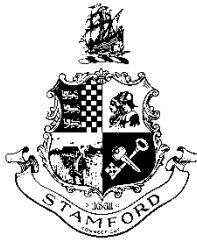


Mayor
CAROLINE SIMMONS



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
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A Regular Meeting of the Personnel Commission is scheduled for:

Thursday, February 22, 2024, 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/87920012263>

Meeting ID: 879 2001 2263

One Tap Mobile

+1 646 558 8656 US (New York)

Meeting ID: 879 2001 2263

OR

Find your local number: <https://us02web.zoom.us/j/87920012263>

AGENDA:

1. **Approval of the Minutes:** January 25, 2024, Meeting
2. **Operations:** Request to create classification of Operations Supervisor- Recycling and Sanitation.
3. **Notation(s):**
 - a) **Engineering:** Edit Building Systems Engineer Job Description.
 - b) **Engineering:** Retitle Sustainability and Energy Manager.
 - c) **Town Clerk:** Edit Index Clerk Job Description.
 - d) **Purchasing:** Edit Contract Compliance Officer Job Description.

- e) **Health and Human Services:** Edit and Retitle Casework Assistant Job Description.
- f) **Health and Human Services:** Edit Eviction Storage Worker Reporting Structure.
- g) **Health and Human Services:** Edit Outreach Coordinator Reporting Structure.
- h) **Health and Human Services:** Edit and Retitle Director of Mandated Services Job Description.

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