

PERSONNEL BOARD AGENDA

MEETING AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, February 14, 2023, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT:

OTHERS PRESENT:

CALL TO ORDER:

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the January 10, 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 Dispatcher testing material for exam date of January 10, 2022 to be received and filed.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 3) Discussion, consideration and action relative to the Building Official recruitment, or take any other action thereon.
- 4) Discussion, consideration and action relative to the proposal of ideas for the restructure of the Annex offices (Planning/Zoning), or take any other action thereon.

OLD BUSINESS:

- 5) Discussion, consideration and action relative to the update of the Classification Plan for the Recreation Director and Senior Services Coordinator, or take any other action thereon.
- 6) Discussion, consideration and action relative to the updated job description for Recreation Director and Senior Services Coordinator, or take any other action thereon.
- 7) Discussion, consideration and action relative to the Personnel Board FY24 Budget, or take any other action thereon.
- 8) Discussion, consideration and action relative to creating a template for job descriptions, or take any other action thereon.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

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).