

## Human Resource Board Minutes 09/22/17

### Human Resources Board of Chilmark Sept. 22, 2017 **APPROVED MINUTES**

Present: Jennie Greene, Chair, Bruce Golden, Steven Flanders, Don Leopold, Jim Malkin, Selectmen's Representative, Max McCreery

Not present: Chuck Hodgkinson, Employee Representative

Public/ Board or Comm. Members: Warren Doty

Staff: Jennifer Christy, Admin. Asst., Sean Slavin, Police Sergeant, Ellen Biskis, Town Accountant, Tim Carroll, Executive Secretary

Meeting called to order at 10:45AM

- Ms. Greene opened the meeting.
- The Board reviewed the Town Accountant job description.
- Mr. Leopold requested clarification on the procedure for job description review and regrading.
- Ms. Greene provided clarification on the procedure.
- Ms. Greene asked if Board members had comments regarding the job description.
- Discussion occurred regarding the actual work of the current incumbent of the position and how that would affect a revision of the job description.
- It was noted the Accountant attends Finance Committee meetings in the winter and the Accountant provides information on what effect certain actions have on the budget and otherwise.
- Mr. Leopold inquired what may have changed in three years with the position. It was noted the current Accountant was new to the position when it was reviewed and regraded in 2014.
- Mr. Carroll noted there were certain duties and responsibilities that had not been captured in the previous version from 2014 and he also noted the position has been asked to become more analytical rather than only bookkeeping. He noted that an assistant has been appointed to assist with data entry for the Accountant office.
- Mr. Doty noted that the current Accountant has worked for a major accounting firm and brings good experience with certification as a CPA and this is positive for the Town.
- Ms. Greene asked for speakers to try to keep comments addressed to the position rather than the person.
- Mr. Malkin noted that demands on the position has increased over the last three years.
- Changes were suggested and made on the draft including eliminating unnecessary language.
- Mr. Leopold inquired about the term "direct responsibility". It was clarified that it means for the department, rather than town-wide.
- Discussion occurred regarding the benefits and detriments of using language consistent with the Municipal Position Evaluation Manual in job descriptions.
- Discussion occurred regarding the percentage of the position is clerical or is analytical.
- There was discussion regarding the way that Supervisory duties are interpreted to mean. It was discussed what constitutes supervisory responsibilities. It was noted the position supervises a part-time administrative asst. It was noted that the job description states that the Accountant manages department heads and outside parties. Board members stated the supervisory duties of the dept. heads regard budget creation only. It was suggested that the supervisory duties should be described as "oversees" rather than manages.
- Mr. Leopold suggested that the job description could say the Accountant manages the process of the budget preparation rather than manages the dept. heads.
- The position was graded. It was graded to a grade 12. There was discussion about whether the Board feels it is a grade 12 position. Discussion occurred about the grading procedure and what is allowed in the bylaw and procedures manual. There was discussion regarding two criteria, 9 & 12, as ones which Board members had more questions about. The Board members went back and regraded those criteria a second time.
- More discussion occurred. The subjectivity of the grading process was discussed.
- It was suggested that all the regrading be done for all the positions reserving to the end a final decision on grades.

- It was decided to go forward with the regrading and make final recommendations at the completion of the entire regrading process.

<b>Job Grading Chart 9-22-17</b>				
<b>RESULTS</b>				
Job Description: <b>Accountant</b>				
	<u>Rating</u>	<u>Points</u>	<u>2nd Rating</u>	<u>2nd Points</u>
Education/Basic Knowledge	D	60		
Experience	D	80		
Judgment & Initiative	E	75		
Supervision Required	E	50		
Accountability	F	60		
Contacts with Others	E	60		
Confidentiality	D	20		
Physical Environment	A	5		
Manual Skills	B	10	A-B	7.50
Physical Effort	A	5		
Occupational Risks	A	5		
Character of Supervision	C	20	B-C	15.00
Scope of Supervision	A	5		
Total Points		455		446.5
Grade		12		11
Date of Grading	9/22/2017			9/22/2017
Previous Grade	10			
Grade change Effective	7/1/2014			
<ul style="list-style-type: none"> <li>• <b>Next Meetings:</b> <ul style="list-style-type: none"> <li>• September 27, 2017 8am</li> <li>• September 28, 2017 8am</li> <li>• September 29, 2017 8am</li> <li>• October 5, 2017, 8am</li> </ul> </li> </ul> <p>Meeting adjourned at 1:00PM</p>				