



HUMAN RESOURCE BOARD

Town of Chilmark

To: Select Board
From: Human Resources Board of Chilmark
Date: January 10, 2024

RE: New Job Descriptions for Building/Zoning Inspector and Board of Health Agent

Dear Select Board,

At their January 9, 2024 meeting, the Human Resource Board of Chilmark (HRBC) voted to approve new job descriptions for the positions of Building/Zoning Inspector and Board of Health Agent.

The HRBC did not take a vote on the starting grade for the Board of Health Agent. The Board will wait until they've received guidance from the consultants of the Class & Comp Study in progress before taking a vote to recommend compensation level.

The HRBC voted to approve the Building Inspector job description with a defined grade, since it was understood that rate of pay was part of the hiring agreement with the current employee.

The Board respectfully asked that the Select Board review these job descriptions at their January 16, 2024 meeting.

Thank you,

Alison Kisselgof, Board Administrator
Human Resource Board of Chilmark