musante, Sharon Sharry, Deborah Radway and Kay Zlogar

Ms. Stern opened the meeting by welcoming new Human Rights and Human Resources Director (HR2D) Deborah Radway to the community. Mr. Musante expressed his appreciation to Mr. Sherpa for participating as the PB representative on the search committee. Mr. Sherpa thanked the Town Manager for accepting and acting upon the search committee's recommendation.

Minutes

The minutes of the March, 2102 meeting were distributed and held for review until the October 17, 2012 meeting.

OLD BUSINESS:

Personnel Changes

Ms. Radway announced 3 personnel changes:

1. Hiring of a temporary part time Human Rights Coordinator 12 hours a week for the remainder of the fiscal year, at Level 8 step 1 of the part time non benefited salary scale. Leslie Saulsberry, PH.d candidate at UMASS and former Town of Amherst social justice project coordinator was hired for this position on August 27, 2012.
2. Following the recommendation of Town Meeting the position of Associate Planner was reclassified to Senior Planner, with commensurate change from Level H to Level I. This reclass stems from the retirement of the CDBG Coordinator last December and the elimination of that position. As Senior Planner, the incumbent Nate Malloy will assume additional grant writing and project management responsibilities. Ms. Stein commented on the considerable contributions that Mr. Malloy has already made to the town in this position.
3. A part time after school Recreation Coordinator position was reclassified to a Site Coordinator (Crocker Farm), from temporary to permanent and upgraded from Temp4 to Non Union Grade G salary. Grazyna Marczuk has filled this role and the newly defined After School Program collaboration between LSSE and the schools has been launched.

Personnel Procedures Manual

Opportunity was provided by the Chair for members to comment on any feedback they might have received on the newly adopted Personnel Procedures Manual (March 2012). No feedback was offered.

NEW BUSINESS:

Library Reclassification Request:

Sharron Sharry, Library Director described the charge given to her upon hire from the Library Board of Trustees to look at the staffing structure, job duties and assignments and propose reassignment of responsibilities to level workloads, clarify reporting structures and improve Library service delivery. After engaging staff in an analysis of roles, tasks and jobs, she presented to the Trustees 4 requests for reclassification. The first proposal to redefine and rename the working title of Adult Services Librarian as Head of Collections was approved by the Trustees in the spring of 2012. Sharon presented the 3 other

requests to the Trustees, who approved the request on May 2, 2012. The stated goal of the request is provide parity for all professional librarian positions. Sharon and Trustee Christopher Hoffman were asked to bring these recommendations to the Personnel Board. Packets describing the requested action were emailed to PB members in advance of the meeting and again distributed.

The proposal is move 3 positions that are presently classified as Librarian I (Level H) to the existing Classification title of Librarian II (Level I). Working titles would also change; the Night and Weekend Reference Librarian would change to Head of Programming and Outreach and Branch Librarian would change to Branch Head. There are 2 Branch Librarian positions.

The third proposal to redefine the position of Young Adult Services Coordinator and reclassify from SEIU Level B, Library Assistant II, to SEIU Level C, Library Assistant III does not need to come before the Personnel Board as it is a union position, and a Library III classification already exists.

Discussion and clarification ensued. The Head of Programming and Outreach remains a 30 hour position. Ms. Sharry clarified that position is also in charge of the Library during evening and weekend hours when the Director is not present.

Mr. Scherpa expressed concern at being asked to consider individual requests for reclassification outside the context of the entire classification structure, the non union wage scale and the town budget.

Ms. Stern expressed concern about increasing pay for full time staff when we have temporary part time Library staff working up to 19 hours a week, non-benefitted. Ms. Stern expressed desire to transition some of the part time staff to full time benefitted. Ms. Radway responded that she and Ms. Sharry had put a plan in place to put temporary library staff on a 7/1 anniversary step increase schedule, and that staff eligible for a step increase had received them. Ms. Zlogar stated a review of average actual hours worked per week is needed in order to better understand how many of the temp employees are actually close to working a benefitted employee schedule.

