

From "Jason Belmonte" <jbelmonte@doverma.gov>
To "Suzanne Hilts" <shilts@doverma.gov>; "Gael Varsa" <gvarsa@doverma.gov>
Date 2025-09-04 17:45:43+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

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

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

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

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