

**Personnel Board
Town of Shutesbury
September 30, 2021 (Virtual Zoom Meeting)**

Members present: Melissa Makepeace-O’Neil, Melody Chartier and George Arvanitis. Also present: Becky Torres Absent: Peg Ross

Meeting came to order at 6:35

1. Approved the minutes of July 15, 2021
2. Reviewed a draft of an updated job description for the Board of Health Clerk – see below. The Board accepted the changes and will recommend them to the Select Board.
3. Reviewed the FRCOG 2021 wages & salary survey summary schedule created by the board:
 - i. Discussed our approach for a summary description of the duties
 - ii. Concern was express about employee turnover and a limited pool of candidates for many municipal positions
 - iii. Consideration of whether positions are benefited
 - iv. Discussed timing of project for any recommended rate changes for FY23 budget
 - v. Need to review the employee classification system. BT and AS will organize and present this to the board
4. Reviewed wages and salaries of two Shutesbury positions and compared them to other Franklin County towns. Discussed how to conduct analysis of wages and salaries and how to present the results to the Finance Committee and Select Board.
5. Next meetings: October 21, 2021, 6:15
 November 18, 2021, 6:15
 December 20, 2021, 6:15

Meeting adjourned

Town of Shutesbury

Job title:	Board of Health Clerk
Department:	Administrative
Reports to:	Selectboard
Grade:	6
Hours:	Up to 10 (hours may vary with demand)
Salary Range:	
Hiring/Appointing Authority:	Selectboard
Job Description Created:	7/2021
Job Description Approved:	7/2021

Position Summary:

The Board of Health clerk performs clerical tasks for the Board of Health

As such the Board of Health clerk provides support, coordination and professional management for the Board of Health to assist them in administering the Board of Health regulations. **The Clerk serves as an informed easily accessed contact person for the general public.**

Essential Duties and Responsibilities:

Office Duties:

- Typing, filing, and data entry
- Logging telephone messages and postal mail
- Tracking submitted application materials for well and septic system permits
- Other as assigned

Board/Commission Support:

- Maintains database of documents: septic system permits, well data, pumpouts
- Collects and files mail from post office
- Monitors BOH phone and possibly email
- Maintains paper files at Town Hall
- Tracks ongoing projects
- Organizes submission materials for permits for the board's review and approval
- ~~Submit checks to the treasurer~~
- Serves as Board of Health's liaison with town officials, boards and the public
- Develops meeting agendas for review by the Board of Health
- Attends Public meetings
- Takes and prepares minutes of meetings of Board of Health, as needed
- Schedules meetings, hearings, appointments with the general public and town officials for Board of Health
- Tracks balances in Board of Health accounts; submits warrants, deposits filing fees and confers with Town Treasurer and Accountant as needed

Supervisory Responsibilities:

- n/a

Education, Experience, Licensing Requirements:

- Demonstrated computer and clerical skills
- High school diploma and at least one year's experience working in an office
- Municipal office experience preferred

Physical Demands: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hand to fingers, handle or feel objects, tools or controls; reach with hands or arms and talk, hear and smell
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

Selection Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to revision by the employer if there is a change in the needs of the employer and the requirements of the job.

Affirmative Action:

The town of Shutesbury is an Equal Opportunity/Affirmative Action Employer

Approved by Selectboard: _____ ***Date:*** _____