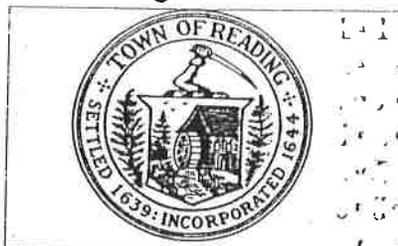


**Legal Notice**



**Town of Reading**

To the Inhabitants of the Town of Reading:

Please take notice that the Board of Selectmen of the Town of Reading will hold a public hearing on October 6, 2015 at 8:00 p.m. in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on: Approving Amendments to the Non-Union FY16 Classification Plan.

A copy of the proposed document regarding this topic is available in the Town Manager's office, 16 Lowell Street, Reading, MA, M-W-Thurs from 7:30 a.m. - 5:30 p.m., Tues from 7:30 a.m. - 7:00 p.m. and is attached to the hearing notice on the website at [www.readingma.gov](http://www.readingma.gov)

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on October 6, 2015 to [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)

By order of  
Robert W. LeLacheur  
Town Manager

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**Office of the Town Manager**  
**16 Lowell Street**  
**Reading, MA 01867**

**781-942-9043**

**[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)**  
**[www.readingma.gov/town-manager](http://www.readingma.gov/town-manager)**

**To:** Board of Selectmen  
**From:** Robert W. LeLacheur, Jr. CFA  
**Date:** September 22, 2015  
**RE:** October 6<sup>th</sup> Classification Public Hearing

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One of your agenda items on October 6<sup>th</sup> is a Public Hearing scheduled for 8:00pm to approve amendments to the FY16 Classification plan. I will detail each requested change below:

Facilities related items:

Grade M: addition of **Facilities Director** – as explained at the Financial Forum on September 16<sup>th</sup> subject to November 2015 Town Meeting approval of budget transfers.

Grade J: addition of **Assistant Facilities Director** – as explained at Financial Forum, funding to add position subject to November 2015 Town Meeting approval.

Grade H: Addition of **Purchasing Agent** – position upgraded from Business Analyst in order to handle addition of Facilities department, funding to upgrade position subject to November 2015 Town Meeting approval.

Grade E: Deletion of **Business Analyst**

Pay & Class requests:

Grade G: Addition of **Recreation Administrator**- with John Feudo assuming the role of Community Services Director, more of the Recreation responsibilities has fallen on the shoulders of staff in the division. The current Program Coordinator is well qualified for this promotion, and that position will remain (Grade E) on the Classification Plan as they formulate a budget for FY17. Incremental funding for this upgrade comes from pay & class funding approved by April 2015 Town Meeting.

Grade F: Addition of **Senior Case Manager** – a similar situation where we have a highly qualified senior person serving currently as Case Manager (Grade E). Rather than upgrade the position, we would prefer to add this position and then promote the person - and then for a future budget request additional staffing in the Case Manager position. Incremental funding for this upgrade comes from pay & class funding approved by April 2015 Town Meeting.

Other:

Grade J: rename the position to **Assessor** from Appraiser

Grade F: rename position to **Assistant Assessor** from Assistant Appraiser

Grade G: Addition of **Human Resources Generalist** – a position in the Town's budget but the hours to be divided between the Town and School HR divisions, as each is significantly understaffed and this addition will help. Funding to add position subject to November 2015 Town Meeting approval.

Grade F: Deletion of the **Assistant Building Inspector** position. It has been vacant and unfunded with no plans to request funding in the next two years.

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FY 2016 TOWN OF READING CLASSIFICATION PLAN effective October 1, 2015 except as noted below

Schedule A-1

A	Parking Enforcement Officer	Van Driver							
B	Clerk	Library Associate							
C	Administrative Secretary	Senior Library Associate							
D	Administrative Assistant	Animal Control Officer	RCASA Youth Coordinator	Senior Center Coordinator					
E	Assistant Collector	Assistant Town Clerk	Assistant Treasurer	<del>Business Analyst</del> (Facilities)	Case Manager	Computer Technician	Librarian	Office Manager/Public Services	RCASA Outreach Coordinator
	Recreation Program Coordinator	Regional Housing Services Coordinator	Senior Administrative Assistant	Zoning Enforcement Inspector					
F	Assistant Assessor (rename)	<del>Assistant Building Inspector</del>	Health Inspector	Senior Case Manager (pay & class)	Plumbing/Gas Inspector	Veteran's Service Officer	Wiring Inspector		
G	Conservation Administrator	Head Public Safety Dispatcher	Human Resources Generalist (shared with Schools)	Library Children's Services Division Head	Library Circulation Division Head	Library Information Services Division Head	Library Technical Services Division Head	Nurse Advocate	Public Health Nurse
	Recreation Administrator (pay & class)	Senior Computer Technician	Water Supply Coordinator						
H	Elder/Human Services Administrator	Executive Assistant	GIS Administrator	Purchasing Agent (Facilities)					
I	Assistant Library Director	RCASA Director	Health Agent	Town Clerk					
J	Assessor (rename)	Assistant Facilities Director (Facilities)	Building Inspector	Business Administrator	Community Development Director	Community Services Director	Human Resources Director	Treasurer- Collector/Assistant Finance Director	
K	Assistant DPW Director	Assistant Fire Chief	Deputy Police Chief	Technology Director					
L	Administrative Services Director	Library Director	Town Accountant/Finance Director						
M	Assistant Town Manager	DPW Director	Facilities Director (Facilities - effective 8/17/15)	Fire Chief	Police Chief				

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