

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

May 10, 2010

Present: Norm Perry, Chair Jennifer Haynes, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

Also present for all or part of the meeting: Richard Knabel and Jennifer Rand

The meeting opened at 5:35 P.M., Norm Perry Chair, presiding.

Minutes: The minutes of the April 12, 2010 meeting were approved. Norm abstained from the vote.

Performance Reviews: There were no performance reviews this evening.

Administrative:

Board of Selectmen/ Administrative Assistant II

The members reviewed and discussed the proposed job description for an administrative assistant/floater for the Board of Selectmen. Jennifer Rand presented the proposed job description and explained the evolution of the position description.

There is a strong in house candidate from the Assessing Department. The Assessing Department is downsizing and the Administrative Assistant is interested in moving to this new position.

After review, a motion was made and seconded to place the Board of Selectmen Administrative Assistant II at Grade E of the classification plan (the equivalent of Grade 5 of the old classification plan). The new position falls under the existing classification of Administrative Assistant II.

The vote was 4 in favor. Ernie abstained.

A discussion on how to accomplish lateral transfers of employees from one department to another under the bylaw was discussed.

The following paperwork was signed:

Library/ Job Certification Form/ Circulation Assistant/Jennifer Tseng

The following documents are noted for the record:

- Accountant/ approval of vacation carry over

- Police/ approval of vacation carry over
- Highway Dept/approval of vacation carry over
- COA/approval of vacation carry over
- Changes to Open Meeting Law/ handouts

There being no further business the meeting was adjourned at 6:25 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED