

**ROCHESTER PERSONNEL BOARD
MEETING AGENDA
July 31, 2023 9:30 AM
LOCATION: TOWN HALL
1 CONSTITUTION WAY, ROCHESTER MA 02770**

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EJA

ROCHESTER TOWN CLERK

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

- June 26, 2023 (Vote)

D. OLD BUSINESS

1. Status of Remaining Job Descriptions – Admin. Asst. to Payroll, Admin. Asst to Police Chief, Clerk-Police Department (Potential Vote on First Drafts)
2. Final Review of Draft #1 Approved Job Descriptions (Discussion & Vote) (**See handout**)

E. NEW BUSINESS

- 1.Reorganization of Personnel Board – Election of Chair, Vice-Chair & Recording Secretary
2. Review and Discussion of Personnel By-Laws First Round Edits (**See handout**)

F. REPORTS TO COMMITTEE

- Town Administrator

G COMMUNICATIONS

- Public Comment
- Individual Board Member Comments

H. FUTURE TOPICS

- **Short Range**
 - Continued Review/Discussion of Draft #1 Edited Personnel By-Laws
 - Approval of Remaining Job Descriptions
- **Long Range**
 - FY25 Classification and Compensation Plan
 - Hiring Process Review/Discussion
 - New Organizational Chart
 - Evaluation Template

I. VOTE TO ADJOURN