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*By City Clerk at 12:15 pm, Sep 30, 2021*



**Preliminary Screening Committee for the position of**

**Comptroller**

**City of Newton**

**Monday, October 4, 2021**

**The Preliminary Screening Committee for the position of Comptroller will hold this meeting as a virtual meeting on Monday, October 4, 2021, at 12:00 p.m. To view this meeting using ZOOM use this link:**

**<https://us02web.zoom.us/j/88577070125>**

**or call 1-646-558-8656 and use the following meeting ID: 885 7707 0125**

**AGENDA**

1. Welcome by President Susan Albright
2. Introduction of Committee Members to Human Resources and other support staff
3. Human Resources Director Michelle Pizzi O'Brien briefs the Committee on the general hiring process:
  - a. Process as outlined by President Albright.
  - b. Open Meeting Law and how it applies in this hiring process.
  - c. Process to review and update position description and salary range.
  - d. Discuss posting process.
4. Schedule next meeting date.
5. Adjourn

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.