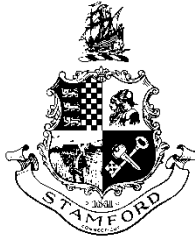


MAYOR  
CAROLINE SIMMONS



THOMAS M. CASSONE, ACTING  
DIRECTOR OF LEGAL AFFAIRS  
&  
CORPORATION COUNSEL

ALFRED C. CAVA, SHRM-SCP, SPHR  
DIRECTOR OF HUMAN RESOURCES

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*The Personnel Commission held their regular meeting on  
Thursday, February 23, 2023 at 5:00 p.m. via a Zoom meeting.*

***Present:***

Marc Teichman, Chairperson	Anita Carpenter, Grants Officer	Sandra Dennies, Director of Administration
Lynn Arnow, Commissioner	Bridget Fox, Chief of Staff – Mayor’s Office	Louis DeRubeis, Director of Public Health, Safety & Welfare
Carl Weinberg, Commissioner	Rhudean Bull, Administration Manager – WPCA	Jody Bishop-Pullan, Director of Health
Jaclyn Williams, Commissioner	Rosemarie Frager, Principal Human Resources Generalist	Raquelle Early, Administrative Assistant - Health
Alfred Cava, Director of Human Resources	Vanesa Francis, Principal Human Resources Generalist	Sharona Cowan, Director of Social Services
Angelo Sestito, Assistant Director of Human Resources	Beatriz Nieves, Human Resources Associate	Dan Colleluori, Director of Recycling & Sanitation
Ana Gonzales, Labor Relations Specialist	Kimberly Hawreluk, Human Resources & Benefits Assistant	Bill Klous, Fleet Manager

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:05 p.m.

**NEW BUSINESS:**

**1. Approval of the Minutes:** January 26, 2023 Meeting

Commissioner Carl Weinberg moved to approve the minutes of the January 26, 2023 Personnel Commission regular meeting; seconded by Commissioner Lynn Arnow and approved by Chair Teichman. Approved: Chairperson Marc Teichman, Commissioner Lynn Arnow, and Commissioner Carl Weinberg; Absent from vote: Commissioner Jaclyn Williams.

At this time, Commissioner Weinberg noted for the record that Director Cava and the Human Resources department provided the data requested by the Commission at the January 26, 2023 meeting regarding information on positions with stipends.

2. **Emergency Communication Center:** Request to create the classifications of: Civilian Dispatch Supervisor (CDS)

Director Cava informed the Personnel Commission that this item would be held pending further information.

3. **Grants Office:** Request to create the classification of Community Development Administrator, which would result in abolishing the vacant classification of Administrative Officer-Community Development

Anita Carpenter, Grants Officer presented the proposed position of Community Development Administrator to the Commission. If approved, the position would replace the vacant Administrative Officer-Community Development.

The proposed position would allow for improvement in regulation compliance and result in greater continuity and efficiency within the department.

The Commissioners had a dialogue with those presenting this request regarding the organizational chart and budget assignment. Vanesa Francis, Principal Human Resources Generalist provided further information on pay grade and salary as job comparisons were not available given the specialized job duties and responsibilities of the position.

On a related matter, moving forward, Commissioner Weinberg made a request to include similar positions in the same pay grade/step if job comparisons were not available. Request noted.

Commissioner Lynn Arnow moved to approve the request to create the classification of Community Development Administrator at Salary Grade UA14, which would result in abolishing the vacant classification of Administrative Officer-Community Development. Commissioner Carl Weinberg seconded the motion. Approved: Chairperson Marc Teichman, Commissioner Lynn Arnow, and Commissioner Carl Weinberg; Absent from vote: Commissioner Jaclyn Williams.

4. **Legal Affairs Department:** Request for an advanced starting salary for Acting Director of Legal Affairs & Corporation Counsel candidate

Appearing before the Personnel Commission on this matter was Bridget Fox, Chief of Staff – Mayor’s Office and Alfred Cava, Director of Human Resources.

Information provided included salary comparisons from surrounding local municipalities. Commissioners noted that the salary was comparable and consistent with past practice.

Commissioner Carl Weinberg moved to approve the advanced starting salary to Grade 8, Step 4 for the Acting Director of Legal Affairs & Corporation Counsel candidate, which was seconded by Chairperson Marc Teichman. Approved: Chairperson Marc Teichman, Commissioner Lynn Arnow, and Commissioner Carl Weinberg; Absent from vote: Commissioner Jaclyn Williams.

5. **Water Pollution Control Authority:** Request to abolish the classification of Maintenance Mechanic–WPCA in order to create the following classifications of:

- Mechanic I – Level I
- Mechanic I – Level II
- Mechanic II

Rhudean Bull, Administration Manager presented the request to the Commissioners and noted that these positions had already been negotiated with the Union. In addition, an edit to the Justification Memo is required to remove the Level I from the Mechanic II position. Noted above. If approved, the tier positions above would replace the Maintenance Mechanic - WPCA.

The proposed positions would allow for greater continuity and efficiency within the department and allow for growth and promotional opportunities.

The Commissioners had a dialogue with those presenting this request regarding the organizational chart, pay grade difference between the proposed tiers and salary comparisons from surrounding local municipalities.

Commissioner Carl Weinberg moved to approve the request to create the tier classifications:

- Mechanic I (Level I) at OE-40 Grade 18A
- Mechanic I (Level II) at OE-40 Grade 18B
- Mechanic II at OE-40 at Grade 19A

While also abolishing the classification of Maintenance Mechanic-WPCA at TE-40 Grade 18. Chairperson Marc Teichman seconded the motion. Approved: Chairperson Marc Teichman, Commissioner Lynn Arnow, and Commissioner Carl Weinberg; Abstained from vote: Commissioner Jaclyn Williams.

*Commissioner Jaclyn Williams arrived during this presentation at 5:25 pm.*

6. **Notations:** After a brief discussion regarding the procedure of submitting notation items and the involvement with the bargaining unions and Classified Service Rules, Chairperson Marc Teichman and Commissioners acknowledged all of the Notation items submitted.

- **Department of Fleet Maintenance:** Fleet Foreman
- **Department of Health and Human Services:**
  - Administrative Supervisor – Health
  - Advanced Practice Registered Nurse
  - Assistant Director of Health & Director of Environmental Health and Inspections
  - Behavioral Health, Health Promotion, and Emergency Response Specialist
  - Director of Health and Human Services
  - Public Health Dental Case Manager
  - Public Health Nurse II (PHN II)
  - Public Health Nursing Supervisor/PHN III

*- Notations Continued -*

- **Department of Public Safety, Health and Welfare:**
  - Chief Citation Officer and Coordinator
  - Public Safety Statistician
- **Department of Recreation Services:** Customer Service Specialist – Recreation
- **Emergency Communication Center:**
  - Public Safety Dispatcher I
  - Public Safety Dispatcher II
- **Office of Policy & Management:** Assistant Director of OPM
- **Technology Management Services:** Information Technology Supervisor for Police Department

Commissioner Lynn Arnow moved to adjourn the meeting, which was seconded by Commissioner Carl Weinberg. Approved unanimously. The Personnel Commission meeting was adjourned at 6:04 p.m.

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Marc Teichman, Chairperson

Copies to:  
Mayor Caroline Simmons  
Personnel Commission  
Thomas M. Cassone, Acting Director of Legal Affairs & Corporation Counsel  
Alfred Cava, Director of Human Resources  
Lyda Ruijter, Town and City Clerk