

RELEASED

MINUTES
EXECUTIVE SESSION
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MARCH 19, 2018
6:15 P.M.

APPROVED
CONFIDENTIAL

SELECTMEN PRESENT: Ballantine, Brown, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark and Interim Assistant Town Administrator Bob Lawton.

Chairman MacAskill called the meeting to order at 6:15 p.m. Mr. Ballantine moved to go into Executive Session pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA Union – changes to Executive Assistants' job descriptions. Mr. Howell seconded the motion and the motion carried unanimously on a roll call vote.

Mr. Lawton explained that four HEA positions are being presented for reclassification for which he has provided position evaluation worksheets and job descriptions (see attached). Chairman MacAskill stated that in the past they didn't vote until the union voted. Mr. Clark explained that this is being done for internal equity purposes. At this point Ms. Brown joined the meeting (6:18 p.m.). Mr. Lawton explained how the point scoring was arrived at for the various positions. Mr. Ballantine said he was uncomfortable mixing position descriptions with salaries. He said if the pay isn't correct, we should increase the salary and not do it by switching the positions. Mr. Lawton responded that the department heads have provided the job descriptions with different duties. He said the old positions would be gone. Chairman MacAskill said if they are to give raises it should be because the jobs have changed. Mr. Ballantine questioned if they have looked at the skills needed and Mr. Lawton said the department heads looked at it and he met with them. Chairman MacAskill asked what the impact would be and Mr. Lawton responded that it is not a lot as they are just going to the next step and it is in their respective budgets. Mr. Howell recommended that desk audits be performed. He stressed the need for cross verification and a statistical review and he commented that he wants to make sure they're doing what their supervisor says they're doing. Ms. Kavanagh said she doesn't want to see us continually robbed of employees by Chatham. She stated that the Building Commissioner should be higher and Mr. Clark said they are looking at that. Mr. Ballantine questioned if we have the right skill sets for the positions and wanted to look across the board at job descriptions. Mr. Lawton said he would get the actual dollar amount and meet with the HEA Union.

Mr. Howell moved to adjourn at 6:32 p.m. Ms. Brown seconded the motion and the motion carried by unanimously on a roll call vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Date 22-Feb-18

Town of Harwich, Massachusetts

Position Title: ~~Administrative~~Executive Assistant to the Finance Director

Department: Accounting

Statement of Duties

Position provides highly responsible clerical and financial services to ~~a town~~the finance department, maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, ~~prepares budgets and reports~~audits and processes vendor invoices and payroll timecards, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary.

Essential Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar; related or a logical assignment to the position.

1. Prepare and process records, letters, ~~permits, and forms~~, memoranda, meeting minutes, ~~mail~~employment contracts, insurance policies and vendor contracts, documentation and correspondence of a public and of a confidential nature.
2. ~~Maintain paper and electronic filing systems, including confidential personnel records, accounts, and contract files.~~
3. ~~Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, and answer telephones and greet visitors to facility.~~
4. ~~Prepare and process turnovers as necessary, prepare vouchers for payment, prepare payroll, and other department supplies.~~
2. Audits and processes vendor invoices and payroll records for all town departments.
3. Manages vendor files in compliance with state and federal regulations.
4. Possess exceptional organization and time management skills.
5. Manages vendor relationships ensuring prompt payment of invoices.
6. Maintains comprehensive financial filing system.
7. Assembles financial data for external and internal audits.
8. Attention to detail, thoroughness and the ability to meet assigned deadlines are essential required skills.
- 5.9. Assist other departmental staff in the performance of their duties as necessary.

