

## *Human Resources Board*

Subject: Minutes of Subcommittee Meeting held on Monday, February 26, 2024

Present: Mark Gleckman, Diane Doyle, John Ferrara, Anthony Antico, Lynne Chadey, Patty Fisher

Excused: None

Convened: 4:35 pm

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 4:35 pm. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** None
3. The purpose of the Subcommittee Meeting was to review a revised job description for the Assistant Treasurer Collector. This position has not been reviewed since 2012 and has had some changes in duties and responsibilities. With a recent resignation a review of the position was requested by the Department Manager, Diane Doyle.

The Classification was completed and a rating of 16.2 was assigned to the Job Description.

4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.
5. A motion was made by Diane Doyle and seconded by Patty Fisher to adjourn at 5:20 pm.

Adjourned: Approximately 5:15 PM

Scribe: Diane M. Doyle