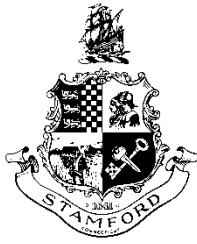


Mayor
CAROLINE SIMMONS



THOMAS M. CASSONE
DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL

DR. PAULA A. RUSSELL NISBETT
DIRECTOR OF HUMAN RESOURCES

PERSONNEL COMMISSION

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

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:

Thursday, January 25, 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/85398801126>

Meeting ID: 853 9880 1126

One Tap Mobile

+1 646 558 8656 US (New York)

Meeting ID: 853 9880 1126

OR

Find your local number: **<https://us02web.zoom.us/j/85398801126>**

AGENDA:

1. **Approval of the Minutes:** November 21, 2023 Meeting
2. **Operations:** Request to create the classification of Lead Parking Meter Technician
3. **Fire Dept/Fire Marshall:** Request to Amend the Pay Plan to allocate the position of Fire Marshal to Salary Grade 4
4. **Office of Policy & Management:** Request to create the classification of Jr. Budget Analyst
5. **Notation(s):**
 - a. **Fire Dept/Fire Marshall:** Edit Fire Marshall job description.
 - b. **Controller:** Edit Controller job description.

- c. Operations: Edit Regulatory Compliance and Administrative Officer – Operations job description
- d. Operations: Edit Master Mechanic/Welder job description.
- e. Vehicle Maintenance: Edit Supervisor of Vehicle Maintenance job description

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
Paula Russell, 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