Supervision

Employee works under the general direction of the ~~department head~~Finance Director, receiving very little instruction for daily responsibilities, general instruction (usually orally, sometimes written) for specific assignments, and occasionally specific instructions for a specific project. Employee has substantial responsibility for determining the sequence and timing of actions and substantial

Town of Harwich, Massachusetts

External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Harwich, Massachusetts

Position Title: ~~Administrative~~Executive Assistant

Department: Treasurer-~~/~~Collector

Statement of Duties

Position(s) provides highly responsible financial, clerical, payroll and tax payment services to a town at the Treasurer/Collector department, accuracy and attention to detail is imperative. Provides customer service to taxpayers and acts as human resources for employees, maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, prepares budgets and reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary. Receives, verifies and processes virtually all funds collected by all Town Departments.

Essential Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar; related or a logical assignment to the position.

1. ~~Prepare and process records, letters, permits, and forms, memoranda, meeting minutes, mail and correspondence of a public and of a confidential nature.~~
1. Provide paperwork and information for new employees, enter and maintain employee information and process weekly payroll for between 250-475 employees
2. Maintain paper employee database for all insurance enrollment, audit and processes payment to providers, track employees on unpaid leave for payment of benefits.
3. Assist employees with benefit issues, act as liaison to providers
4. Provide and electronic filing systems receive information to/from Barnstable County Retirement Board, assist employees as needed
- 2.5. Track retirees for Medicare and other changes, including confidential personnel records, accounts, and contract files, maintaining Mass Teachers retirees online database
6. Process Veteran's benefits monthly
7. Review and respond to unemployment claims.
8. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, payment from taxpayers in person, by mail and answer telephones online.
- 3.9. Receive departmental turnovers from all Town departments, verify totals and greet visitors, make deposits to facility bank, both manually and by remote check deposit.
10. Prepare Print and distribute all payroll and vendor checks and direct deposit advices.
- 4.11. Order supplies as needed and process turnovers as necessary, prepare vouchers for payment, prepare payroll, and other department supplies, invoices.
5. Assist other departmental staff in the performance of their duties as necessary.

Administrative~~Executive~~ Assistant – Treasurer-~~/~~
Collector

Town of Harwich, Massachusetts

12. Process postage for all outgoing Town mail

Supervision

Employee works under the general direction of the department head Treasurer/Collector, receiving very little instruction for daily responsibilities, general instruction (usually orally, sometimes written) for specific assignments, and occasionally specific instructions for a specific project. Employee has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing administrative responsibilities and activities, including determining the work methods. Work performed is reviewed by keeping the supervisor informed of work progress, providing the supervisor with the information for final review/approval, and through an annual evaluation. Employee decides most methods and practices for completing work assignments, referring certain issues to supervisor in order to receive administrative feedback on critical issues.

The position works closely and collaboratively with town departments, contractors, vendors and employees of the Town of Harwich. The employee possess critical thinking and problem resolution abilities, utilizing these skills on a daily basis.

The employee may have access to confidential departmental client and personnel records, dependent upon the departmental assignment.

The employee has no supervisory responsibility.

Job Environment

Position responsibilities require the employee to evaluate each work process and determine the appropriate response consistent with department rules and regulations, town policies, Town Bylaws, and applicable state laws, rules and regulations. Rules and regulations do not always provide a clear-cut response, employee must be aware of the language and the need for additional interpretation of these rules and regulations, and must exercise judgment to consult with their supervisor for advice. Responsibilities vary considerably but generally follow the requirements of various rules and regulations, with task responses varying according to each request for assistance.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have a High School Diploma or equivalent and three (3) to five (5) years experience in an office setting dealing with the public, or processing payroll and receiving payments, managing filing systems and other financial documentation. An equivalent and relevant combination of education and experience may be considered in lieu of the years of experience. Above average use of Microsoft Office products is desirable.

AdministrativeExecutive Assistant – Treasurer/
/Collector

Town of Harwich, Massachusetts

The employee may have seldom to constant contact with the public in order to respond to resident, vendor and employee inquiries or complaints or to schedule appointments. Other contacts include other town departments, and state or municipal agencies concerning complaints, scheduling meetings, or work responsibilities. Contacts are generally made in person, in writing, by radio, by facsimile or by telephone.

