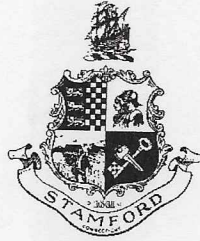


MAYOR
CAROLINE SIMMONS



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

Present:

Marc Teichman, Chairperson	Angelo Sestito, Assistant Director of Human Resources	Jody Bishop-Pullan, Director of Health & Human Services
Carl Weinberg, Commissioner	Rosemarie Frager, Principal Human Resources Generalist	Louis Casolo, City Engineer
Jaclyn Williams, Commissioner	Vanesa Francis, Principal Human Resources Generalist	Dan Colleluori, Director of Recycling & Sanitation
Alfred Cava, Director of Human Resources	Kimberly Hawreluk, Human Resources & Benefits Assistant	Eilish Main, Member of the Public

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:10 p.m.

NEW BUSINESS:

1. **Approval of the Minutes:** February 23, 2023 Meeting

Commissioner Carl Weinberg moved to approve the minutes of the February 23, 2023 Personnel Commission regular meeting, which was seconded by Chair Marc Teichman. The motion was approved by unanimous consent.

2. **Emergency Communication Center:** Request to create the classification of Public Safety Dispatch Supervisor

Vanesa Francis, Principal Human Resources Generalist provided the available information on the request submitted by the Emergency Communication Center to the Commission.

External comparisons as it pertains to surrounding municipalities were not available given the specialized job duties, responsibilities and workload of this proposed position. The MAA Salary Schedule was provided and listed other MA-07S positions. However, Commissioner Weinberg made a request to include similar job descriptions for positions in the same pay grade/step if job comparisons were not available for internal equity purposes. Request noted.

Chair Marc Teichman moved to approve the request to create the classification of Public Safety Dispatch Supervisor at an MAA, A-07S, which was seconded by Commissioner Carl Weinberg. The motion was approved by unanimous consent.

3. **Department of Health and Human Services:** Request to create the classification of Manager of Public Health Programs

Jody Bishop-Pullan, Director of Health & Human Services presented the proposed position of Manager of Public Health Programs to the Commission. If approved, the position would replace the existing Director of Nursing position.

The proposed position would allow for improvement in grant regulation compliance and result in greater continuity and efficiency within the department. In addition, this request would not affect the department head count, but would require less out of the overall City budget as the position is at a lower Salary Grade. The Commissioners also had a dialogue with those presenting this request regarding the organizational chart.

Commissioner Carl Weinberg moved to eliminate the Director of Nursing position and approve the request to create the classification of Manager of Public Health Programs at Salary Grade MAA-A10. Commissioner Jaclyn Williams seconded the motion. The motion was approved by unanimous consent.

4. **Notations:** After a discussion regarding each item was noted below, Chairperson Marc Teichman and Commissioners acknowledged all of the Notation items submitted.

- **Engineering Department:** Sustainability & Energy Manager

Louis Casolo, City Engineer presented the updated classification to the Commission, which included several edits and upgraded salary range from an A-09 to A-10.

- **Recreation Services:** Recreation Supervisor

The Commissioners noted that in the Special Requirement section there is a statement that the individual, 'must obtain a Lifeguard Certification within four months of being hired'. The Commission suggested that the title should be reviewed if the certificate is in fact required for this general position. Otherwise, edit the current job description and remove that last sentence if the position does not require it.

- **Water Pollution Control Authority:**

Operator in Training: Commissioner Carl Weinberg suggested under the special note section Employees are required to obtain their Class I Wastewater Treatment Facility Operator Certification within twenty-four (24) months of their date of hire as Operator in Training

Mechanic in Training: The Commission had no additional discussion on this item.

Commissioner Carl Weinberg moved to adjourn the meeting, which was seconded by Commissioner Jaclyn Williams. Approved unanimously. The Personnel Commission meeting was adjourned at 5:57 p.m.



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