

**CITY OF STAMFORD**  
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*The Personnel Commission held their regular meeting on  
Thursday, November 17, 2022 at 5:00 p.m. via a Zoom meeting.*

***Present:***

Marc Teichman, Chairperson	Sandra L. Dennies, Director of Administration	Rosemarie Frager, Human Resources Generalist
Carl Weinberg, Commissioner	David Yanik, Controller	Vanesa Francis, Human Resources Generalist
Jaclyn Williams, Commissioner	Matthew Quinones, Director of Operations	Ana Gonzalez, Labor Relations Specialist
Alfred Cava, Director of Human Resources	Dan Colleluori, MAA Union President	Kimberly Hawreluk, Human Resources Processing Technician
	Louis Casolo, City Engineer	Various members of the Public in attendance

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:08 pm.

**NEW BUSINESS:**

**1. Approval of the Minutes:**

Commissioner Carl Weinberg moved to approve the minutes of the October 27, 2022 Personnel Commission regular meeting; seconded by Commissioner Jaclyn Williams and approved by Chair Teichman.

**2. Office of Administration: Request to create the classification of Time & Attendance Assistant Manager**

Appearing before the Personnel Commission on this matter was Sandra Dennies, Director of Administration and David Yanik, Controller for the City of Stamford.

The proposed position of Time & Attendance Assistant Manager was being requested in order to facilitate the Board of Education's (BOE) highly complex time edits, including benefits integration of pay scales and various types of work in order to process payroll. Currently, there are several separate individuals performing this task on a part-time basis, which has resulted in a high rate of errors and lack of continuity. Therefore, the Office of Administration is requesting to create the classification of Time & Attendance Assistant Manager under MAA, A08.

Chairperson Marc Teichman moved to approve the request to create the classification of Time & Attendance Assistant Manager with the caveat that the job classification would be edited to indicate the position reports to the Time & Attendance Manager, not the Controller as submitted. Commissioner Jaclyn Williams seconded the motion. Approved unanimously.

3. **Office of Operations:** Request to create the classification of Director of School Construction

Appearing before the Personnel Commission on this matter was Matthew Quinones, Director of Operations. Director Quinones mentioned that the position was originally requested in September under the Clerk of the Works III position. As noted during that meeting, there was a potential for encountering a challenging hiring environment. After posting the position for over a month with no success, the decision was made to establish a Director of School Construction position within the MAA, A13, which will offer a comparable salary range to the Clerk of the Works III position, in addition to benefits.

A lengthy discussion followed, including whether or not to retain or abolish the Clerk of the Works III position, which would also require a decision on the salary grade and salary schedule. Therefore, Director Cava suggested placing this item on the Agenda for December.

At this time, Commissioner Jaclyn Williams moved to create the classification of Director of School Construction within MAA, A-13; seconded by Commissioner Carl Weinberg. Approved unanimously.

4. **Notation:**

Director of Human Resources, Alfred Cava and Vanesa Francis, Human Resources Generalist appeared before the Personnel Commission to answer any questions on the items submitted for notation. In addition, Sandra Dennies, Director of Administration, David Yanik, Controller and Dan Colleluori, MAA Union President attended to provide further information. After a discussion, Chairperson Marc Teichman acknowledged the Notation items submitted.

- **Human Resources Department:**
  - HR & Benefits Assistant
  - HRIS (Human Resources Information Systems) Assistant – COS
- **Controller's Office:** Time and Attendance Manager
- **Technology Management Services Department:** Web/Intranet Specialist

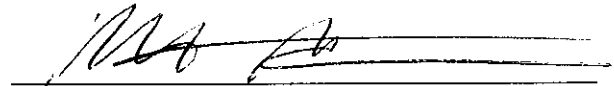
At this time, Commissioner Weinberg revisited a request made during the October meeting regarding what parameters determine if an item should be listed for notation versus a vote. Director Cava stated he would come back to the Commission with information on what the process is, which is dependent on the Classified Services Rules and the various contracts.

5. **2023 Personnel Commission Meeting Calendar**

Alfred Cava, Director of Human Resources presented the proposed meeting dates for 2023. After a discussion, the November meeting was moved to Tuesday, November 21, 2023 as the original date falls on the Thanksgiving holiday.

Commissioner Williams made a motion to approve the proposed meeting dates for 2023 along with the edit discussed to the November meeting, which was seconded by Commissioner Weinberg. The motion was approved by unanimous consent.

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