

# **JOB EVALUATION COMMITTEE – Human Resource Department**

## **Special Meeting Agenda**

November 1, 2018

9:00 a.m.

Town Campus Conference Room D

1. Call to Order
2. Public Comments
3. Approval of Minutes
  - a. Minutes from July 11, 2018
4. New Business
  - a. Proposed creation of Job Description and Wage for the position of Social Services Coordinator.
  - b. Proposed creation of Job Description and Wage for the position of Coordinator of Office Management
  - c. Proposed creation of Job Description and Wage for the position of Assistant Director of Youth & Family Services – Community Support
5. Old Business
  - a. None
6. Other
7. Adjournment

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town's ADA/Human Resources Director Debra Milardo at 203.245.5603 (Telecommunication device for the deaf (203)245.5638 or by email to [milardod@madisonct.org](mailto:milardod@madisonct.org) at least five (5) business days prior to the meeting.