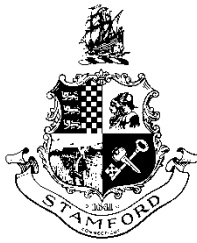


Mayor
CAROLINE SIMMONS



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
DOUGLAS C. DALENA

Personnel Commission
Chairman
Marc Teichman

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4172
Fax: (203)977-4075

*The Personnel Commission held their regular meeting on
Thursday, February 24, 2022 at 5:00 p.m. via a Zoom meeting.*

Present:

Marc Teichman, Chairman	Alfred Cava, Director of Human Resources	Christopher Soules, Director Human Resources- BOE
Greg Oliver, Commissioner	Angelo Sestito, Assistant Director of Human Resources	Kevin McCarthy, Director of Facility Operations- BOE
Carl Weinberg, Commissioner	Vanessa Francis, Human Resources Generalist	
Peter Nanos, Commissioner	Rose Frager, Human Resources Generalist	
Jaclyn Williams- Observer	Laurie DiPreta, Human Resources Assistant	

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:07 pm.

NEW BUSINESS:

- **Approval of the Minutes:**
Commissioner Peter Nanos moved to accept the minutes of the January 27, 2022 meeting; seconded by Chairman Marc Teichman. The minutes were approved unanimously.
- **Human Resources Department:** Reclassification- Benefits Administrator

Al Cava presented the request for a Reclassification for the position of Benefits Coordinator to Employee Benefits Administrator. Al Cava stated that the incumbent in this position has been in the role for 16 years and has taken on additional tasks and responsibilities therefore freeing up time for the HR Director and Assistant HR Director so they can focus on other responsibilities. In the past, she was just coordinating benefits now she takes ownership and has been for the past year and has done very well. Al Cava stated that they are now at a UAW at a Grade 10 proposing to Grade 14 Step 1. Carl Weinberg asked if the position of Benefits Coordinator would be removed and Al Cava responded yes, no additional headcount would be added to the department. Commissioner Carl Weinberg asked what the rationale was going to Grade 14; Al Cava

stated that there are other positions and jobs similar that are Grade 14 internally and that there is internal equity. Carl Weinberg said he appreciates the complexities of the position, it is quite extensive. Chairman Marc Teichman made a motion to reclassify the Benefits Coordinator position and approve the Benefits Administrator at a UAW, Salary Grade 14, Step 1; motion moved by Commissioner Carl Weinberg, second by Commissioner Peter Nanos. The request was approved unanimously.

- **Board of Education:** New Classification- Customer Service Specialist- BOE Adult Education

Al Cava introduced Christopher Soules, Executive Director of Human Resources for the Board of Education to speak on this agenda item. Also appearing before the Commission on this matter was Rosemarie Frager, Human Resources Generalist. Mr. Soules shared that they are proposing this new classification because the current position at Adult Education is designated as an Office Support Specialist role. The role of Customer Service Specialist would better serve the needs of the department and well as the community that they serve. He stated they have had difficulty recruiting and retaining someone for this role. The problem they identified is that the OSS position did not caption the essence of the role correctly. The production of catalogues several times a year it requires specialized knowledge in design and software and an extensive need for customer interactions and interfacing, collecting fees and explaining the programs. They want to move forward from a Grade 7 to a Grade 10 for this role. Christopher Soules stated that they did a total new job description to present to the Commissioner. The OSS description is a universal job description. No one is in the role permanently now; the person there is a temporary employee. They are looking for someone with design software that is the main issue in this role that they were having. The customer facing is very important, which was stated by Christopher Soules. Carl Weinberg stated that the proposed job description does not refer to the publishing software skills that are essential to the role, his questions was should it be added to the minimum qualifications for this role. Commissioner Greg Oliver also stated that the added skill should be included there. Rose Frager said they would be trained on it and must be capable and able to learn it and learn it quickly. Christ Soules said it is mentioned under Major Responsibilities. Chairman Marc Teichman asked if the position of Office Support Specialist for this department would now go away and Rose Frager answered yes; it would transition to this new classification. After further discussions, Chairman Marc Teichman entertained a motion to approve the creation of the classification of Customer Service Specialist- BOE Adult Education at UAW Salary Grade V-10; motion moved by Commissioner Greg Oliver. Seconded by Commissioner Carl Weinberg, it was approved by all. Motion carries.

