



TOWN OF ROWLEY
TOWN CLERK

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Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE
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Personnel Advisory Committee Agenda
November 9, 2022
Town Hall
139 Main Street, Rowley, Massachusetts
11:00 a.m.

- 1) Call meeting to order
- 2) Discuss Fire Chief position and salary survey
- 3) Discuss Personnel policies
- 4) Discuss Library Director job description updates
- 5) Review Election Department Job Descriptions:
 - a) Check-in/Check-out Clerk (Proposed new title: Election Teller)
 - b) Election Clerk
 - c) Warden (Proposed new title: Election Warden)
- 6) Discuss Shellfish Constable and Shellfish Deputy Shellfish Constable Job descriptions
- 7) Vacation carry-over requests
- 8) Personnel Officer Update
- 9) Minutes
- 10) Discuss/set next meeting dates
- 11) Adjourn