Errors may result in delay or loss of service, monetary loss, or legal repercussions if errors are made or the incorrect information is distributed.

External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

COPY

Phone (508) 430-7513

Fax (508) 432-5039

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Charleen L. Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



January 19, 2018

To: Christopher Clark, Town Administrator
Cc: Carol Coppola, Finance Director
Amy Bullock, Treasurer/Collector
From: Charleen Greenhalgh, Assistant Town Administrator/HR Director *CG*
Re: Reclassification of Positions within Finance and Treasurer/Collector Departments

I have been asked to review the memo of December 21, 2017 regarding Administrative Assistants within the Finance and Treasurer/Collector Departments. Included in this memo was a request to reclassify existing positions from Grade 5 to Grade 7 within the HBA Contract and proposed job descriptions.

At this time I recommend these changes based on the work and responsibilities related to these positions.

Charleen Greenhalgh

From: Carol Coppola
Sent: Thursday, December 21, 2017 2:55 PM
To: Charleen Greenhalgh; Christopher Clark
Cc: Amy Duffy
Subject: Change in Classification
Attachments: Request for change in classification_final.doc; Administrative Assistant - Treasurer-Collector.docx; Executive Assistant Treasurer Collector.xlsx; Executive Assistant_Finance_draft.docx; Administrative Assistant - Accounting.docx

Chris and Charleen,

Please find attached information pertaining to our recommendation/request for a change in classification for 3 HEA members. We have attached our memorandum as well as the current job descriptions and the upgraded drafts. We look forward to your reply.

Thank you,

Carol Coppola
Finance Director/Town Accountant
Town of Harwich
732 Main Street
Harwich, MA 02645



TOWN OF HARWICH
FINANCE DIVISION
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Date: December 21, 2017

To: Christopher Clark
Charleen Greenhalgh

From: Carol Coppola and Amy Bullock

RE: Administrative Assistants – Finance and Treasurer/Collector Departments

In keeping with the HEA Contract and specifically article XXI we would like consideration for a change in classification from Administrative Assistant positions in the Finance and Treasurer/Collector departments to Executive Assistants. The three positions carry substantial responsibilities and intricate work assignments that require extensive attention to detail, intricate knowledge of state and federal laws and guidelines as well as managing the base of the financial transactions for the town.

We have attached updated job descriptions for each position and respectfully request your consideration for the change in classification from a grade 5 to a grade 7. The financial impact for both the current fiscal year and upcoming year are presented below, we are proposing one Executive Assistant to the Treasurer/Collector to be reclassified from Grade 5 Step 5 to Grade 7 Step 4 and two Executive Assistants (Finance and Treasurer/Collector) to be reclassified from Grade 5 Step 6 to Grade 7 Step 5:

PROPOSED		150,936.50	PROPOSED		160,951.70
CURRENT		146,783.06	CURRENT		151,979.85
FY18 INCREASE		4,153.44	FY19 INCREASE		8,971.85

We understand there is a significant financial impact to our request however we believe the more appropriate classification for these positions is reflected in our recommendation. After careful analysis and verification of ample funding in both salary & wage categories, our proposal includes a reclassification as of 1/1/2018.

Thank you for your time and attention to this request.

Town of Harwich, Massachusetts

Position Title: Executive Assistant to the Finance Director

Department: Accounting

Statement of Duties

Position provides highly responsible clerical and financial services to the finance department, maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, audits and processes vendor invoices and payroll timecards, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary.

Essential Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar; related or a logical assignment to the position.

1. Prepare and process records, letters, employment contracts, insurance policies and vendor contracts, documentation and correspondence of a public and of a confidential nature.
2. Audits and processes vendor invoices and payroll records for all town departments.
3. Manages vendor files in compliance with state and federal regulations.
4. Possess exceptional organization and time management skills.
5. Manages vendor relationships ensuring prompt payment of invoices.
6. Maintains comprehensive financial filing system.
7. Assembles financial data for external and internal audits.
8. Attention to detail, thoroughness and the ability to meet assigned deadlines are essential required skills.
9. Assist other departmental staff in the performance of their duties as necessary.

