



# TOWN OF SHARON

## Office of the PERSONNEL BOARD

Sharon, MA 02067

### Minutes of the Personnel Board Meeting March 4, 2020

In Session: 7:10 p.m.

Members present: Michael Feldman, Kathleen Kelley, Paul Pietal and Julie Shapiro

Also present: Kathleen Medeiros, Council on Aging Director

1. The minutes of the February 11, 2020 meeting were approved.

2. Appeal of Social Worker/Wellness Coordinator Job Description Rating

Kathleen Medeiros discussed the changes made to the job description since the board had conducted the rating for the position. She pointed out that the experience level was raised to 3 years. Kathie stated she added more emphasis to the confidentiality portion of the description due to the fact that the position involved client's finances and a variety of other extremely personal situations. She also gave examples of physical environments that could be considered hazardous or dangerous in some situations. After some discussion with the board, the board rerated the position. The rating result was an MP-4. This was the same result of the initial rating conducted on November 13, 2019.

Kathie stated that she would be updating 2 job descriptions from her department in the near future that would not need to be rated. The positions she mentioned were: Bus Driver and Program Coordinator.

3. New and Overlooked Business

The board discussed the need to review union contracts. The board Secretary stated she would begin sending the contracts electronically to board members.

The board Secretary stated that the board had not formally approved the Recreation Departments Summer Employment rates received and reviewed by the board in the memo dated "September 2019" from the Recreation Department.

**Motion:** "To approve the wage increases for the Summer Employment 2020, effective May 1, 2020"

**Motion passes:** Unanimous

4. Next meeting scheduled for Wednesday, April 15, 2020.

5. Meeting adjourned at 8:38 p.m.