

# CENTRAL MANAGEMENT SERVICES

## PERSONNEL DEPARTMENT

The Personnel Department serves all of the employees of the Town that are appointed by the Board of Selectmen, the Town Manager, the Comptroller, the Town Treasurer, the Town Clerk, and the Board of Assessors. The purpose of the Department is to administer the Town's compensation and benefits programs. Additionally, the Department deals with a wide variety of issues relative to quality of life in the workplace and seeks to improve the effectiveness of town services by recruiting the best employees and reviewing and improving the Departments' organizational structure.

The Personnel Department continues to be a very busy department. In Fiscal Year 2008 funding an additional Personnel Assistant for Benefits was approved. In November the Department hired Shirley Dunton, formerly of the Treasurer's Office. Ms. Dunton will be supporting the department in the auditing and maintenance of our insurance rolls.

The Department handled ninety personnel transactions relating to a myriad of positions. This includes retirements, resignations, promotions, vacancy postings and advertisements, interviewing, selection, and enrollment of new employees. The Town had twenty-four new hires and 8 promotions in the year 2007.

In the spring the Department worked under the direction of the Town Manager in the successful recruitment of a new Public Works Director and Information Technology Director. Extensive searches were conducted for each candidate.

The Personnel Director worked as part of the collective bargaining team to settle contracts with multiple town unions that include significant givebacks on health insurance.

With the use of the Department's health insurance database, a very accurate and detailed cost analysis of health insurance by union and department was produced. This greatly assisted in the collective bargaining process and in budget preparation. The Department successfully implemented a myriad of co-pay changes to the HMOs and contribution level changes as they were bargained with each employee group.

The Department continues to comply with Medicare Part D Prescription Drug Subsidy requirements. We also successfully complied with the new mandate under the Massachusetts Health Care Reform Law.

The Director worked closely with the Affirmative Action Advisory Committee in ensuring compliance to the Town's Bylaws with regard to female and minority participation goals for four construction projects exceeding \$200,000. The Director also worked with the Committee on the completion of the update to the Town's Affirmative Action Plan.

The Director worked closed with Department Heads to successfully facilitate a number of disciplinary

issues and workplace investigations.

The Department pursued digitizing the Civil Service/Labor Service Card System. It is anticipated that the system will be implemented by the State in early 2008. The Director worked with fellow municipal and state officials on the possible efficiencies for Civil Service.

The Director worked with fellow municipal personnel directors on a digitized salary survey database which is set to be launched in the summer of 2008.

In 2008 the Department of Personnel will continue to search for ways to improve the morale and health of our employees without adding a financial burden to the town. We will also continue to audit our policies and practices to ensure compliance to various collective bargaining agreements and the myriad of employments laws.

## AFFIRMATIVE ACTION

The Town of Arlington has established the following mission statement relative to Affirmative Action:

The Town of Arlington recognizes its legal obligation and moral responsibility to provide Equal Employment Opportunity to its employees and potential employees. The Affirmative Action Advisory Committee, a volunteer committee appointed by the Town Manager, is committed to the Affirmative Action program to prevent discriminatory employment practices. The Committee assists the Town in implementing its Affirmative Action Plan which creates the mechanism and sets the standards by which Equal Opportunity and Affirmative Action will be assured.

The Affirmative Action Advisory Committee (AAAC) meets monthly on the 2nd Wednesday, throughout the year, in the Town Hall Annex. The Committee meetings are open to the public and public attendance is encouraged.

Throughout 2007, the Committee reviewed monthly reports from the Director of Personnel/ Affirmative Action Officer regarding employment opportunities for the Town. The principal focus of the Committee is to ensure that people of all races and ethnic backgrounds are given equal opportunity to apply for and receive positions of employment here in Arlington. The Committee continues to try to increase the number of minority and female applicants for positions of employment by communicating with the population at large through posting Town positions in publications that serve different minority communities in the area. The Committee continues to strategize about new and inventive ways in which to attract qualified minority applicants.

The Committee closely monitors minority and female participation in all construction projects of over two hundred thousand dollars. Communicating with the general contractor at the beginning of such projects is

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essential. As a result of working cooperatively with the Town's Purchasing Officer, the Committee achieved a greater awareness of the Town Bylaw on construction projects and our requirements with regard to female and minority participation goals. Ongoing and future projects include the completion of the Park Circle Fire Station, Menotomy Rocks Park Renovation and Sewer Rehabilitation.

