

**Town of Dudley**  
**Minutes of the Personnel Board Meeting of September 8, 2020**  
*10:00 AM, Dudley Municipal Complex, Room 321a*  
*Approved 1/26/2021*

**1. Open Meeting**

Lorna Wade opened the meeting at 10:00am. In attendance were Joan Gardecki and Maribeth Marzeotti. Also in attendance was Jonathan Ruda, Town Administrator and Personnel Director and Michelle Jervis, Administrative Secretary.

**2. New Business:**

Don Jacob of DI Jacobs Consulting, Inc. came before the Board to discuss the Position Rating System regarding the Salary and Compensation Study he prepared for the town. He has been in local government for 40 years, 20 of them with his consulting company. He reviewed how the town should pay its employees and shared his observations with Board members. The Classification and Compensation studies are not based on dollars and cents but another way. He feels the major issue is communication; to pay an employee and how much. He has prepared a set of policies and the Board of Selectmen will need to approve the set of guidelines for these policies. The most important objective of the goals and objectives is the job description. These documents were prepared by having all employees fill out a Questionnaire and the description was complete. This job description should be linked on what the town needs to do with the grade level plan driving the job description and the number of grade levels match the organizational chart since there are different levels of responsibilities. He explained the point rating system with 13 levels of criteria and 6 levels of accountabilities. Department heads are expected to be accountable and be respectful of their employees. Mr. Jacobs stated that he gathered the data for this study and does not base his numbers on any other survey since the market data is not that reliable. You can't compare apples to apples. He stated that this is a market driven compensation study that focuses strictly on the position and would like the Personnel Board to review. He recommends a plan to the Board of Selectmen with grade levels and ranges; then we are ready to talk about the employee. Competitiveness is a valid criterion on how much you get paid. He would like the town to do away with the practice that all get paid a percentage increase since that is totally inequitable and should be paid a sum of money, not a percentage. Lorna Wade requested that Mr. Jacobs return and speak at their next meeting to continue the conversation. All agreed.

**6. Next Meeting and Adjournment**

The next meeting of the Personnel Board will be on Tuesday, October 6, 2020 at 9:30 AM in the Dudley Municipal Complex, Veterans' Memorial Hall, Room 321-A.

Joan Gardecki motioned to adjourn at 11:10am. Maribeth Marzeotti seconded. Unanimous Vote

Respectfully submitted,  
Michelle Jervis