

Approved  
Board of Selectmen  
6/24/85

## PERSONNEL DEPARTMENT

### 1. GENERAL

The Personnel Department is established effective July 1, 1985 and consists of the Personnel Director and Personnel Board. The department is responsible for the administration of the Personnel Bylaw and the operation of the Town's personnel system.

### 2. APPOINTMENT AND SUPERVISION OF DEPARTMENT

The Personnel Board, consisting of five members, is appointed by the Board of Selectmen in accordance with the Personnel Bylaw.

The Personnel Director and other department employees are appointed by the Town Manager under Section 2 of the Town Charter and appropriate State statutes. Under Sections 9 and 11 of the Town Charter, the Personnel Director reports to the Town Manager and is subject to his general supervision and direction.

### 3. PERSONNEL BOARD

#### A. Membership

Five members appointed by the Board of Selectmen with staggered three-year terms. The Board elects a chairman and clerk.

#### B. Duties and Responsibilities

The Personnel Board shall have responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town, including the following:

- a) Establish job classifications, minimum and maximum wage brackets, and salary schedules for all regular Town positions for approval by Town Meeting, with the exception of:
  1. jobs under the direction and control of the School Committee, provided that school employees may be included in the Plan as requested by the School Committee; and
  2. positions filled by popular election, provided that the Board shall make recommendations regarding salaries for elective positions prior to the annual Town Meeting as requested by the Selectmen.

- b) Recommend non-wage provisions governing the positions under the Plan for approval by the Town Meeting, including such items as vacations, hours, days, and weeks of work, insurance benefits, leaves of absence, sick leave, military leave, jury duty, worker's compensation, overtime, etc.
- c) Periodically review job descriptions for all positions included in the Plan to ensure they are properly classified.
- d) Review at reasonable intervals job classification rates of pay under the Wage and Salary Classification Plan, taking into account such factors as pay rates for like jobs in Massachusetts towns comparable to Concord, pay rates for like jobs in private industry in the Concord area, and current cost-of-living indexes; and make recommendations as appropriate to the Town Meeting.
- e) Approve new job titles and re-classifications of existing jobs, and establish minimum and maximum wage or salary brackets therefor, to be effective until the time of the next vote of the Town Meeting thereon.
- f) Receive from the Personnel Director a monthly report of all appointments to positions under the Wage and Salary Classification Plan, and establish policies governing the appointment or reassignment of new employees at a starting rate higher than the minimum rate under the Plan.
- g) Establish policies and procedures from time to time as necessary for administration of the Plan.
- h) Receive the appeal of any employee aggrieved by the operation of any provision of the Wage and Salary Classification Plan or aggrieved by any action of the appointing authority, investigate and consider the disputed questions involved, hold private or public hearings as appropriate, render a decision, and take action relative to the dispute as may be authorized under the Plan.
- i) Resolve all questions and disputes relative to interpretation of the provisions of the Plan as may be referred to the Board by employees and officials of the Town.
- j) Provide policy advice to the Town Manager on collective bargaining matters on request.

4. PERSONNEL DIRECTOR

A. Appointment

By Town Manager

B. Duties And Responsibilities

1. Administer the personnel system of the Town, reviewing personnel changes and weekly payroll to assure compliance with Personnel Bylaw, union contracts, and other personnel rules and regulations and exercise approval over personnel actions as specified by Personnel Board and Town Manager. Assist Department Heads in performance of departmental personnel functions. Prepare monthly personnel action report.
2. Assist in the recruitment and selection of new employees.
3. Provide assistance to the Personnel Board in the form of research, analysis, and recommendations. Attend Personnel Board Meetings.
4. Act as Affirmative Action Officer for Town, suggesting initiatives in keeping with that position; completing periodic reports for the Town Manager, Personnel Board, and State Officials on progress under the Town's program.
5. Prepare and maintain job descriptions. Perform salary surveys as necessary.
6. Develop special management reports and coordinate projects for the Town Manager. Develop policies and procedures for Town Manager and Personnel Board approval.
7. Administer Sick Leave management and performance evaluation plans and prepare annual reports.
8. Administer Town's employer responsibilities under the Mass. "Right-to-Know" Law including dissemination of information, record keeping, and employee training. Make recommendations in improved safety procedures.
9. Develop training and orientation programs and administer the Town's Educational Assistance Program for employees.
10. Administer employee health, life, and dental insurance plans, and coordinate retirement system enrollment with Town Accountant. Administer Worker's Compensation program.
11. Maintain department records. Prepare and manage department budget. Draft annual report for Personnel Board approval.