The Committee continues to meet with Town Department heads to reinforce the message of the Affirmative Action Plan as well as offer their support in enhancing Affirmative Action opportunities within the Town. One of the projects nearing completion is the final version of the Affirmative Action Plan which the Committee spent many hours reviewing over the past year.

Under the leadership of the Arlington Police Department the Town explored the possibility of becoming a No Place for Hate Community. A member of the Affirmative Action Committee sits on the Steering Committee for what began as the No Place for Hate initiative. It is currently evolving into an umbrella organization for the Town of Arlington to enhance common goals of enabling people in our community to challenge all forms of bias and to promote diversity.

Any person interested in this issue of Affirmative Action and Equal Opportunity Employment is encouraged to contact the Affirmative Action Officer at 781-316-3121 or email [cmalloy@town.arlington.ma.us](mailto:cmalloy@town.arlington.ma.us).

## LEGAL DEPARTMENT

The Legal Department commences, prosecutes, and defends all legal actions and other matters on behalf of the Town in all state and federal courts and administrative agencies. The Department functions as a full-service law office handling nearly all of the Town's litigation in-house. In addition to its litigation function, the Department furnishes legal opinions and advice on a daily basis on matters referred to it by the Board of Selectmen, the Town Manager, the School Department, and the various Town Department heads. Additionally, the Department provides legal advice to all Town officials, boards, committees, and employees concerning their legal responsibilities and prerogatives, attends meetings and counsels Town departments on legal issues related to operational and project-related matters as they arise. The Town Counsel drafts and prepares warrant articles and votes at Town Meeting. The Department investigates all claims, advises and monitors Town regulatory compliance, and coordinates all legal affairs of local government.

As a corporation, the Town is constantly involved in contractual and other legal arrangements with public and private agencies in the purchase of properties and materials, the rendering of services and awarding of grants. The Legal Department prepares applications, contracts,

leases, deeds and other legal instruments concerning these matters. Additionally, the Department drafts, reviews, and approves a wide range of other legal instruments including licenses, releases, easements, and a multitude of other documents required for the orderly accomplishment of the Town's increasingly complex daily legal municipal issues.

The Department manages and directs the Town's Workers' Compensation Self-Insurance program. Through the timely processing of claims and the attentive investigation of accidents, the department aims to protect workers from the economic consequences of injury, promote safe work environments, assist injured employees in both their medical recovery and return to work, and seeks overall to limit the Town's liability consistent with the fair treatment of injured workers. In coordination with participating network pharmacies, the Department manages an in-house prescription program with the goal of maximizing generic substitutions, providing greater control authorization for drugs outside our formulary design, reducing costs to the Town commencing at the point of fill and eliminating "first-fill" out-of-pocket prescription expense to the injured employee. The Department also prepares and litigates all contested Workers' Compensation cases before the Department of Industrial Accidents as well as reviewing and responding to any pending legislation affecting the Town's Workers' Compensation program.

The Department oversees line of duty injury claims administration for all police and fire personnel. The Department is responsible for providing complete claims management for any injured on-duty uniformed employee of the police and fire divisions consistent with appropriate provisions of law, fairness to effected employees, and prudent financial practices.

The Department appeared regularly in the courts of the Commonwealth for hearings on motions, including many significant dispositive motions and successful hearings and trials. The Department provided representation to the Town in several arbitrations and administrative agencies' proceedings with successful conclusions. Additionally, the Department implemented new return to work programs and procedures to assist those injured employees in a safe and expedited integration back into the work force following an industrial injury.

### Future Activities

The current Town Counsel will be retiring after some 33 years of service. Personnel of the department will be assisting the Town Manager in seeking out the best possible replacement to ensure a smooth and effective transition.

In conjunction with the Cable Advisory Committee the Legal Department is providing assistance to the Board of Selectmen in its capacity as the Town's cable licensing authority under Federal and State law in regard

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to the renewal of RCN's cable license. This will include an extension of RCN's existing license.

The Legal Department, in conjunction with outside counsel, is involved in adjudicatory hearings before the Federal Environmental Protection Agency and the State Department of Environmental Protection in order to eliminate the Somerville and Cambridge combined sewer outflows into Alewife Brook, which when activated have caused considerable flooding of untreated effluent near many homes in East Arlington. The goal of the Town's involvement is to convince these agencies and municipalities to undertake substantive and immediate actions to mitigate the unhealthful effects such overflows have on certain Arlington neighborhoods.

The Legal Department will also review all existing Policies and Practices of the Board of Selectmen and make recommendations on streamlining and making them more effective and up to date. Included in this will be a complete review with recommended changes in the Board's Rules and Regulations governing the sale of alcoholic beverages in the Town.