

MILFORD PERSONNEL BOARD
CLASSIFICATION AND COMPENSATION STUDY INFORMATIONAL SESSIONS
DECEMBER 3, 2014, @9:00AM AND 10:00AM IN ROOM 03, MILFORD TOWN HALL
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- 1 Session #1 began promptly at 9:00am. Present: Board members Charles Abrahamson Jr., Dennis Carroll, Laura Crisafulli, Warren Heller, and Shelly Leclaire, alternate. Also present: Phyllis Ahearn, clerk. Absent: Board member James Ligor. 19 individuals occupying Article 2 Salaried or Hourly Rated positions attended.
- 2 Session #2 began promptly at 10:00am. 7 individuals occupying Article 2 Salaries or Hourly Rated positions attended.
- 3 At both sessions, Dennis Carroll presented the Study's Final Report via Power Point, thus concluding the Study's Classification segment. The Board will proceed to focus on the Compensation segment, for an ultimate presentation at the 2015 Annual Town Meeting.
- 4 Positions affected by this Study include:
SALARIED: Town Counsel, Police Chief, Fire Chief, Deputy Police Chief, Information Technology Director, Town Engineer, Police Lieutenant, Town Planner, Director of Sewer Operations, Assessor/Administrator, Health Agent, Building Commissioner, Town Accountant, Parks/Recreation Administrator, Community Development Director, Senior Center Director, Asst. Town Counsel
HOURLY RATED: Director, Milford Youth Center, Asst. Town Accountant, Paralegal/Legal Assistant, Director, Tobacco Control Prig, PT, Technology Support Technician, Animal Control Officer, Plumbing/Gas Inspector, Wiring Inspector, Local Building Inspector PT, Deputy Plumbing/Gas Inspector PT, Deputy Wiring Inspector PT, Health Inspector FT, Property Rehab Specialist PT, Assistant Town Treasurer, Admin. Assistant/Town Administrator, Assistant Director, Milford Youth Center, Lister/Data Collector, Board of Assessors, Maintenance Supervisor, Financial Analyst PT, Client Services Coordinator PT, Program Coordinator/Comm. Development Office PT, Dispatcher PT, Asst. Animal Control Officer, Asst. Zoning Enforce. Officer PT/FT, Assistant to Fire Chief, Assistant to Police Chief, Program Coordinator PT, Outreach Coordinator PT, Van Driver, Legal Secretary, Admin. Services Coordinator, Planning Assistant, Volunteer Services Coordinator PT, Junior Building Custodian, Clerk, Community Development Office PT/FT, Senior Ctr. Reception Clerk PT, Transportation Cord. PT
- 5 Following Mr. Carroll's presentation, the clerk reviewed the five documents included in each position's packet of information:
- Each position's Job Description: primary duties and essential functions
 - Characteristic Chart: minimum requirements for each level/four levels for salaried positions and three levels for hourly rated positions
 - Point Level Chart: where each position is placed within the various levels
 - Appeal Form: to be completed for requested changes of a substantive nature.
 - Acknowledgment Form: for signature at either Section #1 or #2.
- 6 Personnel are reminded that the deadline for submitting the Acknowledgment Form is December 31st; complete with signatures of supervisors; failure to do so will be considered to be acceptance of the Job Description as submitted.

Recorded by Phyllis Ahearn, Clerk