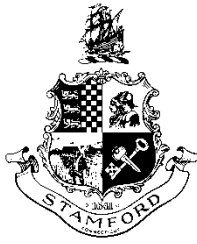


Mayor
CAROLINE SIMMONS



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

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

Marc Teichman, Chairperson	Dr Paula A. Russell Nisbett, Director – Human Resources	Chrstopher Soules, Exe Director HR- BOE
Stuart Adelberg, Commissioner	Rosemarie Frager, HR Manager	Ryan Fealey, Chief Financial Officer - BOE
Lynn Arnow, Commissioner	Vanesa Francis, HR Manager	Ana Gonzalez, Labor Relations Specialist
Eilish Main, Commissioner	Kimberly Hawreluk, Human Resources & Benefits Assistant	
Alfred Cava, Director – Human Resources	Shloka Shetty, HR Assistant	

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:00 p.m.

NEW BUSINESS:

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

Commissioner Stuart Adelberg moved to approve the minutes of the October 26, 2023, PC meeting;
seconded by Commissioner Lynn Arnow.

Approved Unanimously

2. **Request to create the classification of Executive Assistant – Office of the Mayor –**

Request tabled until the next PC Meeting.

3. **Request to create the classification of Administrative Coordinator – Special Education –**

Christopher Soules, Exe Director HR – BOE appeared before the commission on this matter.

This position is FTE neutral and will replace the current OSS position that is vacant. There is a similar role of Administrative Coordinator – BOE, in the finance department.

Commissioner Adelberg asked how this position is different from the OSS role. Vanesa Francis, HR Manager said the OSS role is entry level. Placed at UA07. The new position will have more responsibilities and thereby be placed at UA11. Commissioner Arnow asked how long the OSS has been performing the role to which Rosemarie Frager, HR Manager responded that the OSS was there for 4 years. Since the position is now vacant, HR worked with BOE and Legal to create a job description that better fits the needs of the department. Chairperson Teichman asked the need for salary increases. Christopher Soules said that preferred experience as a paralegal would justify a different salary grade. Commissioner Arnow asked if certain certifications were needed to be completed for this role to which Rosemarie Frager said the minimum qualifications are in line with other Administrative Coordinator positions.

After much discussion, Commissioner Lynn Arnow moved to create the classification of Administrative Coordinator – Special Education; seconded by Commissioner Stuart Adelberg.

Approved Unanimously

4. **Request to create the classification of Transportation Specialist - BOE –**

Christopher Soules, Exe Director HR – BOE appeared before the commission on this matter. The Transportation Coordinator (UA11) will be replaced by Transportation Specialist – BOE (A06). The new position will serve as backup to the transportation manager when there is a need. BOE intends to reduce reliance on outside consultants and get work done in-house with the new position. Ryan Fealey, CFO – BOE said this position will help make the school bus scheduling more efficient, accurate and safe. Commissioner Adelberg asked for the pay grade levels of the old and new positions and how the cost difference be justified to which Ryan Fealey said that the efficiency brought in by this position will help recover the costs. Commissioner Arnow asked how the new position is different from outside consultants, Ryan Fealey responded that the position would serve in the role of a manager as well, hence different.

After much discussion Commissioner Stuart Adelberg moved to create the classification of Transportation Specialist – BOE; seconded by Commissioner Elizabeth Main. Approved Unanimously.

5. Notation(s):

- **Road Maintenance Department:** Master Mechanic retitled – Noted
- **Technology:** Web/Intranet Specialist retitled to Application Support Specialist - Noted
- **Law Department:** Exec Asst to the Director of Legal Affairs- Noted

Chairperson Marc Teichman noted the changes in education and pay which were justified by Vanesa Francis, HR Manager. Vanesa said that there was an agreement with the union to move salary grade from A06 to A07. The bachelor's degree is in line with other A07 classifications.

6. Review and possible vote on 2024 Personnel Commission Meeting Dates –

After much discussion the item was tabled until the next PC Meeting.

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
Adrienne Tovar, Office of Policy & Management
Benjamin Barnes, Director of Administration