

Personnel Board Meeting
Wayland Town Building - Selectmen's Meeting Room
Open Session Minutes
October 11, 2019 9:00am

Members present: J. Green (JG); D. Cohen (DC); M. Peabody (MP); and P. Schneider (PS). M. Jones (MJ) called in telephonically.

Also present: Louise Miller (LM), Town Administrator; Kathleen Buckley (KB), Human Resources Manager; and Anna Ludwig (AL), Town Clerk

JG called to order at 9:00am

The Board established a telephone connection with MJ, who was unable to participate in the meeting in person because she was in a remote location. MJ was audible to everyone in the room.

Public Comment

None

Discussion and Potential Vote to Approve Salary for Assistant Clerk Position

LM stated that the Assistant Town Clerk position, which is a Grade C-15 in the AFSCME 2 bargaining unit, has been vacant since September and the Town has been searching to fill the vacancy since May or June. Several candidates had withdrawn from consideration for reasons including what they viewed to be pay that was not competitive. Without approval from the Personnel Board, the Town can only make an offer for a candidate to start at steps 1-3 of the grade, but the Town felt a starting salary at a higher grade was appropriate in this circumstance and was seeking approval from the Board.

AL described the significant backlog of work in the Town Clerk's office and the fact that with four elections coming up, the workload would continue to increase. AL stated an urgent need to fill the position, and described that the office needed a sharp candidate who would fit the fast-paced work environment and welcome the challenge of working on multiple elections.

The Board reviewed the candidate's resume and discussed his experience and education (Master's Degree). LM, KB and AL all stated that they felt he was qualified for the position, particularly given the skills that were required in the office at this point in time, and felt that hiring at the Step 8 level was justified given his skills and education and to stay competitive with his current salary. The Board discussed and felt comfortable with pay equity issues relative to how this position compared within the Town. DC suggested that KB check the references that had been provided by the candidate before proceeding.

DC moved to approve the Town making an offer to the identified candidate at the Grade C-15, Step 8 level subject to satisfactory reference and background checks. PS seconded the motion. Five members voting in the affirmative, the motion passed.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting
None

Jessica Green
Chair, Personnel Board

**Documents from the Personnel Board Meeting
Open Session
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1. Resume for Candidate for Assistant Town Clerk Position
2. 2019 Annual Town Meeting Warrant Page 107 - AFSCME2 Pay Scale for Grade C-15