Mr. Musante stated his support for the Library Director's proposal as reasonable and said it reflected the desire of the Department Head to shift duties as appropriate, in collaboration with the Trustees.

Mr. Butterfield stated that he is sympathetic to the request, appreciates the proposal's intent and desire to simplify and it has the support of the Board of Trustees. He has a concern about the inequity of supervisory responsibilities amongst all the professional library staff and questioned whether the responsibilities are all roughly equivalent.

Mr. Bell stated his support for the request.

Ms. Stern suggested a deferral of the vote on the professional librarian positions until the October meeting when Mr. Hoffman can be present to discuss why the Trustees support the proposal. It was agreed upon.

Director of Human Resources Report (60 days)

Ms. Radway discussed her approach to new position, which she started July 16. She is in the process of conducting a comprehensive audit of HR policies, procedures and processes with 20 town department heads. A stated objective is to synthesize department head responses, town manager identified needs and her own assessment of HR needs into short and long range plans. The stated mission of the department is to care for the entire employee life cycle. In a department of 1.2 people, she is looking to use employee

teams and existing systems to organize the work and lay the foundation for stable and progressive organization of the HR function within town government. A handout identifying action items, proposed teams, policy reviews and procedure clarifications and training needs was prepared and distributed (attached).

Benchmark Surveys:

Town is in process of assembling benchmark wage and contract settlement data from comparable communities in advance of collective bargaining.

Next Meeting

The next meeting was scheduled for 9 a.m. October 17, 2012.

Adjournment

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Deborah Radway

Handouts: Minutes of March, 2012 meeting
 Library reclassification proposals
 HR Director Audit summary (encl)

The 2012 Amherst Human Resources Audit 7/2012-10/2012 (in process)

- > Department Heads surveyed on 20 topics relating to HR policies, procedures and processes*
- > Including assessment of morale & identification of needs from HR
- > Intent is to synthesize Dept Head, HR and TM goals into short long term plans
- > To use systems to organize the work and empower the people
- > To care for the entire employee life cycle-candidate to onboard to development & growth
- > To create roadmap for stable, progressive organization of HR function in town government

* *includes assessment of performance evaluation, critical staffing, discipline & grievances, personnel procedures benefits package, recruitment process, hiring & orientation process, exit process, dept morale, HR communications training needs, cross training opportunities, regionalization opportunities, mentors/trainers, dept needs from hr.*

HR Priorities-DBR/JM

- 1 Employee Accomplishments Communications Initiative
- 2 Developing systematic approach to training & professional development
- 3 Full understanding of MUNIS capabilities to support HR functions
- 4 Initiate discussions with bargaining groups & complete benchmark surveys
- 5 Fortify support for Human Rights Commission
- 6 Develop Townwide staffing plan
- 7 Reenergize HR function throughout town government

RESPONSE: CREATE HR ACTION TEAMS:Partnering with town staff to improve delivery of

- 1 Performance evaluation tool and process
- 2 New Hire Orientation Program
- 3 Recruitment & Hiring Processes
- 4 Exit Process & Checklist

RESPONSE: Clarifying for organization intent of Policies & Procedures relating to:

- 1 Comp time and Comp Time vs call back compensation
- 2 Sick leave use
- 3 Cell phone use

RESPONSE: Address Staff Initiated Training Needs:

- 1 MUNIS users for HR and budget
- 2 Customer Service skills
- 3 Excel & Word
- 4 Supervisory Skills, Management & Leadership Skills
- 5 Diversity Awareness

Sustain Administrative HR functions

- 1 Support for PB and HRC
- 2 Defining Roles and Needs for Human Resources Department
- 3 Budget preparation and administration & Benefits Costing
- 4 Daily transactions for employees and recruiting
- 5 maintaining current job descriptions/classifications
- 6 Federal and state reporting

