



CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
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*The Personnel Commission held a regular meeting on
Thursday, March 25, 2021 at 5:00 p.m. via a Zoom meeting.*

Present:

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| Marc Teichman, Chairman | Michael Pollard, Chief of Staff | Alfred Cava, Director of Human Resources |
| Beth Adamson, Commissioner | Thomas Turk, Traffic and Road Maintenance Supervisor | Angelo Sestito, Assistant Director of Human Resources |
| Peter Nanos, Commissioner | Mark McGrath, Director of Operations | Rosemarie Frager, Human Resources Generalist |
| Greg Oliver, Commissioner | William Klous, Fleet Manager | Vanesa Francis, Human Resources Generalist |
| Carl Weinberg, Commissioner | Dan Colleluori, MAA Union | Kimberly Hawreluk, Human Resources Processing Technician |
| | | Laurie DiPreta, Human Resources Assistant |

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:06 p.m.

NEW BUSINESS:

1. Approval of the Minutes:

- January 28, 2021 Regular Meeting

Chairman Teichman opened up the decision to approve the minutes from the January 28, 2021 Regular Meeting. Commissioner Adamson made a motion to approve the minutes. The motion was seconded by Commissioner Oliver.

2. Office of Legal Affairs:

- Request to Create the Classification of Diversity, Equity and Inclusion Officer (DEI Officer)
- Article, Local Governments Hiring Chief Diversity Officers to Lead Equity and Inclusion Work, by Carla Kimbrough

The Mayor's Office is requesting the Personnel Commission's approval to create the classification of Diversity, Equity and Inclusion Officer (DEI Officer) in the Legal Affairs Office at Grade 6 in the Pay Plan.

Director of Human Resources, Alfred Cava provided background information on the request and reviewed the documents submitted to the Commission, which included a justification letter submitted by Mayor David Martin, the proposed job classification, a related municipal salary comparison and various articles. Director Cava stated that Mayor Martin will be requesting funding in the FY 2021-2022 budget.

Appearing before the Commission on this matter was Michael Pollard, Chief of Staff. Mr. Pollard discussed the need to achieve equity in all aspects of city operations. The proposed position would be a driving force in the development of an infrastructure surrounding policy decisions, as well as establish and maintain collaboration and cooperation with all city departments, residents and external stakeholders. Mr. Pollard pointed out that this position is fairly new at a municipal level, but comparable cities such as Rochester, NY and Hartford, CT have followed the commercial sector and created this position. In addition, it is expected in the foreseeable future that surrounding municipalities will follow in the creation of this position.

The Commission requested further explanation regarding the decision on placing the position within the Office of Legal Affairs rather than within the Mayor's Cabinet. To which Director Cava and Mr. Pollard responded stating that the position should be a constant and not subject to political changes. The Commission also requested information on similar positions within the Pay Plan and Grade for comparison. Director Cava stated that the following positions were comparable, including: Assistant Director of Human Resources, Assistant Corporation Counsel and Labor Relations Specialist.

Chairman Teichman made a motion to create the classification of Diversity, Equity and Inclusion Officer (DEI Officer) in the Legal Affairs Office at Grade 6 in the Pay Plan. The motion was seconded by Commissioner Weinberg.

3. Office of Operations:

- **Request to Create the Classification of Lead Heavy Equipment Operator**

Appearing before the Commission on this matter was Rosemarie Frager, Human Resources Generalist and Thomas Turk, Traffic and Road Maintenance Supervisor.

The department is requesting that the Personnel Commission approve the creation of the Classification of Lead Heavy Equipment Operator in the IUOE Union at Salary Grade OE-20.

The creation of the new classification will provide the training and support needed for employees in the classifications of equipment operator and heavy equipment operator to be successful in their positions. It will also provide promotional opportunities for existing employees.

The Commission requested that the job duties section be expanded upon in order to accurately reflect the duties and responsibilities required of this position. In addition, the Commission requested a draft of the evaluation rubric to be supplied by the Human Resources department for reference.

Commissioner Weinberg made a motion to create the classification of Lead Heavy Equipment Operator in the IUOE Union at Salary Grade OE-20. The motion was seconded by Commissioner Oliver.

- **Request to Create the Classification of Equipment Mechanic – Police Garage**

Appearing before the Commission on this matter was Rosemarie Frager, Human Resources Generalist and William Klous, Fleet Manager.

The department is requesting that the Personnel Commission approve the creation of the classification of Equipment Mechanic – Police Garage in the IUOE Union at Salary Grade OE-18.

The current position of Equipment Mechanic – Police Garage has outgrown its current job description and has evolved in terms of the type of work necessary to recruit the best candidate for the Police Garage operation. Specifically, the job description has been updated to include language that applies specifically to job qualifications and work performed at the police garage as well as the civilian support role to the Police Department.

Commissioner Adamson made a motion to create the classification of Equipment Mechanic – Police Garage in the IUOE Union at Salary Grade OE-18. The motion was seconded by Chairman Teichman.

- **Request to Create the Classification of Customer Service Representative**

Appearing before the Commission on this matter was Mark McGrath, Director of Operations who provided more information regarding the request.

The department is requesting that the Personnel Commission approve the creation of the classification of Customer Service Representative in the Operations Department in UAW Salary Grade S/V-9. Director McGrath submitted the request to create the job description in order to more accurately reflect the updated duties and responsibilities required of this position.

Commissioner Weinberg made a motion to approve the creation of the classification of Customer Service Representative in the Operations Department in UAW Salary Grade S/V-9. The motion was seconded by Chairman Teichman.

4. **Office of Operations:**

- Item for Notation: Equipment Operator
- Item for Notation: Heavy Equipment Operator

No discussion was requested by the Personnel Commission for these notation items.

5. **Office of Administration:**

- Item for Notation: Grants Officer

No discussion was requested by the Personnel Commission for this notation item.

6. **Office of Operations - Fleet Management:**

- Item for Notation: Equipment Mechanic

No discussion was requested by the Personnel Commission for this notation item.

7. **Office of Operations - Transportation, Traffic and Parking:**

- Item for Notation: Traffic Engineer

No discussion was requested by the Personnel Commission for this notation item.

8. **Stamford Police Department:**

- Item for Notation: Police Aide

The Commission requested that there be an update made to the job description to add that a background check be included as a requirement for the position. Rosemarie Frager, Human Resources Generalist stated the job description would be edited as requested and presented to the Commission for notation once revised.

Chairman Marc Teichman opened up the decision to adjourn the meeting. Commissioner Weinberg made a motion to adjourn. The motion was seconded by Commissioner Adamson. Meeting adjourned at 6:10 p.m.

Marc Teichman, Chairperson

Copies to:
Mayor David Martin
Personnel Commission
Kathryn Emmett, Director of Legal Affairs
& Corporation Counsel
Alfred Cava, Director of Human Resources
Lyda Ruijter, Town and City Clerk