

1. **Please state your department's or committee's charge or job description.**

The Personnel Board is responsible administration of the Personnel By-Law and Salary and Classification Plan and for their administration. Our Board conducts collective bargaining negotiations on behalf of the BOS and advises and assists with regard to administration of collective bargaining agreements that fall under the purview of the BOS.

2. **To whom is your department or committee accountable?**

We are accountable to Town Meeting with respect to the administration of the By-Law and Classification Plan. We are accountable to the BOS for union negotiations with all non-school units and collective bargaining agreements with those units.

3. **What three things contribute most to the successful functioning of your department or committee?**

- a. The Town's Director of Human Resources is critical, as he carries out much of the Board's work with regard to the administration of the By-Law and Classification and Salary Plan, conducts job evaluations and reclassifications, collects and prepares in exhibit form necessary information to enable our Board to be able to prepare for and carry out its collective bargaining responsibilities, serves as the Board's day-to-day representative in advising and assisting Department Heads and managers in interpreting collective bargaining agreements and advising managers with regard to labor issues and administration of the Personnel By-Law. The HR Director serves as the Board's eyes and ears with regard to human resource issues and concerns. A full time professional in this position is essential to our Board's functioning.
- b. On-going, timely and effective communication with the BOS, Town Administrator, Assistant Town Administrator, the Town's Chief Financial Officer and Department Heads and managers.
- c. A strong board with members, who are committed and committed to maintaining a high quality HR function in the Town. We are fortunate to have such a board.

4. **What three things would you change to bring about a more effective functioning?**

- a. Funding for the Board to retain a consultant to evaluate (at least once every five years) positions under the Salary and Classification Plan that are not subject to collective bargaining agreements (essentially, Town Office and management positions).
- b. Beyond that, we're in good shape.

5. **What challenges do you anticipate that might impact the work of your department or committee in the future and what changes would you suggest for addressing those challenges?**

As the Town will likely be faced with fiscal constraints over the next few years, collective bargaining will be more difficult and time-consuming, our needs for complete and accurate information for use in negotiations will increase and our reliance on the Town's HR Director will grow.

6. **Do you have anything to add?**

Our Board has been very fortunate to have had the support from the BOS, the Advisory Committee and Department Heads and the excellent work of the Town's HR Director. This has meant that we have been able to carry out our role in the best interests of the Town, Town employees and the unions with which the Town has collective bargaining relationships.