



**CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION**

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*The Personnel Commission held their regular meeting on
Thursday, September 22, 2022 at 5:00 p.m. via a Zoom meeting.*

Present:

Marc Teichman, Chair	Vanesa Francis, Human Resources Generalist	Louis DeRubeis, Director of Public Safety Health & Wellness
Lynn Arnow, Commissioner	Kimberly Hawreluk, Human Resources Processing Technician	Matthew Quinones, Director of Operations
Carl Weinberg, Commissioner	Jennifer Jakic, HRIS Coordinator	Sandra L. Dennies, Director of Administration
Jaclyn Williams, Commissioner	Beatriz Nieves, Human Resources Associate	Erik Larson, Project Manager
Alfred Cava, Director of Human Resources	Dan Colleluori, MAA Union	Carmen Hughes, Diversity, Equity and Inclusion Officer
Angelo Sestito, Assistant Director of Human Resources	Members of the public in attendance	

With a quorum present, Chair Marc Teichman called the meeting to order at 5:03 pm. Chair Teichman introduced Lynn Arnow, a recently appointed Member to the Personnel Commission.

NEW BUSINESS:

1. Approval of the Minutes:

Commissioner Carl Weinberg moved to approve the minutes of the July 28, 2022 Personnel Commission regular meeting; seconded by Commissioner Jaclyn Williams and approved by Chair Teichman. Commissioner Lynn Arnow abstained from the vote, as she was not appointed to the Board as of that date, nor did she attend the July meeting.

2. Public Safety Health & Welfare:

• Request for Director of Public Safety to start above the mid-point

Director of Human Resources, Alfred Cava appeared before the Personnel Commission on behalf of Mayor Caroline Simmons. Director Cava provided an overview of the extensive process involved in locating a qualified candidate, which ultimately led to the selection of Louis DeRubeis. Director Cava then mentioned Mr. DeRubeis' background, training and expertise, which has made him an asset to the City of Stamford.

Commissioner Carl Weinberg moved to approve the Director of Public Safety above the mid-point at Grade 8, Step 4 of \$179,797.; seconded by Commissioner Jaclyn Williams. Approved unanimously.

- **Request to Create the Classification of Public Safety Community Liaison Officer**

Appearing before the Personnel Commission on this matter was Director of Human Resources, Alfred Cava and Director of Public Safety, Louis DeRubeis. First, Director Cava stated that this request was for the creation of the classification without a salary listed at this time, as the item would have to go before the other Boards for funding, then presented again to the Commission. Director of Public Safety, Louis DeRubeis then described the specifics of the position and how it is devoted to developing, implementing and coordinating community outreach, engagement and education activities.

The Commissioners requested information on how the position differentiated from the Public Information Officer or Special Assistant, as well as Classified versus Unclassified positions. To which Director DeRubeis stated that the person in the position would also work on identifying public safety concerns in order to put in place sustainable solutions to better serve the needs of all of those in the community. In addition, Director Cava explained that an unclassified position is not subject to the Classified Service Rules, whereas the Charter governs a classified position.

After much discussion, Chair Teichman made a motion to approve the creation of the Classification of Public Safety Community Liaison Officer with the caveat that there be a re-examination of the minimum qualifications, experience and FLSA status. Commissioner Jaclyn Williams moved to approve the creation of the Classification of Public Safety Community Liaison Officer; seconded by Commissioner Carl Weinberg. Approved unanimously.

3. Office of Administration:

- **Purchasing Department:** Request to re-create the Classification of Senior Buyer – Administration

Appearing before the Personnel Commission on this matter was Director of Human Resources, Alfred Cava, Director of Administration, Sandra L. Dennies and Human Resources Generalist Vanesa Francis. In addition, Erik Larson, Purchasing Manager attended.

Director Dennies informed the Commissioners that The Board of Education had initiated a Long-Term Facilities Plan for all school facility improvements, including repair, renovation and new construction, which will be a several million-dollar undertaking. Presently, the Purchasing Department has one Purchasing Manager and one Buyer. Therefore, with the re-creation of the Senior Buyer Position, there would be a Purchasing Manager, Senior Buyer and Buyer, the later to be funded by the Board of Education.

After a lengthy discussion, the Commissioners made a request that when the job announcement is posted, that it include a statement that, “experience working in the Public Sector would be preferred.” To which, Director Cava, Director Dennies and Human Resources Generalist Vanesa Francis agreed.

Chair Teichman moved to approve the recreation of the Classification of Senior Buyer; seconded by Commissioner Jaclyn Williams. Approved unanimously.

- **Controller's Office:** Request to create the Classification of Project Accountant – BOE School Construction

Director of Administration, Sandra L. Dennies explained to the Commission that the long-term facilities project described above requires an accountant position be created specifically for these projects. Not only due to the sheer amount of funds involved, but most importantly because of the Federal Government and Grant guidelines, rules and regulations.

Commissioner Carl Weinberg moved to approve the creation of Project Accountant – BOE School Construction; seconded by Commissioner Lynn Arnow. Approved unanimously.

4. **Office of Operations:**

- Request to Create the Classification of Clerk of the Works III

Appearing before the Personnel Commission on this matter was Matthew Quinones, Director of Operations. Director Quinones informed the Commissioners that the position correlates to the Board of Education Long-Term Facilities Plan for all school facility improvements. Director Quinones reviewed the important aspects of the position; most importantly, the individual would be the point person for the entire project and act as the on-site liaison with the construction managers and owners representatives.

The Commissioners requested information on how the position differentiated from a Project Manager position. Director Quinones stated that the Clerk of the Works III position is a salary position, with no benefits and a 3-year maximum with an option to renew the contract. During the discussion, it was mentioned that if there is any difficulty in obtaining qualified and experienced candidates that perhaps looking into a Project Manager position for the Capital Project might be worthwhile. However, due to the urgency to fill this need, the request at this time is to create the classification of Clerk of the Works III.

Chair Teichman moved to approve the creation of the Classification Clerk of the Works III; seconded by Commissioner Lynn Arnow. Approved unanimously.

5. **Human Resources Department:**

- Request to amend and re-allocate the Classification of Human Resources & Benefit Analyst – HR

Appearing before the Personnel Commission on this matter was Director of Human Resources, Alfred Cava, Human Resources Generalist Vanesa Francis and Jennifer Jakic, HRIS Manager.

HRIS Coordinator, Jennifer Jakic provided the Commission with background on the position and explained how the scope of the position has changed since its adoption. Since then, the responsibilities of the role have significantly increased. The position plays an important role in the design, testing and monitoring of the city's new HR System.

Commissioner Carl Weinberg moved to amend and re-allocate the Classification of Human Resources & Benefit Analyst – HR from grade UA13 to grade UA15; seconded by Commissioner Jaclyn Williams. Approved unanimously.

6. **Notation:**

Appearing before the Personnel Commission on these matters was Human Resources Generalist Vanesa Francis. Ms. Francis informed the Commissioners that all job descriptions and, or job titles presented below were updated to better reflect the position and job responsibilities in order to bring them up to date and current.

- **Department of Health:** Public Health Dental Case Manager - Noted
- **Fire Department:** Administrative Supervisor – Fire Department - Noted
- **Technology Management Services:** Desktop Technician - Noted

Commissioner Jaclyn Williams moved to adjourn the meeting at 6:33 pm; seconded by Chair Marc Teichman. 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