MINUTES OF THE PERSONNEL BOARD
April 9, 2019

Present: Karen Miller, Chair; Kelee Renzi, Sue Hart, (members) Marie Buckner, Human Resources Director and Linda Kiley, Assistant Human Resources Director.

Also Present: Sue Lundquist and Sharon Smith

1. Ms. Miller convened the meeting.


3. Review/Rerate Job Description within the Accounting Department ~ Grade 3 Administrative Assistant position.

The Board reviewed the Grade 3 job description as well as the other job descriptions within the department which were unchanged. The Board rated the position again. The position remains a Grade 3.

4. Review and Rerate Non-Union Job Description ~ Recreation Director.

The Board reviewed the position description. The Recreation Director has an increased responsibility of additional seasonal employees and staff while developing, promoting, planning, and executing community recreational programs. Changes made to the job description were approved. The Board voted to rerate the position from Grade 10 to Grade 13.

5. Review Non-Union Job Descriptions ~ Health Department.
   a. Review and Rerate Public Health Director position. The Board reviewed the Public Health Director job description. Increased responsibility to develop plans and programs to meet the goals of the Comprehensive Water Resources Management Plan to maintain compliance with the Cape Cod Commission. Changes made to the job description were approved. The Board voted to rerate the position from Grade 15 to Grade 16.
b. Review Assistant Health Agent.
   The Board reviewed the position description as it currently exists. Minor wording
   changes. No regrade of position.

6. Old Business ~ None

7. New Business ~ None

8. Adjourn

The meeting adjourned at 7:00 P.M.

Respectfully submitted,

[Signature]

Linda J. Kiley
Assistant Human Resources Director

Documentation:

Job Descriptions:
   Grade 3 ~ Administrative Assistant ~ Accounting Department
   Recreation Director
   Public Health Director
   Assistant Health Agent