



5:00 p.m.
Personnel Board Meeting
Wednesday, October 3, 2018
Sandwich Town Hall, (Downstairs, HR Department)
130 Main Street
Sandwich, MA 02563

AGENDA

1. Convene Meeting
2. Approval of Minutes of May 16, 2018
3. Review and Re-rate Non-Union Job Description ~ Town Treasurer/Collector
4. Review Union Job Descriptions within Treasurer's Office
 - a. Review Grade 3 Administrative Assistant Position ~ Proposed changes
 - b. Review 2nd Grade 3 Administrative Assistant Position ~ Upgrade request
 - c. Review proposed changes to Grade 5 Assistant Town Treasurer Position
5. Old Business
Other Items Not reasonably Anticipated by the Chair
6. New Business
Other Items Not Reasonably Anticipated by the Chair
7. Adjourn

Signed: _____

Name: Linda J. Kiley

Date: September 27, 2018

TOWN CLERK
TOWN OF SANDWICH

SEP 27 2018

§ H 40 M A *ML*
RECEIVED & RECORDED