

1. 6:00 P.M. Personnel Board Packet

Documents:

[PERSONNEL BOARD PACKET 2022.07.25.PDF](#)
[PERSONNEL BOARD AGENDA 2022.07.25.PDF](#)



Town of Deerfield Meeting Notice

Deerfield Municipal Offices
8 Conway Street
South Deerfield, MA 01373
Ph: 413-665-1400
Fax: 413-665-1411

Personnel Board Meeting

Date: July 25, 2022 Time: 6:00 pm

Location: **Remote**

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor Baker's June 16, 2021 Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, including an extension of the remote participation provisions of his March 20, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §20. Remote Meeting Connection noted below.

Please click this URL to join.

<https://zoom.us/j/6200078930?pwd=Z2d6ZzNuMVhJMKJVT2VUYW9yaFhCQT09>

Meeting ID: 620 007 8930 Passcode: 627371

Dial In: 1-(312) 626-6799 Or 1-(929) 205-6099, Toll Free (833) 548- 0276

Meeting attendees should mute phones (*** 6 for landlines**) unless asking question or commenting. All attendees should wait to speak until other participants are finished.

Meeting attendees should **mute phones** unless asking questions or commenting. All attendees should **wait to speak until other participants are finished**.

Agenda

1. Call to Order
2. Welcome new Finance Committee Member
3. Re-organization of Board
4. Minutes
5. Appearances/Hearings
6. Discussion/decision items:
 - Job Descriptions –Administrative Assistant (Inspections), Administrative Assistant (SB/TA), Assistant Town Administrator,
 - Update on Town Clerk and Treasurer/Collector split, discussion of vacancies – interim personnel, etc.
 - Personnel Board Vacancies
 - Personnel Manual
7. Public Comment
8. Other items not anticipated 48 hours prior to meeting.
9. Adjourn

The listing of matters are those reasonably anticipated by the chair that may be discussed at the meeting. Not all listed items may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permissible by law.



Town of Deerfield
Office of the Town Administrator

Deerfield Municipal Offices
8 Conway Street
South Deerfield, MA 01373
Ph: 413-665-1400
Fax: 413-665-1411

MEMORANDUM

Date: July 25, 2022
To: Personnel Board
From: Kayce Warren, Town Administrator
Re: Town Administrator/Personnel Board Updates

Discussion Decision Items

Job Descriptions

The Inspections Administrative Assistant resigned unexpectedly in May. While this job description was on the agenda for approval this month, we could not operate without help immediately. As I've mentioned to the Personnel Board before, I normally would go to both boards for approval, however, circumstances dictated that we put the position out as soon as possible. I had the Selectboard approve the draft job description on June 2, 2022. We posted the position a few days later. As a stop-gap measure, we re-assigned Alex Herchenreder to cover the office temporarily for continuity of operations. We conducted an employment search and were lucky to find a candidate with extensive administrative experience as well as familiarity working on several municipal boards. Amy Hahn will be starting on August 1, 2022.

You'll find the Administrative Assistant for the Inspections Department job description in this packet for review.

The Selectboard reviewed the Administrative Assistant position description after you approved it and made minor changes. Changes are highlight for review.

Update on Town Clerk and Treasurer/Collector Split, Vacancies, Interim Personnel

The Home Rule Petition to split the positions of Town Clerk/Treasurer/Collector is proceeding through the Legislature. However, though they are moving faster on this request than with previous submissions, their process is a long one. We must be prepared for the September Primary Election, so it is crucial to have someone on board that could facilitate that election. We consulted with staff and Town Counsel and developed a vacancy notice for a temporary, part-time, contract position of Interim Town Clerk. After conducting an employment search, the retired South Hadley Town Clerk was the outstanding candidate submitted for hiring approval to the Selectboard. Carlene Hamlin will begin working with us the first week of August.

In addition, we may need to proceed with an interim hire for the Treasurer/Collector position.

Personnel Board Vacancies

We have not received any emails/calls related with interest in the vacancies.

Manual

Unfortunately, I have not been able to secure technical assistance to go over the manual. We are just closing Fiscal Year 2022 and beginning FY2023, which takes a good deal of time. I will be circling back around to this task in August.

