



Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE
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Personnel Advisory Committee Agenda September 28, 2022 Town Hall 139 Main Street, Rowley, Massachusetts 11:00 a.m.

- 1) Call meeting to order
- 2) Discuss Fire Chief position survey
- 3) Discuss Personnel policies
- 4) Discuss routine administrative update to job descriptions
- 5) Review Water Department job descriptions
 - a) Chief Operator Water Treatment (Proposed new title: Primary Water Treatment Plant Operator)
 - b) Water Treatment Operator 1 / Assistant Chief Operator (Proposed new title: Secondary Treatment Operator)
 - c) Distribution Working Foreman (Proposed new title: Primary Distribution Operator)
 - d) Distribution Utility Maintenance Laborer (Proposed new title: Maintenance Laborer)
 - e) Administrative Assistant
- 6) Vacation carry-over requests
- 7) Personnel Officer Update
- 8) Minutes
- 9) Discuss/set next meeting dates
- 10) Adjourn

2022 SEP 22 PM 12:50

TOWN OF ROWLEY
TOWN CLERK

**Indicates approximate time.*