



CITY OF STAMFORD
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*The Personnel Commission held a regular meeting on
Thursday, January 28, 2021 at 5:00 p.m. via a Zoom meeting.*

Present:

Marc Teichman, Chairman	Sandy Dennies, Director of Administration	Michael Pollard, Chief of Staff
Beth Adamson, Commissioner	Alfred Cava, Director of Human Resources	Mark McGrath, Director of Operations
Peter Nanos, Commissioner	Angelo Sestito, Assistant Director of Human Resources	Bharat Gami, Chief Building Official
Greg Oliver, Commissioner	Rosemarie Frager, Human Resources Generalist	William Klous, Fleet Manager
Carl Weinberg, Commissioner	Kimberly Hawreluk, Human Resources Processing Technician	Rhudean Bull, WPCA Administration Manager
		Dan Colleluori, MAA Union

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

NEW BUSINESS:

1. Approval of the Minutes:

- December 17, 2020 Regular Meeting

Chairman Teichman opened up the decision to approve the minutes from the December 17, 2020 Regular Meeting. Commissioner Oliver made a motion to approve the minutes. The motion was seconded by Chairman Teichman.

2. Mayor's Office:

- Request to Create the Classification of Chief Information Officer

Director of Human Resources, Alfred Cava stated that Mayor Martin will be requesting funding for a new position in the Mayor's Cabinet of Chief Information Officer in the FY 2022 budget. The Mayor's Office is requesting the Personnel Commission's approval for the proposed job description at a Salary Grade 8 in the Pay Plan.

Appearing before the Commission on this matter was Michael Pollard, Chief of Staff and Sandy Dennies, Director of Administration.

The presenters focused on the recently initiated ERP Planning and the role the Chief Information Officer will play in the implementation, management and overall usability of all the information and systems technologies of the City of Stamford. In addition, Mr. Pollard and Director Dennies provided information on the differences in job responsibilities for the Chief Information Officer compared to that of the City's Information Services Director.

Commissioner Weinberg requested some clarification on the process of approval and if the request complies with the City Charter rules. At this time, Director Cava stated that the City intends to request that the Board of Representatives approve the funding for this position as well as amend the City Charter to include this position in the unclassified service rules.

Commissioner Weinberg made a motion to approve the request to create the Classification of Chief Information Officer at a Salary Grade 8 in the Pay Plan. The motion was seconded by Commissioner Adamson.

- Increase in pay grade for Bureau Chief of Transportation

Director of Human Resources, Alfred Cava stated that the incumbent in the position would be leaving the City of Stamford for the same position within a neighboring municipality. Therefore, the Mayor's Office is requesting that the Personnel Commission upgrade the Salary Grade for Bureau Chief of Transportation, Traffic and Parking to Salary Grade 7 from Salary Grade 6 in the Pay Plan.

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

Commissioner Oliver made a motion to approve the request to upgrade the Salary Grade for Bureau Chief of Transportation, Traffic and Parking to Salary Grade 7 in the Pay Plan. The motion was seconded by Commissioner Weinberg.

3. Office of Operations, Fleet Management Division:

- Request to Create the Classification of Administrative Account Clerk

Appearing before the Commission on this matter was Rosemarie Frager, Human Resources Generalist, William Klous, Fleet Manager and Mark McGrath, Director of Operations. The department is requesting that the Personnel Commission approve the creation of the Classification of Administrative Account Clerk – Fleet Management in UAW Salary Grade S/V-10.

The presenters stated that there is an Account Clerk I position within the department that is responsible for administrative functions. Although the position allows for some clerical and administrative work, it does not include the skill set required to support the needs of the Fleet Management Department. The request to create the classification for the Administrative Account Clerk – Fleet Management would then eliminate the Account Clerk I position.

Commissioner Weinberg made a motion to approve the request to create the Classification of Administrative Account Clerk – Fleet Management in UAW Salary Grade S/V-10. The motion was seconded by Commissioner Oliver.

- Request to Create the Classification of Senior Parts and Supply Specialist

Appearing before the Commission on this matter was Rosemarie Frager, Human Resources Generalist, William Klous, Fleet Manager and Mark McGrath, Director of Operations. The department is requesting that the Personnel Commission approve the creation of the Classification of Senior Parts and Supply Specialist – Fleet Department in UAW Salary Grade S/V-10.

Currently, there is an Inventory Clerk in the Vehicle Maintenance Department. However, the present position has grown beyond the preset job title and evolved in terms of the type of work necessary to operate an efficient fleet operation. The presenters stated that the creation of a Senior Parts and Supply Specialist position would more accurately reflect the duties and responsibilities required of this position. The request to create the classification for the Senior Parts and Supply Specialist would then eliminate the Inventory Clerk position.

Commissioner Oliver made a motion to approve the request to create the Classification of Senior Parts and Supply Specialist – Fleet Department in UAW Salary Grade S/V-10. The motion was seconded by Commissioner Adamson.

4. Department of Health:

- Item for Notation: Behavioral Health, Health Promotion, and Emergency Response Specialist

Director of Human Resources, Alfred Cava provided information to the Commission regarding updates made to the job description for notation.

5. WPCA:

- Item for Notation: Regulatory Compliance Inspector (retitle)

Rhudean Bull, WPCA Administration Manager provided information to the Commission regarding updates made to the job description and reclassification for notation.

It is important to note here that the WPCA was permitted to make these changes without approval from the Personnel Commission per Union agreement and City Charter.

6. Department of Building and Inspections:

- Item for Notation: Construction Building Inspector (revised)

Rosemarie Frager, Human Resources Generalist and Bharat Gami, Chief Building Official provided information to the Commission regarding updates made to the job description for notation.

It is important to note that the reclassification was previously approved by the Board of Finance and Board of Representatives. Therefore, the job description was submitted for notation in order to more accurately reflect the duties and responsibilities required of this position.

The Commission requested that there be an update made to the job description under the Special Requirement section, which was missing the word ‘certificate’ in the sentence.

Chairman Marc Teichman opened up the decision to adjourn the meeting. Commissioner Oliver made a motion to adjourn. The motion was seconded by Commissioner Adamson. Meeting adjourned at 6:20 p.m.

Marc Teichman, Chairperson

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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