TOWN OF DEERFIELD, MA

Position Title:	Administrative Assistant	Grade Level:	C
Department	Inspections	Date:	6.1.2022
Reports to:	Building Commissioner/Assistant Town Administrator	FLSA Status	Non-exempt

DEFINITION

The position provides administrative support to the Building Commissioner, and supports the Conservation, Planning, and Zoning Boards for inspections department operations and land use functions.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Provides extensive customer service answering questions, taking messages, referring individuals to other staff if necessary in person and via telephone and email;
- Processes Building, Wiring, Plumbing and Gas applications and permits both electronically and in paper, reviews for completeness; sets up inspection appointments; maintains permit status logs, construction progress, close-out, and provides certificates of completion/occupancy permits as approved;
- Provides administrative support to the Conservation, Zoning, and Planning Boards including, but not limited to receives, evaluates completeness, routes and records applications; develops and processes agendas and hearing notices, certified mailings, postings, publications and other correspondence in compliance with legal requirements, dissemination of information to committees and the public, uploads all application-related information to the Town's website, transcription of minutes, completes decisions for approval and recording, pursuant to state and local requirements;
- Processes correspondence for the Inspections Department and committees, including but not limited to incoming mail and email, letters and permits, and other related tasks;
- Processes payments for turnover to the Treasurer's office;
- Files all filings, applications, plans and decisions in office or with Town Clerk depending on the type;
- Provides data information including, but not limited to monthly permit reports and supporting documentation to other departments, the public, and to state and local agencies;
- Monitoring and transcription of evening meetings to support committee services;
- Performs a variety of related duties as necessary.

SUPERVISION RECEIVED

Under general direction of the Building Commissioner, the employee plans and prioritizes the

TOWN OF DEERFIELD, MA

inspections work independently, in accordance with standard practices and procedures. Under general direction of the Assistant Town Administrator, employee performs committee support tasks according to standard practices, regulatory requirements, and general procedures. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations or guidelines. Work requires attention to detail and accuracy. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guidelines.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required.

CONFIDENTIALITY

Employee has regular access at the departmental level to some confidential information, including permit-related records, medical and other customer records.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and 1 to 3 years of related municipal experience, or any equivalent combination of education, certification, training and experience. Associates degree preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of office management principles and practices general policies, procedures and operations; and computer systems and equipment used by the department.

Abilities: Ability to learn State and Town regulations as they relate to permit processing, ability to operate telephones, standard office equipment, email and other electronic hardware and software; ability to work independently and efficiently to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently and maintain confidentiality; ability to stay calm and deal tactfully with the public, officials and department personnel patiently and appropriately with all clients.

Skills: Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

TOWN OF DEERFIELD, MA

WORK ENVIRONMENT

The majority of work is performed in an office setting typical to a municipality. May be required to work remotely, after normal business hours, if necessary as required for committee support.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.

TOWN OF DEERFIELD, MA

Position Title:	Administrative Assistant	Grade Level:	C
Department	Selectboard/BOH/Town Administrator	Date:	PB 5.16.2022 SB 6.1.2022
Reports to:	Assistant Town Administrator/Town Administrator	FLSA Status	Non-exempt

DEFINITION

The position is responsible for a full range of administrative tasks that support the daily operations of the Selectboard/Board of Health, the Town Administrator's Office, and other public officials.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Provides extensive customer service, both internally and externally through email, telephone and in person;
- Coordinates the payment and preparation of bills obtaining reimbursements and allocation of funds using appropriate accounts with Town Accountant, Assistant Town Administrator and Town Administrator;
- Processes all general permits and annual renewals for the Selectboard/Board of Health, including, but not limited to Liquor licenses, home businesses, auto dealer licenses, entertainment, auction, food service, Common Victualler, catering, funeral director, disposal works installers, tobacco sales etc.;
- Responsible for the preparation of correspondence and reports including, but not limited to the appointment and permit reports, the Town's annual report, **and liquor licensing reporting to the Alcohol Beverage Control Commission;**
- Provides administrative and clerical support to the Selectboard/Board of Health and other boards and committees as assigned, including but not limited to processing permit applications, correspondence, and preparing meeting minutes;
- Serves as liaison for answering the department's telephone, greets incoming citizens and visitors referring inquiries to appropriate town staff and assisting with general questions; forwards questions and concerns to the Town Administrator Selectboard/Board of Health or other town officials as applicable;
- Posts meeting notices prepares agendas and distributes meeting materials to the Selectboard/Board of Health and other boards and committees as assigned prior to weekly meetings and provides support for remote accessibility;
- Maintains the town's website; posts meeting agendas, meeting minutes, announcements; updates board and committee information and webpages; and all other general changes on a daily basis;

