Town of Brookline
Human Resources Board
June 25, 2019 at 7:00 PM
Room 214

Present: Edward DeAngelo, Chair, Lori Cawthorne, Beth Venti, Gerald Raphel
Absent: Dana Teague

Also Present: Leslea Noble, Human Resources, Andrew Pappastergion, Commissioner of Public Works, Erin Gallentine, Director of Parks and Open Space

New Position

Code Enforcement and Visitor Services Manager, DPW/Park, T-06

The Director of Parks and Open Spaces Erin Gallentine appeared before the Board to request the creation of a new position. With over 50 different parks, playgrounds and open spaces in Brookline, the need for oversight and code enforcement is tremendous. She stated that this position will ensure the efficient functioning of the town’s efforts to safeguard the health, quality and assets of Brookline’s parks and open spaces and the people that use them by managing visitor/customer service, citizen engagement, special event and high impact program execution, such as the Park Ranger Program and Green Dog Program, and community education efforts. The code enforcement functions of this position will serve to proactively and positively educate the public regarding relevant park and open space rules and regulations, permitted uses, and Town bylaws and will also issue citations in accordance with developed protocol. The recommended grade for this professional level position is a T-06.

VOTED

Upon motion duly made and seconded the HR Board voted to approve the creation of the position Code Enforcement and Visitor Services Manager, at a grade T-06.
Reclassification

**Water & Sewer Business Manager, DPW Water & Sewer**
The Commissioner of Public Works, Andrew Pappastergion appeared to request that the Business Manager position in Water & Sewer Division be regraded. In 2001, as a result of a Clerical Classification Study, this position was moved out of the G-14 grade and moved to the Clerical schedule, at a C-10 grade. The position was red-circled until the incumbent was no longer in the position. That same incumbent, a 47-year employee of the Town, is retiring. In the almost 20 years since the class and pay study, this position has evolved, and the Town HR Department is currently recommending it be placed back on the GN schedule at a GN-10 grade. The responsibilities of this position have expanded beyond a standard clerical office manager role. Some of the responsibilities include processing residential, commercial, institutional and public water and sewer invoices and all related customer service; issuance of sewer, drain and roadway permits; tracking and scheduling work orders for meter installations, replacements and repairs; scheduling of service pipe installations and replacements with contractors and division supervisors; and coordination of work for the Meter Service employees. There is a high level of responsibility and knowledge required for this position, supporting the recommended Grade of GN-10.

**VOTED**

*Upon motion duly made and seconded the HR Board voted to approve the reclassification of the Business Manager, Water & Sewer to a grade GN-10.*

**Job Description**

**Recreation Building Custodian**
Assistant Human Resources Director Leslea Noble presented for Recreation Director Leigh Jackson, who was unable to appear, to review the updates made to the Building Custodian position in Recreation. An update of the job description was necessary to include some of the more specific functions related to the maintenance and cleaning of the Evelyn Kirrane Aquatic Center. Specifically, duties needed to clean and monitor the pool were revised and updated.

**VOTED**

*Upon motion duly made and seconded the HR Board voted to approve the reclassification of the Business Manager, Water & Sewer to a grade GN-10.*
**HR Board Business**

Introduction of the new Human Resources Director Ann Hess Braga was made to the Human Resources Board.

The summer schedule was discussed and a July meeting was tentatively scheduled, with a break for August due to scheduling conflicts.

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