

TOWN OF PROVINCETOWN – PERSONNEL BOARD

Friday, February 16, 2007

REGULAR MEETING

The Personnel Board opened the meeting at 3:04 p.m. noting the following attendees:
Personnel Board members: Sandy Fay, Lisa Westervelt, and Andrew Aull

Other Attendees: Town Manager Keith Bergman

Town Manager Keith Bergman delegated the Personnel Board with the responsibility of proposing amendments to the classification and compensation plan. After some discussion the following materials were distributed to the Board:

- Report and Recommendations of Articles for the April 4, 2005 Annual & Special Town Meetings,
- The February 28, 2005 Compensation Review of Non-Union Positions, which was published by the MMA Consulting Group, Inc. and
- The Fire Department's FY2008 Budget Request.

Additional documentation will be available to the Board by Tuesday, February 20.

A meeting has been scheduled for Friday, February 24 at 3:00 p.m.

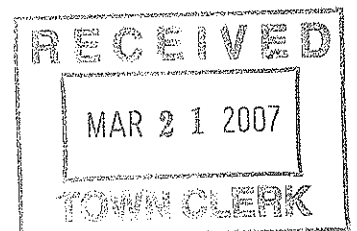
MOTION: *Move to adjourn.*

Motion by: Lisa Westervelt

Seconded by: Andrew Aull Vote 3-0

Meeting adjourned at 3:50 p.m.

Respectfully Submitted by: Sandra L. Fay



1. **Schedule A:** to amend Schedule A, "Permanent Full and Part-time Non-Union Positions," of the Classification and Compensation Plan of the Town, effective July 1, 2007, as follows:

Grade	Actual FY 2006		Proposed FY 2008		Position Title
	Minimum	Maximum	Minimum	Maximum	
21	86,672	101,444	91,006	106,517	Town Manager [<i>exempt – MGL C.41, §108N</i>]
20	73,451	88,016	77,124	92,417	Chief of Police [<i>exempt – MGL C.41, §108O</i>] Director of Public Works
19	69,623	83,429	73,105	87,601	<i>no positions assigned</i>
18	65,993	79,080	69,293	83,034	<i>no positions assigned</i>
17	62,552	72,493	65,680	76,118	Director of Municipal Finance Police Staff Sergeant
16	59,291	71,050	62,256	74,602	<i>no positions assigned</i>
15	56,200	65,132	59,009	68,388	Assistant Town Manager Building Commissioner Deputy Director of Public Works
14	53,019	63,533	55,670	66,710	Health Agent
13	50,019	57,968	52,520	60,866	Health Inspector/Conservation Agent
12	47,188	56,545	49,547	59,372	Human Services/Council on Aging Director Information Services Director Library Director Principal Assessor Town Accountant
11	44,940	53,851	47,187	56,543	Collector Treasurer
10	42,800	51,288	44,940	53,852	Deputy Town Accountant DPW Finance Coordinator Recreation Director
9	40,762	48,844	42,800	51,287	Local Building Inspector Parking Administrator Administrative Director of Tourism Town Clerk
8	38,454	46,080	40,377	48,384	COA Outreach Coordinator Library Operations Director Permit Coordinator Town Manager's Secretary/Employee Benefits Coordinator
7	36,279	43,472	38,093	45,646	Electrical/Deputy Building Inspector Licensing Agent
6	35,251	42,242	37,013	44,354	Secretary to the Board of Selectmen Secretary to the Chief of Police

Schedule B: to amend Schedule B, "Fire Department Positions," effective July 1, 2007, as requested by the Board of Fire Engineers, as follows:

Annual Stipends for Reimbursement of Expenses

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
Deputy Fire Chief.....	\$6,000.....	\$6,600
District Fire Chief/Engineer.....	2,000.....	2,200
Firefighter.....	615.....	715
Fire Auxiliary.....	325.....	360
Fire Captain (<i>additional stipend</i>).....	450.....	500
Fire Lieutenant (<i>additional stipend</i>).....	275.....	305
House Steward (<i>additional stipend</i>).....	800.....	880
House Steward (<i>additional stipend</i>).....	1,000.....	1,100
Ladder Steward (<i>additional stipend</i>).....	1,160.....	1300
Main Station Steward (<i>additional stipend</i>)... 4,800		
Oil Inspector.....	1,747	
Rescue Captain (<i>additional stipend</i>).....	1,000.....	1,100
Rescue Lieutenant (<i>additional stipend</i>).....	800.....	880
Rescue Steward (<i>additional stipend</i>).....	1,600.....	2,640
Rescue Training Officer (<i>additional stipend</i>).....	1,500.....	1,650
Radio Officer (<i>additional stipend</i>).....	500.....	550
Air Officer (<i>additional stipend</i>).....	800.....	880

Annual Salary

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
Fire Chief.....	\$22,500.....	25,000

Non-Firefighter Positions

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
First Responders.....	\$12.00 per call	
EMT-Basic.....	17.50/hour.....	18.50
EMT-Intermediate.....	19.00.....	20.00
EMT-Paramedic.....	21.00.....	22.00
Stand-by.....	14.03	
Safety Inspections.....	14.03	
Rescue Squad participation.....	\$250.00 per quarter	

