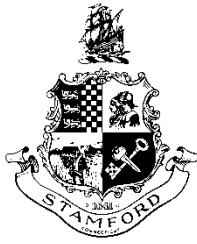


Mayor
CAROLINE SIMMONS



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
Thursday, June 27, 2024, at 5:00 p.m. via a Zoom meeting.

Marc Teichman, Chairperson	Shloka Shetty, HR Assistant
Stuart Adelberg, Commissioner	Beatriz Nieves, HR Assistant
Jaclyn Williams, Commissioner	Benjamin Barnes, Director of Administration
Dr Paula A. Russell Nisbett, Director of Human Resources	Scott Butch, Director of Facilities
Rosemarie Frager, HR Manager	Christopher Soules, Executive Director of HR & Talent Development - BOE
Vanesa Francis, HR Manager	Member of the public

With a quorum present, Chairperson Teichman called the meeting to order at 5:15 p.m.

NEW BUSINESS:

1. Approval of the Minutes:

April 25, 2024, Meeting

Commissioner Adelberg moved to approve the minutes of the April 25, 2024, regular meeting. seconded by Commissioner Teichman. *Approved unanimously.*

2. **Administration:** Request to create the classification of ERP Coordinator.

Ben Barnes, Director of Administration, appeared before the Commission on this request. According to Mr. Barnes, Oracle software has replaced many of the City's revenue tracking systems. Initially, a third-party consultant was hired to coordinate between Oracle and the City of Stamford, which incurred significant costs. The proposal is to hire a permanent employee to lower these costs. The employee will coordinate directly with Oracle. Vanesa Francis, HR Manager said that the minimum requirement was changed to an Associates Degree to widen the candidate pool due to continued difficulties in attracting candidates to the city. This role involves both technical and functional responsibilities and will fall under the Department of Administration. Commissioner Williams inquired whether this was a programmer or an administrator role. Director Barnes clarified that the role primarily involves coordination and administration.

After much discussion, Commissioner Adelberg made a motion to approve the classification of ERP Coordinator; seconded by Commissioner Williams. *Approved Unanimously*

3. **Operations:** Request to create a classification of Operations Foreman- Parks Maintenance, Operations Foreman – Recycling & Sanitation and Operations Foreman Road Maintenance.

Rosemarie Frager, Human Resource Manager, provided background on the request. The request is to create three separate classifications: Operations Foreman- Parks Maintenance, Operations Foreman – Recycling & Sanitation and Operations Foreman Road Maintenance. An outside consulting company did a job analysis and confirmed that the duties in each job were different, necessitating separate job descriptions. There will be no change in pay.

After much discussion, Commissioner Teichman made a motion to approve the Operations Foreman- Parks Maintenance seconded by Commissioner Adelberg. *Approved Unanimously* Commissioner Williams made a motion to approve the Operations Foreman- Recycling and Sanitation seconded by Commissioner Adelberg. *Approved Unanimously.*

Commissioner Adelberg made a motion to approve the Operations Foreman- Road Maintenance seconded by Commissioner Williams. *Approved Unanimously*

4. **Facilities and Sustainability:** Request to create the classification of Security Coordinator

Scott Butch, Director of Facilities, appeared before Commission on this request. According to Mr. Butch, the complexity of the requirements within the department necessitates an in-house security coordinator for better oversight across our city locations. After much discussion, Commissioner Williams made a motion to create the classification of Security Coordinator; seconded by Commissioner Adelberg. *Approved Unanimously*

5. **Land Use Bureau:** Request to create the classification of GIS Manager

This request was tabled

6. **Board of Education:**

- a. Request to create the classification of Account Clerk – BOE.
- b. Request to create the classification of Assistant to Deputy Superintendent of Schools.
- c. Request to create the classification of Assistant to the Principal (High School).
- d. Request to create the classification of Assistant to the Superintendent of Schools.
- e. Request to create the classification of Executive Secretary- Board of Education.
- f. Request to create the classification of Office Support Specialist – Board of Education
- g. Request to create the classification of Student Services Specialist

Christopher Soules, Director of HR & Talent Development - BOE appeared before the Commission on this matter. According to Mr. Soules, the existing job descriptions are generic and do not accurately reflect the responsibilities of the Board of Education Staff. The new job descriptions provide clarity for the above roles. There will be no change in compensation for these roles with the exception of the Student Services Specialist. The Student Services Specialist classification is a new classification and is being created as a result of a grievance. The individuals are currently Office Support Specialists who have taken on more responsibilities in support of Special Education.

After much discussion, Commissioner Teichman made a motion to create the above classifications. seconded by Commissioner Adelberg. *Approved Unanimously*

7. **Notation(s):**

- a. Emergency Communications: Retitle and Reallocate Administrative Coordinator – EMD Quality Assurance to EMD Quality Assurance Specialist (EMD – QA). *Noted*
- b. Zoning: Director of Land Use Administration (Zoning Enforcement) Retitled and Reallocated to Zoning Enforcement Officer. *Noted*
- c. Land Use: Retitle Office Supervisor – Data Analyst to Office Supervisor Land Use. *Noted*

The next regular Personnel Commission meeting is scheduled for July 25, 2024, at 5:00 p.m.

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

Benjamin Barnes, Director of Administration