Supervision

Employee works under the general direction of the Finance Director, receiving very little instruction for daily responsibilities, general instruction (usually orally, sometimes written) for specific assignments, and occasionally specific instructions for a specific project. Employee has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing administrative responsibilities and activities, including determining the work methods. Work performed is reviewed by keeping the supervisor informed of work progress, providing the supervisor with the information for final review/approval, and through an annual evaluation. Employee decides most methods and practices for completing work assignments, referring certain issues to supervisor in order to receive administrative feedback on critical issues.

Town of Harwich, Massachusetts

Position Title: Administrative Assistant

Department: Treasurer / Collector

Statement of Duties

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2. Maintain paper and electronic filing systems, including confidential personnel records, accounts, and contract files.
3. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, and answer telephones and greet visitors to facility.
4. Prepare and process turnovers as necessary, prepare vouchers for payment, prepare payroll, and other department supplies.
5. Assist other departmental staff in the performance of their duties as necessary.

Supervision

Employee works under the general direction of the department head, receiving very little instruction for daily responsibilities, general instruction (usually orally, sometimes written) for specific assignments, and occasionally specific instructions for a specific project. Employee has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing administrative responsibilities and activities, including determining the work methods. Work performed is reviewed by keeping the supervisor informed of work progress, providing the supervisor with the information for final review/approval, and through an annual evaluation. Employee decides most methods and practices for completing work assignments, referring certain issues to supervisor in order to receive administrative feedback on critical issues.

The employee may have access to confidential departmental client and personnel records, dependent upon the departmental assignment.

The employee has no supervisory responsibility.

Town of Harwich, Massachusetts

Position Title: Administrative Assistant

Department: Accounting

Statement of Duties

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Town of Harwich, Massachusetts

Position Title: Executive Assistant

Department: Treasurer/Collector

Statement of Duties

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Essential Functions

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1. Provide paperwork and information for new employees, enter and maintains employee information and process weekly payroll for between 250-475 employees
2. Maintain employee database for all insurance enrollment, audit and processes payment to providers, track employees on unpaid leave for payment of benefits
3. Assist employees with benefit issues, act as liaison to providers
4. Provide and receive information from Barnstable County Retirement Board, assist employees as needed
5. Track retirees for Medicare and other changes, including maintaining Mass Teachers retirees online database
6. Process Veteran's benefits monthly
7. Receive and process payment from taxpayers both in person and by mail.
8. Receive departmental turnovers from every department in the Town, verify totals and make deposits to bank, both manually and by remote check deposit.
9. Print and distribute all payroll and vendor checks and direct deposit advices.
10. Order supplies as needed and process department invoices.
11. Process postage for all outgoing Town mail

Supervision

Employee works under the general direction of the Treasurer/Collector, receiving very little instruction for daily responsibilities, general instruction (usually orally, sometimes written) for specific assignments, and occasionally specific instructions for a specific project. Employee has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing administrative responsibilities and activities, including determining the work methods. Work performed is reviewed by keeping the supervisor informed of work progress, providing the supervisor

Town of Harwich, Massachusetts

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Town of Harwich, Massachusetts

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Town of Harwich, Massachusetts

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Responsibilities vary considerably but generally follow the requirements of various rules and regulations, with task responses varying according to each request for assistance.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have a High School Diploma or equivalent and three (3) to five (5) years experience in an office setting processing payroll and receiving payments, managing filing systems and other financial documentation. An equivalent and relevant combination of education and experience may be considered in lieu of the years of experience.

The employee may have seldom to constant contact with the public in order to respond to resident, vendor and employee inquiries or complaints or to schedule appointments. Other contacts include other town departments, and state or municipal agencies concerning complaints, scheduling meetings, or work responsibilities. Contacts are generally made in person, in writing, by facsimile or by telephone.

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