



Sandwich Town Hall  
130 Main Street  
Sandwich, MA 02563  
5:00 P.M.

TOWN CLERK  
TOWN OF SANDWICH

DEC 17 2019

3 H 45 M P M  
RECEIVED & RECORDED

MINUTES OF THE PERSONNEL BOARD  
April 9, 2019

Present: Karen Miller, Chair; Kelee Renzi, Sue Hart, (members) Marie Buckner, Human Resources Director and Linda Kiley, Assistant Human Resources Director.

Also Present: Sue Lundquist and Sharon Smith

1. Ms. Miller convened the meeting.
2. Minutes of October 3, 2018 were reviewed. Ms. Miller moved approval of the minutes of October 3, 2018 as submitted. Ms. Hart seconded. Unanimous.
3. Review/Rerate Job Description within the Accounting Department ~ Grade 3 Administrative Assistant position.

The Board reviewed the Grade 3 job description as well as the other job descriptions within the department which were unchanged. The Board rated the position again. The position remains a Grade 3.

4. Review and Rerate Non-Union Job Description ~ Recreation Director.

The Board reviewed the position description. The Recreation Director has an increased responsibility of additional seasonal employees and staff while developing, promoting, planning, and executing community recreational programs. Changes made to the job description were approved. The Board voted to rerate the position from Grade 10 to Grade 13.

5. Review Non-Union Job Descriptions ~ Health Department.
  - a. Review and Rerate Public Health Director position. The Board reviewed the Public Health Director job description. Increased responsibility to develop plans and programs to meet the goals of the Comprehensive Water Resources Management Plan to maintain compliance with the Cape Cod Commission. Changes made to the job description were approved. The Board voted to rerate the position from Grade 15 to Grade 16.



**b. Review Assistant Health Agent .**

The Board reviewed the position description as it currently exists. Minor wording changes. No regrade of position.

6. Old Business ~ None
7. New Business ~ None
8. Adjourn

The meeting adjourned at 7:00 P.M.

Respectfully submitted,



Linda J. Kiley  
Assistant Human Resources Director

Documentation:

Job Descriptions:

Grade 3 ~ Administrative Assistant ~ Accounting Department  
Recreation Director  
Public Health Director  
Assistant Health Agent