



**CITY OF STAMFORD**  
**OFFICE OF LEGAL AFFAIRS**  
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*The Personnel Commission held a regular meeting on  
Thursday, May 27, 2021 at 5:00 p.m. via a Zoom meeting.*

***Present:***

|                             |   |   |
|-----------------------------|---|---|
| Marc Teichman, Chairman     | Alfred Cava, Director of Human Resources              | Kathryn Emmett, Director of Legal Affairs |
| Beth Adamson, Commissioner  | Angelo Sestito, Assistant Director of Human Resources |   |
| Greg Oliver, Commissioner   | Vanesa Francis, Human Resources Generalist            |   |
| Carl Weinberg, Commissioner | Rose Frager, Human Resources Generalist               |   |
| Peter Nanos, Commissioner   | Laurie DiPreta, Human Resources Assistant             |   |

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:00 p.m.

**NEW BUSINESS:**

**1. Approval of the Minutes:**

- May 27, 2021 Regular Meeting

Chairman Marc Teichman stated that the first order of business was approval of the minutes from the May 27, 2021 regular meeting. Chairman Marc Teichman entertained a motion to accept the minutes as they are written. Commissioner Greg Oliver made a motion to approve the minutes. The motion was seconded by Commissioner Carl Weinberg. All were in favored and minutes were approved. Minutes were accepted and approved as submitted.

**2. Human Resources Department: Alfred Cava**

- New Classification: Principle HR Generalist

Alfred Cava, Director of Human Resources presented and submitted documentation which explained the difference between the current HR Generalist position and the new classification of Principle HR Generalist position. There is current work being done by the current HR Generalists that work for the City Of Stamford that are not included in their current job descriptions. Alfred Cava explained a few of those job functions had to

do with the examination process, administration of classification service rules, exam development, analysis and grading. The current City HR generalists perform these duties currently but they perform these duties at a higher level. Adding this Classification will create a career path for these individuals and they can grow people through the ranks. Al Cava opened it up to questions. This new position would report to the Director of Human Resources. The Principle could have three individuals reporting to them. Alfred Cava talked through in detail the current Organization Chart and the current structure in Human Resources Department as requested by Chairman Marc Teichman. This job is an upgrade to the two existing Generalist jobs in the department. Human Resources is keeping the classification of HR Generalist as well. The two incumbents for the new Principle role are performing the level of the Principle job currently. Carl Weinberg stated that he understands that the objectives of this new role is to acknowledge that the activities and responsibilities of the current HR Generalists are much broader and deeper than the Human Resources Generalist job description reflects and to create another rung on the career ladder in the Human Resources Department, Alfred Cava stated that this is correct. Marc Teichman moved to entertain a motion to have this creation and salary grade approved. Greg Oliver moved to have the new classification and position of Human Resources Principle be approved in the Department of Human Resources, a second motion was made by Beth Adamson, and no opposition to the motion was made. This motion was approved by Chairman Marc Teichman. All were in favor and it was approved.

**3. New Request- Appointment for Deputy Registrar of Voters:**

Rose Frager, Human Resources Generalist gave background on this request for the appointment of Registrar of Voters Deputy. Lucy Corelli, Registrar of Voters requested an advanced start of pay for the Deputy Registrar of Voters. It is a Union position under the MAA Union so it has to be brought to the Commission for approval. The person in the current role is retiring in a few weeks. The new incumbent is performing the duties of the role currently. This individual has worked as a temporary for many years in this position and department. There is an urgent need because the State of Connecticut is legislating that they now have early voting in the State of Connecticut and it will add more duties to the department. In future requests Commissioner Carl Weinberg would like the Human Resources Department's cooperation for advanced paygrade there they agree there will be competitive benchmarking information included. Human Resources will send to the commission in the future two things; one would be send the Personnel Commission post hoc competitive information and Human Resources will understand in future requests for above midpoint stating rates of pay they will provide competitive compensation data like they do for requests for new classifications. Marc Teichman asked if there were any more questions by anyone. No additional questions. Beth Adamson accepted the motion by the Registrar to hire Deputy Registrar of Voters for G level for the new offered position of Deputy Registrar, Marc Teichman seconded that. All agreed and it was passed unanimously.

#### 4. **Items for Notation:**

- **Department of Human Resources- Benefits Retirement Specialist:**

Vanessa Francis, Human Resources Generalist stated that the department heads made updates to this Class Specification. There were no questions from the Commission on the changes to the Benefits Retirement Specialist position description.

- **Department of Administration: Assistant Controller:**

Vanessa Francis, Human Resources Generalist presented the updates to the Class Specification. Carl Weinberg stated he was inquiring why there was five (5) years of experience required for the position. That this experience seemed light, and that there was no requirement for a CPA, and no equivalent on the Government side for a CPA for Government Accounting. Vanessa Francis explained why that the department heads want to find someone with Municipal experience and they would prefer a candidate that understands Municipal experience. A MBA is preferred but not required in the job description. Carl Weinberg stated that perhaps include MPA versus a MBA degree. Vanessa Francis stated she would go back to speak to the Department Heads for this role and review the number of years' experience and to possibly extend that time. The amount of applications that were received did not have a lot of candidates with Municipal experience. Finding Municipal experience is important to the role. Vanessa Francis agrees that this is a very important role in the City and they will look at the five years' experience requirements. The job announcement does state that Municipal experience is needed. The position description will be reviewed and updated if necessary. Carl Weinberg had concerns about the position description on the years of experience and that perhaps they would want someone with a CPA and if they should add MPA. The goal is to find someone that has municipal experience in Accounting. Chairman Marc Teichman asked if there were any other questions. There were no other questions or comments on this notation.

#### 5. **Item for Notation: Police Aide**

During the last meeting, the Commissioners requested clarification regarding one of the duties listed in the class specification. This item was brought up again. Commissioner Carl Weinberg stated in our last meeting that he had a comment to note. His note was that there has been a few position descriptions that have come up for notation in the Police Department recently and the language in them "to pass a background check" was listed in the special requirements section of the job description. HR does a background check and internal affairs does their own as well at the Police Department, Rose Frager stated. Rose Frager stated that this language will be included in all descriptions going forward. Rose Frager brought up that the Commission had questions at the previous Personnel Commission meeting last month on Body Searches in the Description. Rose stated that not all Police Aides do perform body searches but she contacted the Police Department they do in the event there is no Female Police Officer. Female to female pat downs are done only if a female officer is not available to do it.

There was no new business to discuss other than the Agenda items and there were no other questions asked. Therefore, Chairman Marc Teichman made the motion to adjourn. Marc Teichman thanked everyone and thanked Al Cava and his staff and stated that they do a magnificent job. Commissioner Carl Weinberg accepted the motion to adjourn and Greg Oliver seconded the motion. All were in favor and agreed for meeting to be adjourned. Meeting adjourned at 6:07 p.m.

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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