

From "Jason Belmonte" <jbelmonte@doverma.gov>
To "Sophia Kriegsman" <skriegsman@doverma.gov>
Date 2025-09-15 13:13:16+00:00
Subject Fwd: Classification and Compensation Study
Attachments Health-Admin.-Assist.-2023.pdf; Health-Agent-10.6.21.pdf; Health-Director-2023.pdf; Shared-Public-Health-RN-job-description.pdf

Jason Belmonte, R.S, CHO, CP-FS
Health Director
Town of Dover, MA
603-285-2915

----- Forwarded message -----

From: **Jason Belmonte** <jbelmonte@doverma.gov>
Date: Thu, Sep 4, 2025 at 1:45 PM
Subject: Fwd: Classification and Compensation Study
To: Suzanne Hilts <shilts@doverma.gov>, Gael Varsa <gvarsa@doverma.gov>

FYI...these are the most up to date copies of our job descriptions just in case you have something different

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Health Director
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From: **Robin Tusino** <rtusino@doverma.gov>
Date: Thu, Sep 4, 2025 at 1:14 PM
Subject: Classification and Compensation Study
To: Jason Belmonte <jbelmonte@doverma.gov>

Hi Jason,

As part of our ongoing effort to ensure accuracy and consistency in the Town's classification and compensation system, I am requesting that all departments review their current job descriptions. The last formal classification and compensation review was completed in 2021, and it is important that we identify any **substantial changes** in duties, responsibilities, or required qualifications that have occurred since that time. We will be contracting with a vendor to ensure ADA compliance and a competitive salary structure.

I have attached the most current job descriptions for your department that I have on file. Please review all job descriptions within your department and assess whether any significant updates are needed. If you find any **substantial changes**, kindly submit the revised redlined job descriptions to my office by **September 30, 2025**.

If no changes are needed, please confirm that your department's job descriptions remain accurate and up to date by **September 24, 2025**.

Thank you for your attention to this matter and for your continued cooperation.

The job descriptions for your department include: Health Director, Health Agent, Public Health Nurse, and Administrative Assistant

Should you have any questions about this process, please do not hesitate to reach out to me.

Thank you!

***Robin Tusino / Director of Human Resources
Town of Dover***

5 Springdale Avenue

Dover, MA 02030

Ph: 508-785-0032 x247

Hours: Monday, Wednesday, Thursday 8:30 am - 5:00 pm

Tuesday 8:30 am- 7:00 pm

Closed Friday