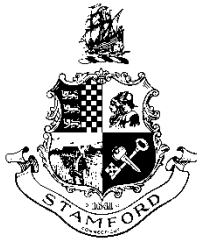


Mayor
CAROLINE SIMMONS



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 Thursday, January 25, 2024, at **5:00 p.m.** via Zoom.

NEW BUSINESS:

1. Approval of the November 21, 2023, Minutes. *Approved unanimously*
2. Operations: Request to create the classification of Lead Parking Meter Technician. *Approved unanimously*
3. Fire Dept/ Fire Marshall: Request to Amend the Pay Plan to allocate the position of Fire Marshal into the Pay Plan to Salary Grade 4. *Approved unanimously*
4. Office of Policy Management: Request to create the classification of Jr. Budget Analyst. *Approved unanimously*
5. Revised Job Descriptions
 - Fire Marshall - Fire - *Noted*
 - Controller - *Noted*
 - Regulatory Compliance and Administrative Officer – Operations - *Noted*
 - Master Mechanic/ Welder - Operations – *Noted*
 - Supervisor of Vehicle Maintenance - Vehicle Maintenance - *Noted*
6. 2024 Personnel Commission Meeting Calendar. *Approved Unanimously*

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