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*The Personnel Commission held their regular meeting on
Thursday, October 27, 2022 at 5:00 p.m. via a Zoom meeting.*

Present:

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| Marc Teichman, Chairperson | Ralph Blessing, Land Use Bureau Chief | Carmen Hughes, Diversity, Equity and Inclusion Officer |
| Carl Weinberg, Commissioner | Louis Casolo, City Engineer | Frank Petise, Transportation Bureau Chief |
| Jaclyn Williams, Commissioner <i>(joined 5:25 pm)</i> | Dan Colleluori, Director of Recycling & Sanitation – Transfer Station | Shawn Reed, Chief Building Official |
| Alfred Cava, Director of Human Resources | Louis DeRubeis, Director of Public Safety Health & Wellness | Kimberly Hawreluk, Human Resources Processing Technician |
| Angelo Sestito, Assistant Director of Human Resources <i>(via phone)</i> | Frank Fedeli, Chief Compliance Officer | Various members of the Public in attendance |
| Rosemarie Frager, Human Resources Generalist | Bridget Fox, Chief of Staff | |

The Personnel Commission Meeting began at 5:05 pm. Chair Marc Teichman announced to those in attendance that a quorum was not present at the start of the Meeting. Therefore, the items for notation would be discussed first, as a vote is not required. Once a quorum was reached at 5:25 pm, the Commissioners then reviewed Agenda Items (1-4).

NEW BUSINESS:

1. Approval of the Minutes:

Commissioner Carl Weinberg moved to approve the minutes of the September 22, 2022 Personnel Commission regular meeting; seconded by Commissioner Jaclyn Williams and approved by Chair Teichman.

2. Department of Public Safety: Request to create the classification of Administrative Officer – Public Safety, Health and Welfare

Appearing before the Personnel Commission on this matter was Director of Human Resources, Alfred Cava and Director of Public Safety, Louis DeRubeis.

The Commissioners requested information as to why the position included educational requirements that differentiated from other administrative officers' positions.

Director Cava indicated that in this instance the requirements are unique to the department. As the demands for public safety has increased, so have the roles and responsibilities of this position. Therefore, the position was placed in the same salary grade, as the nature of the work is similar. Furthermore, Director DeRubeis then described the specifics of the position, how it requires a specific skill set and required certifications, which would better serve the needs of the department and the City rather than an elevated degree in higher education. Currently there is

Commissioner Jaclyn Williams moved to approve the request to create the classification of Administrative Officer – Public Safety, Health and Welfare; seconded by Commissioner Carl Weinberg. Approved unanimously.

3. **Department of Solid Waste and Recycling:** Request to create the classification of Lead Heavy Equipment Operator

Speaking on this request was Rosemarie Frager, Human Resources Generalist and Dan Colleluori, Supervisor of the Department. First, Rosemarie Frager reviewed the special requirements and certifications required for the position. After which, Supervisor Colleluori indicated the importance of creating this position as the Master Mechanic position was transferred to Vehicle Maintenance. The upgraded position is reflective of the Department needs, as the individual will serve as the lead position in the field for work place operations, will be responsible for all training on all equipment for new staff and oversee special projects.

Commissioner Carl Weinberg moved to approve the request to create the classification of Lead Heavy Equipment Operator; seconded by Commissioner Jaclyn Williams. Approved unanimously.

4. **Department of Transportation, Traffic and Parking:** Request to create the classification of Junior Transportation Planner

Appearing before the Personnel Commission on this matter was Rosemarie Frager, Human Resources Generalist and Frank Petise, Transportation Bureau Chief. First, Rosemarie Frager made a correction to the draft classification presented to the Commission, indicating that based on comparative salary data this position should be listed at a salary grade A2; edit to classification noted.

Frank Petise, Transportation Bureau Chief then expressed the need for an entry-level position to assist with all areas of operations within the department, including, but not limited to: planning, grant writing, organizing public meetings for projects, and reviewing plans.

Chairperson Marc Teichman moved to approve the request to create the classification of Junior Transportation Planner; seconded by Commissioner Carl Weinberg. Approved unanimously.

5. **Notation:**


Appearing before the Personnel Commission on the items for notation below was Director of Human Resources, Alfred Cava and Rosemarie Frager, Human Resources Generalist.

After a lengthy conversation, Chairperson Marc Teichman and Commissioner Weinberg were satisfied with the notations presented.

- **Building Department:** Coordinator of Inspections and Plan Review
- **Engineering Department:** Technical Management Analyst
- **Land Use Bureau:** Director of Land Use Administration
- **Mayor's Office:** Public Safety Community Engagement Liaison
- **Office of Economic Development:** Project Manager – Economic Development
- **Office of Operations:** Constituent Service Representative
- **Office of Operations:** Field Operator

Based on questions raised by the Commissioners during the discussion, Director Cava stated he would come back to the Commission with information on what determines an item for notation versus an item requesting a vote. Director Cava noted that the process is dependent on the current contracts as it pertains to the Classified Services Rules.

Chairperson Marc Teichman made a motion to adjourn the meeting. Commissioner Jaclyn Williams moved, which Commissioner Carl Weinberg seconded. Approved unanimously. The Personnel Commission meeting was adjourned at 5:47 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