TOWN OF DEERFIELD, MA

- Receives and turns over all Selectboard/Board of Health receipts/fees to the Treasurer's office;
- Maintains an inventory of equipment, office and building supplies; purchases supplies and equipment using established procurement guidelines or through coordination with other staff for optimal pricing;
- Maintains accurate record of mail, cash, invoices, and other correspondence received;
- **Monitoring and transcription of evening meetings to support committee services;**
- Performs a variety of related duties as necessary.

SUPERVISION RECEIVED

Under the general direction of the Assistant Town Administrator and Town Administrator, the employee works independently with specific instructions using standard practices and previous training. Employee is expected to recognize situations which do not fall within existing instructions and adapt methods or interpret instructions to adjust and complete assignment. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities, with reviews and regular assessments to ensure completed work and methods are accurate. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required.

CONFIDENTIALITY

Employee has regular access at the departmental level to some confidential information, including permit-related records, medical and other customer records.

EDUCATION AND EXPERIENCE

High school diploma, and 1 to 3 years of related municipal experience; or any equivalent combination of education, certification, training and experience. Associates degree preferred.

TOWN OF DEERFIELD, MA

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of office management principles and practices, and computer software such as word processing, spreadsheet, and database software, department procedures, policies, programs and operations.

Ability: Ability to learn State and Town regulations as they relate to permit processing, ability to operate telephones, standard office equipment, email and other electronic hardware and software; ability to work independently and efficiently to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently and maintain confidentiality; ability to stay calm and deal tactfully with the public, officials and department personnel patiently and appropriately with all clients.

Skill: Skill in operating computers and applicable word processing and statistical applications; excellent customer service skills. Must have strong record keeping, bookkeeping, secretarial, organization, communication and customer service skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting typical to a municipality. May be required to work remotely, after normal business hours, if necessary as required for a variety of support needs.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.



Town of Deerfield Meeting Notice

Deerfield Municipal Offices
8 Conway Street
South Deerfield, MA 01373
Ph: 413-665-1400
Fax: 413-665-1411

Personnel Board Meeting

Date: July 25, 2022 Time: 6:00 pm

Location: **Remote**

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor Baker's June 16, 2021 Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, including an extension of the remote participation provisions of his March 20, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §20. Remote Meeting Connection noted below.

Please click this URL to join.

<https://zoom.us/j/6200078930?pwd=Z2d6ZzNuMVhJMKJVT2VUYW9yaFhCQT09>

Meeting ID: 620 007 8930 Passcode: 627371

Dial In: 1-(312) 626-6799 Or 1-(929) 205-6099, Toll Free (833) 548- 0276

Meeting attendees should mute phones (*** 6 for landlines**) unless asking question or commenting. All attendees should wait to speak until other participants are finished.

Meeting attendees should **mute phones** unless asking questions or commenting. All attendees should **wait to speak until other participants are finished**.

Agenda

1. Call to Order
2. Welcome new Finance Committee Member
3. Re-organization of Board
4. Minutes
5. Appearances/Hearings
6. Discussion/decision items:
 - Job Descriptions –Administrative Assistant (Inspections), Administrative Assistant (SB/TA), Assistant Town Administrator,
 - Update on Town Clerk and Treasurer/Collector split, discussion of vacancies – interim personnel, etc.
 - Personnel Board Vacancies
 - Personnel Manual
7. Public Comment
8. Other items not anticipated 48 hours prior to meeting.
9. Adjourn

The listing of matters are those reasonably anticipated by the chair that may be discussed at the meeting. Not all listed items may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permissible by law.