



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

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

**Town of Brookline
Human Resources Board
March 19, 2019
Room 214**

**Present: Edward DeAngelo, Chair, Dana Teague, Lori Cawthorne; Beth Venti
Absent: Gerald Raphael**

Also Present: Leslea Noble, Human Resources, Joslin Murphy, Town Counsel, Dr. Swannie Jett, Public Health Director, Leigh Jackson, Acting Director of Recreation

Associate Town Counsel, T-14

Joslin Murphy requested approval of an additional position in Town Counsel's Office, Associate Town Counsel-Labor and Employment. This additional position will perform Legal and administrative work providing general counsel services to all Town departments, boards, committees, commissions, and elected and appointed officials; with a focus on labor and employment law. The job description has been updated to include this more specific, rather than generalist function. The grade of the position will remain the same.

Voted

Upon motion duly made and seconded the HR Board voted to amend the job description of the Associate Town Counsel-Labor and Employment.

Reclassification, Recreation Receptionist/Sr. Clerk Typist, C-04

Acting Director Leigh Jackson explained the need to reclassify the Reception position, to reflect the additional duties due to the growth of the Aquatics Center utilization which has gone from 50K to 80K visitors in recent years. This position supports the front office clerical duties of the Aquatics Center, which now includes the use of a complex registration software, along with the oversight and training of part time staff. It is recommended that the position be re-graded to a C-05 to reflect these additional computer and training duties.

Voted

Upon motion duly made and seconded, the HR Board voted to reclassify the Receptionist/Sr. Clerk Typist to Sr. Office Assistant-Aquatics, Grade C-05.

Sr. Clerk Stenographer, C-05

Dr. Swannie Jett, Public Health Director, appeared to discuss the updating of a job description for the Sr. Clerk Stenographer which was a holdover from the transfer of a clerical position from the HR/YR Department before it was reconfigured. The incumbent retired and the job description has been updated to reflect the clerical duties and responsibilities associated with the Public Health Department.

Voted

Upon motion duly made and seconded the HR Board voted to amend the job description of the Sr. Clerk Stenographer and amend the title to Senior Office Assistant.

HR Board Business

The HR Board discussed next meeting dates.

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