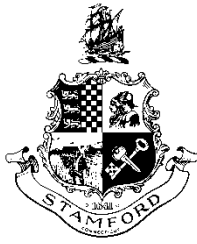


**Mayor
CAROLINE SIMMONS**



**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
PERSONNEL COMMISSION**

888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070 Fax: (203)977-4075

The Personnel Commission held its regular meeting on Tuesday, November 21, 2023, at **5:00 p.m.** via Zoom.

NEW BUSINESS:

1. Approval of the October 26, 2023 Minutes. *Approved unanimously*
2. Request to create the classification of Executive Assistant – Office of the Mayor. *Tabled*
3. Request to create the classification of Administrative Coordinator – Special Education (BOE).
Approved unanimously
4. Request to create the classification of Transportation Specialist – BOE. *Approved unanimously*
5. Revised Job Descriptions
 - Master Mechanic – Road Maintenance - *Noted*
 - Web/Intranet Specialist retitled to Application Support Specialist - *Noted*
 - Executive Assistant - Legal Affairs – *Noted*
6. 2024 Personnel Commission Meeting Calendar. *Tabled*

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
Benjamin Barnes, Director of Administration