

# TOWN OF WEBSTER

## Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectman Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies

Interim Town Administrator

Greg Balukonis

## PERSONNEL ADVISORY BOARD

Friday, October 13, 2021

PRESENT: Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Greg Balukonis

ABSENT: Joshua Sterczala

Elaine Davies, Chairman called the meeting to order at 9:02 AM Via Zoom.

### APPROVAL OF MEETING MINUTES:

The Draft PAB Minutes for the meeting of October 1, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

CLASSIFICATION PLAN: Elaine reviewed the past history of the Town of Webster and its reclassification policies and the role that the PAB plays in those policies and changes.

INTERIM TOWN ADMINISTRATOR REPORT: Greg presented the proposal that the current Executive Assistant to the Town Administrator position be renamed to Assistant Town Administrator/Human Resources Director. The new job description was delivered to the committee members prior to the meeting for their review. The previous TA had recommended the change and the BOS have reviewed and support the proposed job description.

A lengthy discussion followed.

The following items were felt to be missing from the current job description:

- More emphasis on Human Resource responsibilities
- Liason with the PAB
- Coordination and development of a classification review with the PAB on a periodic basis
- Coordination and review of the On Boarding process for all Town employees
- Keeps up to date with any changes in laws at all government levels as related to Human Resource policies.

The discussion then revolved around how this new job description will coordinate with the already approved positions of Clerk in the Town Administrators office and the potential shared Human Resource position with Dudley. These positions will not be filled until after the new TA is hired.

Sarah commented on the large number of job responsibilities listed in the current position description. With the new focus on human resources, not all of these can be done. She indicated that in the past certain jobs came with an existing stipend. An example being the taking and reporting of minutes for the Finance Committee.

Greg pointed out that the town is “light on management” and this change will formalize what Courtney is currently doing and give continuity to the Town Administrators Office.

CLASSIFICATION CONCLUSION: All committee members were in favor of a reclassification of the Executive to the Town Administrator to the Assistant Town Administrator/Human Resource Director. Elaine will submit to Greg proposed changes to the job description based on the PAB’s discussion. The committee requested a copy of the current job descriptions for the Town Administrator and Clerk. In addition, the committee emphasized the need for a Clerk and shared Human Resource hire in the near future.

TOWN ADMINISTRATOR HIRING UPDATE: The Search Committee for the new Town Administrator had hoped to hire a consulting firm. Unfortunately, there was no response to the RFP before the deadline. Greg mentioned that two consultants have come forward since and expressed interest in assisting with the search.

BOARD VACANCY: Elaine has one individual who might be interested in the position. Otherwise, the opening will be posted on the town’s website.

NEXT MEETING: Our next meeting will be on Friday, November 5, 2021 at 8:30 AM in the Board of Selectman’s Room.

The meeting was adjourned at 9:42 AM.