



## PERSONNEL BOARD VACANCY

### Town of Norwood

The Town of Norwood Personnel Board is a five member board established by Article 39 of the Town of Norwood bylaws and appointed by the Chairperson of the Board of Selectmen, Chairperson of the Finance Commission and the Town Moderator.

The Board currently has a vacancy and the Town is seeking interest from the public to fill this board position.

The general responsibilities of the Personnel Board is to work with the Human Resources Director to develop various personnel policies, update and monitor the Town's classification and compensation plans, evaluate position descriptions and hear requests for reclassifications of positions.

While any resident is encouraged to apply, the Appointing Authority is required by the bylaw to ensure that a minimum of three of the members of the Personnel Board are qualified for such appointment by virtue of relevant and significant experience or training in **personnel administration, or labor, or employment law**.

The Personnel Board generally meets once per month, typically the third Wednesday of each month, in the evening.

Those interested in serving the Town of Norwood on the Personnel Board can send their interest in writing to the Human Resources Department by email at [HR@norwoodma.gov](mailto:HR@norwoodma.gov).