

Present: Rik Wells, Chairman
Krum Chuchev
Talivaldis Maidelis
Absent: Cathy Patterson
David Peabody

Also Present: Christine Walters, Director of Human Resources; Jill Adams, Department Head-Adult Services, Waterford Public Library; Jeffrey Robillard, Information Technology Manager.

Mr. Wells called the August 18, 2022 Personnel Review Board Meeting to order at 6:07pm.

1. Review and approval of the Meeting Minutes of July 21, 2022.

MOTION: Mr. Maidelis made a Motion to approve the July 21, 2022 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuchev (3-0) Unanimous.

2. Job Description: Information Technology Support Engineer (Finance Department, Non-Union)

Christine Walters, Director of Human Resources, spoke on behalf of this position; she explained the position is now vacant and the job description has been updated with minor amendments to more accurately reflect software support; Jeffrey Robillard, Information Technology Manager, spoke on the work hours and the 24 hour emergency call rotation; discussion took place on the title of the position and what the word 'Engineer' implied; it was recommended by Board members to add Analyst to the job title.

MOTION: Mr. Chuchev made a Motion to approve the Information Technology Support Engineer/Analyst Job Description with the amendments discussed. Seconded by Mr. Maidelis. (3-0) Unanimous.

3. Job Description: Technical/Department Assistant (Waterford Public Library, Non-Union)

Christine Walters spoke on behalf of this position and explained how the Part-Time Technical Assistant recruitment was unsuccessful in previous attempts, thus submitting revisions to the Department Assistant position by adding Technical Assistant duties and changing the title to Technical/Department Assistant; Jill Adams, Department Head-Adult Services, spoke on the functions of the position, supervision, and qualifications; discussion continued on education & training and the standard for an amount of experience required in lieu of an education degree.

MOTION: Mr. Maidelis made a Motion to approve the Technical/Department Assistant Job Description with the amendments discussed. Seconded by Mr. Chuchev. (3-0) Unanimous.

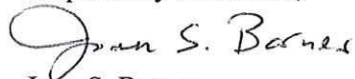
4. Job Description: Library Technician I (Graphics, Waterford Public Library, Non-Union)

Christine Walters spoke on behalf of this description; she explained the part time position is now vacant, and the job description was reviewed by the Library Director and revisions were made to more accurately reflect the duties and requirements of the position.

MOTION: Mr. Chuchev made a Motion to approve the Library Technician I Job Description. Seconded by Mr. Maidelis. (3-0) Unanimous.

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Meeting of August 18, 2022 at 6:30pm. Seconded by Mr. Chuchev. (3-0) Unanimous.

Respectfully Submitted,


Joan S. Barnes
Recording Secretary