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*The Personnel Commission held their regular meeting on
Thursday, April 28, 2022 at 5:00 p.m. via a Zoom meeting.*

Present:

Marc Teichman, Chairman	Alfred Cava, Director of Human Resources	Christopher Soules, Executive Director of Human Resources, SPS
Greg Oliver, Commissioner	Sandy Dennies, Director of Administration	Kevin McCarthy, Director of Facility Operations
Jacklyn Williams, Commissioner	Rose Frager, Human Resources Generalist	Angela Thomas-Graves, Director of Adult Education
Beth Adamson, Commissioner	David Yanik, Controller	
Laurie DiPreta, Human Resources Assistant	Frank Petise, Transportation Bureau Chief	

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:00 pm.

NEW BUSINESS:

- **Approval of the Minutes:**

Chairman Marc Teichman moved to approve the minutes of the March 24, 2022 regular meeting; Commissioner Greg Oliver accepted and Commissioner Beth Adamson seconded that. Minutes from March 24th, 2022 Personnel Commission meeting was approved unanimously.

- **Administration Department:**

A request was made to the Personnel Commission to hire above the midpoint for the OPM Director.

Alfred Cava presented Sandy Dennies who appeared to present along with David Yanik for this agenda item. Ms. Dennies stated that the position was difficult to recruit for and it was a long and difficult search but they feel like they have found an excellent candidate. They feel this candidate is the best and most qualified based on her previous and current work experience. She has worked for the City of Hartford since 2006. They are hoping to get her to a salary of \$160,000 annually in July. All the compensation studies support that

this individual should be hired above the mid-point. They feel this candidate is worthy of these dollars. She will have a broad range of duties. Chairman Marc Teichman asked if a lot of candidates applied for this job to which Sandy Dennies replied not a ton. But that they were certain that she should be the one to take the position when they met with her. Sandy stated that this candidate is seen as a change agent. And her references were glowing. Sandy Dennies stated that she is the perfect person for this role. All the supportive material was included with the Personnel Commission Packet to support this. Chairman Marc Teichman asked Al Cava who else in the City is at a Step 7 to which Al Cava responded the Director of Health and the Director of Human Resources. Commissioner Greg Oliver asked if she would relocate to the City to which Sandy Dennies replied it is her plan to have an apartment in downtown Stamford. She does teach a graduate class at Trinity College so that will be her only commute. Chairman Marc Teichman asked if they feel she is committed to the City to which Sandy Dennies replied that she is thrilled to be offered the position. After much discussion, Chairman Marc Teichman moved to approve the request to hire above the midpoint for the OPM Director and all were in favor. Commissioner Greg Oliver approved the motion and Commissioner Beth Adamson seconded the motion. All were in favor and the motion was approved unanimously.

*At 5:19pm Commissioner Jacklyn Williams joined the meeting.

- **Controller's Office:**

Request to reclass position- Revenue Accountant

Al Cava introduced David Yanik to present this agenda item. This reclass is due to an out of class situation that resulted in a grievance with the Union and we worked on this with Human Resources and specifically Anna Gonzalez who was a big help in the resolution of this so hats off to her hard worked. This position will handle non-tax revenue, the recording not the receiving of cash. This position grew over time and it was not intentional. In September 2021 the employee filed a grievance and with Anna Gonzalez's help we worked on this and the employee was comfortable with what we agreed to and in the end of March 2022 it came together. There would be a 15% increase and that feels appropriate for her job responsibilities. We are looking for the Commission to approve a MAA7 from MAA4. There will not be additional headcount to the department. Her job description has been out of date for some time. Commissioner Jacklyn Williams asked if a new employee could fit this role in the future. To which David Yanik stated yes. Chairman Marc Teichman entertained a motion and Commissioner Beth Adamson made a motion to create a new classification of Revenue Accountant at the level of MAA7 from a MAA4. Commissioner Greg Oliver seconded and all were in favor and the motion was carried.

- **Board of Education:**

Request to create classification of Business Operations Coordinator- Adult Education

Al Cava introduced Christopher Soules to present. Christopher Soules stated that this person in the role currently her responsibilities have increased over the years. This current role is more of a bookkeeper type role and this new position would be more detailed and responsible for the entire financial aspects of Adult Education. The entire finance operations including payroll and record keeping and the Grants that Angela Thomas-Graves is able to get for the programs. This person will help with the Grants Program. There is the aspect of the Office Manager Role this position would have and liaison with Adult Education and the Board of Education Department. They plan to eliminate the Account Clerk position and the person in this role would be able to apply to this new one.

Chairman Marc Teichman entertained a motion to approve this and create this position of Business Operations Coordinator at UA13. Commissioner Greg Oliver made motion to approve this item and Chairman Marc Teichman and Commissioner Beth Adamson seconded that. All were in favor and motion passed.

- Request to create the classification of Administrative Account Clerk-BOE Facilities

Kevin McCarthy presented and stated that they have an Account Clerk in their office and felt it was necessary to reflect what this person truly does. Their job description does not currently reflect all they do. This person does a lot with vendor management and uses a lot of outside contractors and vendors. They are responsible for all administration of vendors and other compliance statements, processing PO's to closing out projects in regards to invoicing and grant funding. Commissioner Greg Oliver stated and noted that this position requires an Associate's degree, was that correct and Rose Frager stated that yes it is required. Chairman Marc Teichman entertain a motion to create the position of Administrative Account Clerk- BOE Facilities, at a Grade Level UAW10 from an UAW8, Commissioner Beth Adamson made the motion and Commissioner Greg Oliver seconded that motion and all were in favor and motion was carried and passed. Approved.

Operations Department:

Request to create the classification of Signs and Lines Technician- Transportation, Traffic and Parking

Al Cava introduced Frank Petise to address this classification request. Frank Petise spoke about the importance of this position and the functions of the position. He explained how this position differs from a Laborer position. This new job description will fit their work responsibilities better. Chairman Marc Teichman stated that it is going to a Salary grade 15 and it was a 10, which is a big jump. Rose Frager said we are trying to create a job description that accurately reflects the role of the position. Frank Petise stated they have to be certified to go into the bucket trucks, it is more of a technical job as noted by Al Cava. Commissioner Greg Oliver stated that the Bucket Certification is a certain certification, it is a stand-alone certification in which Frank Petise replied yes it is and that they work with Risk Management on this and there is a three year certification he stated. Chairman Marc Teichman entertained a motion to create the new position of Signs and Lines Technician at a Salary grade of OE15, it was seconded by Greg Oliver and it was approved by all. Motion was passed and carried.

- **For Notation**

- Assistant Superintendent of Greens retitled to Assistant Superintendent of Greens/Grounds Operation Foreman- Noted
- Equipment Mechanic retitled Power Equipment and Light Vehicle Mechanic- Noted
- Maintenance Supervisor – Facilities and Parks- Noted
- Plant Maintenance Control Clerk retitled to Procurement Coordinator- WPCA - Noted

Chairman Marc Teichman moved to adjourn the meeting at 6:11 p.m.; seconded by Commissioner Greg Oliver and Commissioner Beth Adamson. Approved unanimously.

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