

PERSONNEL BOARD AGENDA

MEETING AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, January 10, 2023, at 5:00 PM, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

MEMBERS PRESENT:

OTHERS PRESENT:

CALL TO ORDER:

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the December 13, 2022 meeting minutes and dispense with the reading of said minutes.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from CPS HR Consulting for the Administrative Aide testing material for exam date of December 13, 2022 to be received and filed.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 3) Discussion, consideration and action relative to the draft Hiring List Procedures.
- 4) Discussion, consideration and action relative to the updated job description for Recreation/Senior Services Coordinator.
- 5) Discussion, consideration and action relative to updating the Classification Plan.
- 6) Discussion, consideration and action relative to creating a template for job descriptions.

OLD BUSINESS:

- 7) Discussion, consideration and action relative to the Personnel Board FY24 Budget.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

- 8) Discussion, consideration and action relative to the Dispatcher testing.

ADJOURN:

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY). Such assistance at no cost to the person requesting it. A request for this service can be made in writing, or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).