



# TOWN OF CHILMARK, MASSACHUSETTS

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To: Chilmark Board of Selectmen  
From: Chilmark Human Resources Board  
Date: January 8, 2016  
Re: Classification & Compensation Study Recommendation

The Human Resources Board of Chilmark (HRBC) met at a properly posted meeting on Thursday, January 7, 2016 and voted to recommend to the Board of Selectmen the following course of action regarding the Classification & Compensation Study:

The Committee will charge the Chair and the Administrative Assistant (AA) to prepare an engagement letter, which will be sent to island accountancy and legal practices with a request for their interest and estimation of fee for the following:

1. To meet with the Chair and the AA to receive copies of the work of HRS, Inc. and to review such.
2. To gather any additional job descriptions necessary to compare the Chilmark positions to the other 5 island towns.
3. At the completion of ATM in each town, to gather from the treasurer or accountant the wages for the positions comparable to the Chilmark positions.
4. To calculate the average and the mean of the comparable positions of the 6 island towns.
5. To provide the committee with an opinion based upon job descriptions, as to what positions, if any, from the 5 other towns would not be comparable to the job descriptions in Chilmark.

The AA, Town Treasurer and/or Executive Secretary will assist if requested with numbers 2 and 3 to facilitate the gathering of the data from the other towns.

This information to be completed by end of May and will be provided to the HRBC to make recommendations to the BOS.

Members of the HRBC will attend your upcoming meeting on January 19, 2016 to discuss this recommendation and obtain a directive on how they may proceed.