Schedule C
Seasonal and Part-time Non-Union
 Effective July 1, 2007
 FY 2008

Position Title	Proposed Grade					
	(a)	(b)	(c)	(d)	Hourly Increase	
					Hours/Year	
					Proposed Wage FY 2008 7/1/07	Current Wage FY 2006 (\$/hour)
				(e)	(f)	(d) x (e)
	5.00%					
Parking Lot Manager	L	\$ 16.09	\$ 16.89	\$ 0.80	1,440	\$ 1,158.19
Property Inspector	L	\$ 16.09	\$ 16.89	\$ 0.80	800	\$ 643.44
Police Officer, Summer/ Auxiliary	K	\$ 15.63	\$ 16.41	\$ 0.78	10,572	\$ 8,260.46
Seasonal Swimming Instructor	J	\$ 15.18	\$ 15.94	\$ 0.76	1,440	\$ 1,092.93
Parking Meter Collection/ Repair	I	\$ 14.88	\$ 15.63	\$ 0.74	936	\$ 696.44
Police Matron	H	\$ 14.46	\$ 15.18	\$ 0.72	300	\$ 216.85
Police Summer Dispatcher	H	\$ 14.46	\$ 15.18	\$ 0.72	2,136	\$ 1,543.98
Parking Department Clerk	G	\$ 14.18	\$ 14.89	\$ 0.71	1,360	\$ 964.33
Licensing Assistant	G	\$ 14.18	\$ 14.89	\$ 0.71	833	\$ 590.43
Parking & Traffic Officers	F	\$ 13.77	\$ 14.46	\$ 0.69	776	\$ 534.21
Parking Lot Assistant Technical Manager	F	\$ 13.77	\$ 14.46	\$ 0.69	528	\$ 363.48
Parking Meter Enforcement	F	\$ 13.77	\$ 14.46	\$ 0.69	3,530	\$ 2,430.11
Secretary, On-call/ Relief	F	\$ 13.77	\$ 14.46	\$ 0.69	117	\$ 80.54
Transfer Station Laborer	F	\$ 13.77	\$ 14.46	\$ 0.69	1,040	\$ 715.95
Library Circulation Aide	D	\$ 13.13	\$ 13.78	\$ 0.66	1,664	\$ 1,092.07
Parking Lot Attendant (Out-booth, Floater)	D	\$ 13.13	\$ 13.78	\$ 0.66	12,149	\$ 7,973.28
Barrels & Grounds Laborer	C	\$ 12.75	\$ 13.38	\$ 0.64	2,923	\$ 1,863.00
Restroom/Building/Custodian	C	\$ 12.75	\$ 13.38	\$ 0.64	10,750	\$ 6,851.61
Seasonal Recreation Supervisor	C	\$ 12.75	\$ 13.38	\$ 0.64	288	\$ 183.56
Council on Aging Cook	A	\$ 12.27	\$ 12.88	\$ 0.61	520	\$ 318.90
Parking Lot Attendant (In-Booth)	A	\$ 12.27	\$ 12.88	\$ 0.61	1,176	\$ 721.20
Seasonal Recreation Aides	A	\$ 12.27	\$ 12.88	\$ 0.61	2,304	\$ 1,412.96
TOTALS						\$ 39,707.95

Total Additional Cost for FY 2008

FY 2008 Costs by Department

Schedule C
Seasonal and Part-time Non-Union
 Effective July 1, 2007
 FY 2008

<i>Position Title</i>	156	141	169	192	210	295	299	431	541	543	610	630
	5.00%											
Parking Lot Manager							\$ 1,158					
Property Inspector		\$ 643										
Police Officer, Summer/ Auxiliary					\$ 8,260							
Seasonal Swimming Instructor												\$ 1,093
Parking Meter Collection/ Repair						\$ 696						
Police Matron					\$ 217							
Police Summer Dispatcher					\$ 1,544							
Parking Department Clerk						\$ 964						
Licensing Assistant				\$ 590								
Parking & Traffic Officers					\$ 534							
Parking Lot Assistant Technical Manager						\$ 363						
Parking Meter Enforcement						\$ 2,430						
Secretary, On-call/ Relief	\$ 81											
Transfer Station Laborer								\$ 716				
Library Circulation Aide										\$ 1,092		
Parking Lot Attendant (Out-booth,Floater)						\$ 7,973						
Barrels & Grounds Laborer			\$ 1,863									
Restroom/Building/Custodian			\$ 6,852									
Seasonal Recreation Supervisor											\$ 184	
Council on Aging Cook							\$ 319					
Parking Lot Attendant (In-Booth)						\$ 721						
Seasonal Recreation Aides												\$ 1,413
TOTALS	\$ 81	\$ 643	\$ 590	\$ 8,715	\$ 10,556	\$ -	\$ 14,307	\$ 716	\$ 319	\$ -	\$ 1,092	\$ 2,689