

PERSONNEL COMMISSION

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



CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION

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

*The Personnel Commission held their regular meeting on
Thursday, October 26, 2023 at 5:00 p.m. via a Zoom meeting.*

Marc Teichman, Chairperson	Kimberly Hawreluk, Human Resources & Benefits Assistant
Stuart Adelberg, Commissioner	Beatriz Nieves, HR Assistant
Lynn Arnow, Commissioner	Shloka Shetty, HR Assistant
Elish Main, Commissioner	Thomas Turk, Operations Supervisor
Rosemarie Frager, HR Manager	Members of the public
Vanesa Francis, HR 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: September 28, 2023 Meeting

Chairperson Marc Teichman made a motion to approve the minutes of the September 28, 2023 Personnel Commission regular meeting, which was moved by Commissioner Stuart Adelberg and seconded by Commissioner Lynn Arnow. The motion was approved by unanimous consent.

2. Legal Affairs/Human Resources Division: Request to create the Classification of Career Development, Leadership and Training Manager.

Alfred Cava, Director of Human Resources, presented this request to the Commission.

The position will help establish and administer performance reviews, professional development, and training needs of the employees.

Chairperson Marc Teichman made a motion to approve the creation of the classification of Career Development, Leadership and Training Manager, which was moved by Commissioner Stuart Adelburg and seconded by Commissioner Elish Main.

The motion was approved by unanimous consent.

3. **Road Maintenance Department:** Request to create the Classification of Master Mechanic and Welder – Road Maintenance.

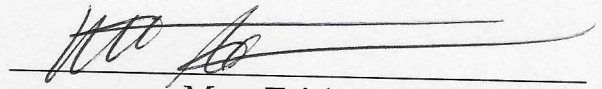
Thomas Turk, Operations Supervisor, presented this request to the Commission. The position will be responsible for maintenance and oversight of over 120 pieces of equipment, 3 yards, 3 salt domes and 6 buildings. Title to be reviewed in next month's PC Meeting.

Chairperson Marc Teichman made a motion to approve the request to create the classification of Master Mechanic and Welder – Road Maintenance, which was moved by Commissioner Adelberg and seconded by Commissioner Main. Commissioner Arnow declined the motion. The motion was approved by a 3-1 vote.

4. **Notations:** After a brief discussion on each notation, Chairperson Marc Teichman and Commissioners acknowledged the Notation items submitted.

- **Controller's Office:** Project Accountant – Financial Reporting for the Controller
 - The Job description was made to be more specific to the needs to of the job.
- **Solid Waste: Collections Driver**
 - Tabled till the next Personnel Commission meeting.
- **Operations:** Tree Maintenance Specialist
 - Changes were made to the job description to fit the needs of the job.

With no further business, Chairperson Marc Teichman made a motion to adjourn the meeting, which was moved by Commissioner Lynn Arnow and seconded by Commissioner Eilish Main. The motion was approved unanimously. The Personnel Commission meeting was adjourned at 5:47 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