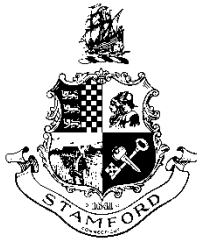


Mayor  
CAROLINE SIMMONS



THOMAS M. CASSONE  
DIRECTOR OF LEGAL AFFAIRS  
&  
CORPORATION COUNSEL

**PERSONNEL COMMISSION**

MARC TEICHMAN, CHAIR  
STUART ADELBERG  
LYNN ARNOW  
ELIZABETH MAIN  
JACLYN WILLIAMS

DR. PAULA A. RUSSELL NISBETT  
DIRECTOR OF HUMAN RESOURCES

**CITY OF STAMFORD**  
**OFFICE OF LEGAL AFFAIRS**  
**HUMAN RESOURCES DIVISION**  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152  
Tel. (203) 977-4070  
Fax: (203) 977-4075

A Regular Meeting of the Personnel Commission is scheduled for:

**Tuesday, November 21, 2023 at 5:00 p.m.**

The meeting can be accessed by computer, tablet or smartphone via the link below:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86997276923>

**Meeting ID: 869 9727 6923**

**One Tap Mobile**

+1 646 558 8656 US (New York)

**Meeting ID: 869 9727 6923**

OR

Find your local number: <https://us02web.zoom.us/j/86997276923>

**AGENDA:**

1. **Approval of the Minutes:** October 26, 2023 Meeting
2. **Mayor's Office:** Request to create the classification of Executive Assistant – Office of the Mayor
3. **Board of Education:** Request to create the classification of Administrative Coordinator – Special Education
4. **Board of Education:** Request to create the classification of Transportation Specialist - BOE

5. **Notation(s):**

- **Road Maintenance Department:** Master Mechanic/Welder title review
- **Technology:** Web/Intranet Specialist title change to Application Support Specialist
- **Law Department:** Exec Asst to the Director of Legal Affairs

6. **2024 Personnel Commission Meeting Calendar:** Review and possible vote on 2024 Personnel Commission Meeting Dates

DRAFT

**Copies to:**

City & Town Clerk's Office

Mayor Caroline Simmons

Personnel Commission

Union Presidents

Thomas Cassone, Director of Legal Affairs & Corporation Counsel

Alfred Cava, Director, Human Resources

Carmen Hughes, Diversity, Equity and Inclusion Officer

Valerie Rosenson, Legislative Officer (BOR)

Elda Sinani, Director, Office of Policy & Management

Adrianne Tovar, Office of Policy & Management