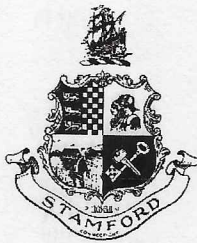


Mayor  
CAROLINE SIMMONS



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**

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P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152  
Tel. (203) 977-4070 Fax: (203)977-4075

The Personnel Commission held their regular meeting on  
Thursday, January 25, 2024, at 5:00 p.m. via a Zoom meeting.

Marc Teichman, Chairperson	Vanesa Francis, HR Manager	Bill Maguire, Assistant Director, OPM
Jaclyn Williams, Commissioner	Shloka Shetty, HR Assistant	Frank Petise, Transportation Bureau Chief
Elizabeth Main, Commissioner	Beatriz Nieves, HR Assistant	Tyler Theder, Regulatory Compliance & Administrative Officer
Dr Paula A. Russell Nisbett, Director – Human Resources	Ana Gonzalez, Labor Relations Specialist	Member of Public
Rosemarie Frager, HR Manager	Carmen Hughes, Diversity, Equity & Inclusion Officer	

With a quorum present, Chairperson Teichman called the meeting to order at 5:05 p.m.

**NEW BUSINESS:**

**1. Approval of the Minutes:** November 21, 2023, Meeting

Commissioner Williams moved to approve the minutes of the November 21, 2023, regular meeting; seconded by Commissioner Main. Approved unanimously

2. **Request to create the classification of Lead Parking Meter Technician-**

Frank Petise, Bureau Chief of Transportation, Traffic and Parking, presented information about the need for the Lead Parking Meter Technician classification. He highlighted the current structure of employees reporting to the Operations Foreman, 10 of whom are Traffic Violation Officers and 3 Parking Meter Technicians, emphasizing the installation of more digital meters. Currently there are three positions for Parking Meter Technician and two are filled. The vacant position will be used to fill the position of Lead Parking Meter Technician. The position will be posted and recruited as open competitive. After much discussion, Commissioner Williams moved to create the classification of Lead Parking Meter Technician; seconded by Chairperson Teichman.

Approved Unanimously

3. **Request to Amend the Pay Plan to allocate the position of Fire Marshal into the Pay Plan to salary grade 4 -**

Vanessa Francis, HR Manager appeared before the commission on this matter. She explained that the position is moving from the Classified Service to the Pay Plan, becoming unclassified and appointed by the Fire Chief. The reasoning behind this change was clarified, stating that the Fire Marshall is currently in the same union as the employees the position supervises.

After much discussion, Commissioner Main moved to amend the Pay Plan to include the position of Fire Marshal at Salary Grade B0-4; seconded by Commissioner Williams.

Approved Unanimously

4. **Request to create the classification of Jr. Budget Analyst -**

Bill Maguire, Assistant Director of OPM presented the need for the classification of Jr. Budget Analyst. The new classification will address concerns related to grants and reporting items and will also provide additional support to the department. Vanessa Francis highlighted the position details, mentioning it will be posted for 32 hours a week and recruited as open competitive and will be benefits eligible.

After much discussion, Commissioner Williams moved to create classification of Jr. Budget Analyst; seconded by Commissioner Main.

Approved Unanimously



5. Revised Job Descriptions

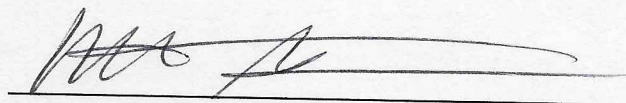
- Fire Marshal: – Noted
- Controller: – Noted
- Regulatory Compliance and Administrative Officer – Noted.
- Master Mechanic/ Welder - Noted

The word accredited was taken out, will need to be put back and some pointers will need to be reworded.

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

Approved unanimously.

With no further business, Commissioner Main moved to adjourn the meeting at 5.51pm; seconded by Commissioner Williams. Passed unanimously.



Marc Teichman, Chairperson

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