To: Personnel Advisory Board

David Dubois, Thomas Jean, and Kristy Croft

From: Kimberly Conley, Director of Human Resources

RE: Personnel Advisory Board Meeting

There will be a Personnel Advisory Board meeting on Monday, August 7, 2023, at 6:00pm Council Chambers Conference Room.

PUBLIC AGENDA (per RSA 91-A:3,II

1. Review 7 new job description and recommendation of new classification
   1. Human Resources Generalist, recommended pay grade 10
   2. Paralegal Executive Assistant, recommended pay grade 11
   3. Senior Services Coordinator, recommended pay grade 6
   4. Business Coordinator, recommended pay grade 9
   5. Fire Inspector, recommended pay grade 12
   6. Public Educator Administrative Assistant, recommended pay grade 8
   7. Desk Top Support Specialist, recommended pay grade 8

Cc: Kathryn Ambrose, City Manager