



HUMAN RESOURCES BOARD
Brookline Town Hall
333 Washington Street
Brookline, MA 02445

Edward DeAngelo, Chair
Lori Cawthorne
Gerald Raphel
Dana Teague
Elizabeth Venti

**Town of Brookline
Human Resources Board
Tuesday, May 10, 2016
7:00 PM
Town Hall – Room 214**

Present: Elizabeth Venti, Dana Teague, Gerald Raphel

Absent: Edward DeAngelo, Lori Cawthorne

Also Present: Sandra DeBow, Director of Human Resources, Marjie Lalli, Human Resources;

Upon motion duly made and seconded, with a roll call vote, it was moved that the Human Resources Board go into EXECUTIVE SESSION. Gerald Raphel then stated the reason for Executive Session: AFSCME Step Two Grievance(s)

The Human Resources Board (WILL) RECONVENE in Open Meeting after the Executive Session.

Gerald Raphel	YES
Elizabeth Venti	YES
Dana Teague	YES

Reclassification of Human Relations and Services Specialist Position

Dr. Gellineau explained that the Human Relations and Services Specialist position is responsible for the ADA coordination, assisting various departments on ADA compliance. He further explained that his office does a lot of programming and this position will do the leg work for the logistics for the programs and that the position will require grant writing skills along data base management. Sandra explained that she will not make a recommendation for the grading of the position at this meeting and will come back with a recommendation on the grade at the June meeting.

Classification of Resource Manager/Performance Analyst Recreation Position

Lisa Paradis, Director of the Recreation Department, explained the need for a new position of Resource Manager/Performance Analyst. Ms. Paradis reviewed how she has re-organized important aspects of the Recreation Department to provide for needed efficiencies.

Ms. Paradise explained the need to provide a higher level of management for both the resources across all facilities and programming as well as the need for performance measurement and analytics that will further ensure the Department can continue to provide robust recreational services to all of the Town's citizenry. The position will require an individual who has proven analytic and project management skills. Sandra DeBow and Ms. Paradis explained how this position fits best in the Mid-Manager, Technical and Professional pay table (MMTP).

On a vote and duly seconded, the HR Board voted that the Resource Manager/Performance Analyst position be graded a Grade T-5 on the Classification and Pay Plan effective immediately.

Classification of Planner/Zoning Coordinator, GN-10 (Union Position)

Sandra DeBow described how the changes to the Planner/Zoning Coordinator position are a further evolution of the zoning coordinator position, first created in May 2014 at a C-9. Initially, the position was created to provide staff support to the Zoning Board of Appeals (ZBA), coordinating administrative tasks between the Town Clerk's Office, the Planning Department and the Building Department. The position, designed to work closely with the ZBA, is being expanded to include planner duties while continuing to provide support to the Planning Board, as well as the Zoning Board of Appeals.

Polly Selkoe, Asst. Director of Regulatory Planning will describe the nuances of the new duties. The designation of this new Planner position is important because it incorporates Planner duties that will be utilized across divisions within the department. Sandra DeBow explained that since the position is primarily working with the Regulatory division, she recommends that the position will be graded as a GN-10, similar to the other Regulatory Planner position. The Town has completed bargaining with the union on the duties and grades of the Zoning Coordinator/Planner position, with the understanding that the positions still had to be approved by the Human Resources Board.

The Department may seek a re-grade of these regulatory planner positions, in another fiscal year when a proper analysis can be performed and the increase is budgeted. The Union is aware of this contingency.

On a vote and duly seconded, the HR Board voted to classify the Planner/Zoning Coordinator at Grade GN- 10 on the Town Classification and Pay Plan effective July 1, 2016.

Classification of Economic Development and Long Term Planner, T-6 (Non Union Position)

Sandra DeBow described the long-term planning duties that are being added to the Economic Development Planner. She explained that these duties are consistent with those of the current ED Planner position. During the FY2017 year, the Economic Development Office will be adding an additional position and increasing the number of ED/LT Planners from one to two.

Kara Brewton, Director of Economic Development explained that the Planning Department has made a concerted effort to make planner position more flexible to adapt to the changing needs of the Department. This will continue to be a position that is flexible in scope, allowing the incumbents to help anyone at the counter and do other “planning” work as required. The incumbent’s job duties will not change.

On a vote and duly seconded, the HR Board voted to classify the Economic Development and Long Term Planner Grade T-6 on the Classification and Pay Plan effective July 1, 2016

On a vote duly made and seconded, the HR Board voted to approve the minutes of the February 9, 2016, March 8, 2016, and April 12, 2016 meeting.

There being no further business, Gerald Raphel moved to adjourn the meeting which was unanimously approved.