- **Board of Education:** New Classification- Administrative Coordinator- BOE Facilities

Kevin McCarthy, Director of Facility Operations joined the meeting as well to present on this item. Kevin McCarthy stated that the creation of this job would provide the necessary skilled and complex clerical and administrative duties that the Department requires. They did have an Executive Secretary previously. They are going to a web- based program for the school building use and for staff vacation time. This position will be a liaison for the City Human Resources Department on personnel matters, there are 150 Custodians and mechanics in the building that we are responsible for and managing that staff daily is substantial. They also will work with the City Controller Office for payroll items, processing invoices, managing Time Keeping for the office staff, school custodians and

trades workers. Kevin McCarthy stated that this role would be first line to staff and school and the community for the needs for Facility. It was asked if the position of Executive Secretary would now be gone and this new classification would replace it going forward and the answer was yes. Rose Frager stated that the Executive Secretary did all of this, she has since been promoted. What is in the job description now is what they will be doing. They worked with the former Executive Secretary on the duties that were in the role to create this job description. Kevin McCarthy said he believes this is truly a coordinator type role. The person in this role asked numerous times to upgrade her title and it never happened. Therefore, when she was promoted we thought it was time. The new job description is clearly defined. Marc Teichman made motion for the replacing Executive Secretary position going from Grade 10 to Grade 11, seconded by Greg Oliver, all were in favor and motion carried. The request was approved unanimously.

- **Operations Department:** New Classification- Facilities Maintenance Technician- Old Town Hall

Al Cava presented this agenda item with Rose Frager, Human Resources Generalist. Kevin Murray, Parks and Facilities Operations Manager was not in attendance to present. The role has been asked to move in house versus use a third party vendor. This person will have responsibility for the entire building, its own fulltime person. This building has unique features. The decision was made by the department to have a stand-alone person dedicated to this building. This person as stated by Al Cava will not be a Custodian; it will be same pay Grade as a Custodian but a different job description uniquely to this building. This job description is purposely for the Old Town Hall due to the uniqueness of the building and fixtures. Chairman Marc Teichman asked if they feel it is the most efficient way to do this. The answer was yes. Commissioner Carl Weinberg asked what the main difference is between this and the Custodian position, Rose Frager stated they are similar. Commissioner Carl Weinberg asked why they did not ask to create a Custodian position to assign to the Old Town Hall instead of a new position. Commissioner Greg Oliver said he is familiar with the building it has unique finishes and unique nuances. Commissioner Carl Weinberg asked if it was a 37.5-hour workweek and Rose Frager said yes. Rose Frager said the contractor who is performing this job and the functions of it would be ending on March 15th, so they are trying to get someone in there as a provisional employee soon. Chairman Marc Teichman asked if we, the City, are the landlord of the building and Al Cava said yes. Commissioner Greg Oliver stated it is a revenue-generated building. No other questions were asked. Chairman Marc Teichman entertained a motion to approve and Commissioner Greg Oliver moved to approve the creation of the new classification of Facilities Maintenance Technician- Old Town Hall at UAW Grade 7; Commissioner Peter Nanos seconded it. The request was approved unanimously. The motion is passed.

- **For Notation**
 1. Director of Mandated Services- Noted
 2. Project Accountant- Data Analytics- Noted

Since there was no other business to discuss. Before we adjourn, Chairman Marc Teichman noted that this may or not be Peter Nanos last meeting with us and thanked him for his service on the Commission and thanked him for all he has done over the past years. Chairman Marc Teichman also announcement a welcome to Jaclyn Williams who will be approved by the Board and will be joining the Commission. All welcomed her. Jaclyn Williams has a Human Resources background. Also, noted by Chairman Marc Teichman was a thank you to the Personnel Department for putting all this information together. The Chairman Marc Teichman made a motion to adjourn the meeting. The meeting adjourned at 6:00 pm.

Marc Teichman, Chairperson

Copies to:

Mayor Caroline Simmons

Personnel Commission

Douglas C. Dalena, Director of Legal Affairs & Corporation Counsel

Alfred Cava, Director of Human Resources

Lyda Ruijter, Town and City Clerk