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*The Personnel Commission held their regular meeting on
Thursday, November 18, 2021 at 5:00 p.m. via a Zoom meeting.*

Present:

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

With a quorum present, the meeting was called to order by Chairman Marc Teichman at 5 pm.

NEW BUSINESS:

- Approval of the Minutes:**
 - October 28, 2021 Regular Meeting

Commissioner Carl Weinberg indicated that there were errors in the meeting minutes. The errors will be corrected by Human Resources. The Chairman Marc Teichman entertained a motion to approve the minutes with the suggested corrections. Commissioner Weinberg moved to approve the minutes. The motion was seconded by Commissioner Greg Oliver. The minutes were approved unanimously.

- Human Resources Department:**
 - Re-classification- HRIS Coordinator to HRIS Manager- Human Resources Department

Al Cava introduced this agenda item. Mr. Cava indicated that the position is currently in the UAW Union and it is a professional level position that currently supervises two UAW employees. It is more appropriate for the position to be in the MAA bargaining unit. The re-classification was discussed with both unions and they both agreed. The job description was modified to reflect the changes. Chairman Teichman asked if the

position was updated to a manager and Mr. Cava responded in the affirmative. It is not much of a salary change but the employee would now be exempt, rather than non-exempt. Mr. Cava indicated that the employee is satisfied with the change and believes this is more appropriate as well. Chairman Teichman requested clarification on what would classify the position as an exempt job. Mr. Cava indicated that the position performs professional level work in Human Resources Information Systems and in the technology area and that currently the employee supervises two other employees. Commissioner Weinberg commented on the minimum qualifications and asked if a BA and 7 years of experience was typical for other A11 positions in the City and Mr. Cava affirmed that it was. Commissioner Weinberg also commented that there is an equivalency language in the job description and asked if it would limit the City in any future recruitment for the position.

Vanesa Francis commented that HR would not be averse to adding an equivalency for the education component, but that this position requires someone that is very seasoned in the functions of the City of Stamford and that changing the position to an Associates' degree would require even more years of experience. Chairman Teichman indicated that the change would change the position from a professional job. Ms. Francis indicated that the role would require some succession planning.

There was further discussion regarding the ability to recruit in the future and the limitations. Mr. Cava indicated that if needed, we would in the future return to the commission to make the necessary changes if in fact there were difficulties in recruiting.

There was further discussion about whether the position was being created or reclassified. Commissioner Weinberg indicated that they are creating an A11 position in MAA. Mr. Cava indicated that the UAW 17 position was being abolished.

Commissioner Carl Weinberg made a motion to reclassify the position HRIS Coordinator, UAW, Salary Grade 17, to HRIS Manager, MAA, Salary Grade A11. The motion was second by Commissioner Peter Nanos and approved unanimously.

3. **Information Technology Department:**

- For Notation- Computer Technician

Vanesa Francis presented this agenda item and explained that the Information Technology Department is looking to update job classifications that have not been looked at in several years as they get ready to recruit for these roles. Commissioner Greg Oliver and Commissioner Carl Weinberg made several comments on the wording of the job description which Vanesa Francis took note of and will make the changes.

4. **Legal Department:**

- Advanced Starting Rate of Pay- Assistant Corporation Counsel

Kathryn Emmett, Director of Legal Affairs appeared on this matter. Ms. Emmett explained that she is requesting an advanced starting rate of pay due to the fact that they have been recruiting for a knowledgeable attorney who would be responsible for providing legal counsel to the Board of Education and has Special Education legal work experience in a Board of Education. At the moment, the City hires

outside counsel and the Board of Education thinks it would be beneficial to bring someone in-house to perform this role. This position has been in the budget since last year. Ms. Emmett explained that they had a good applicant but lost that person and have now found someone that they believe will bring a level of experience and knowledge that will be beneficial in the field of special education. She believes that going to Step 5 versus Step 4 is well justified based on the candidates experience and the data that Human Resources has presented from the compensation studies. It will save the City money because the candidate will be in-house versus outside counsel. Commissioner Carl Weinberg asked if there were any conflicts in terms of the current employer of this applicant representing the City Of Stamford and Ms. Emmett said no she did not believe that there were any conflicts of interests that would exclude her from being hired. The Board of Education feels that this will save the tax payers money by having this position in house. This candidate desires to be in the school system and be part of the team and do the work from that perspective rather than coming in from time to time to give her advice. The candidate also wanted to find a job in the public sector. Commission Weinberg made a motion to approve the advanced starting rate of pay. The motion was seconded by Commissioner Greg Oliver and approved unanimously.

5. **Office of Data and Information Systems:**

New Classification- Administrative Coordinator- Data Information Services Administration (DISA)

Al Cava explained that the CIO has been hired and is now in the process of staffing his department. Vanesa Francis stated that she is working with the CIO on the needs of the department. There are several Administrative Coordinators in the City. Commissioner Greg Oliver asked if this was a new position to which Ms. Francis responded that it was for this department. Commissioner Greg Oliver made a motion to approve the creation of the classification of Administrative Coordinator-Data Information Services Administration. The motion was second by Chairman Marc Teichman and approved unanimously.

6. **Operations Department:**

New Classification- Administrative Specialist

Rose Frager explained the purpose for creating the classification. The employee, who is currently an Executive Secretary has reached out to the Union that she has been working out of class for some time now to which her manager agrees. In order to avoid a grievance, the department wants to create the classification. Rose Frager stated that as managers take on more responsibility they rely on their support staff to take on more of their responsibilities and this is the case with this employee. This employee has taken on more responsibilities and also helps out with FEMA reimbursement for the City. The Human Resources Department, the Operations Department and the Union worked together on the job description. The position of Executive Secretary in the department will be eliminated if this position is approved

and replaced with this one. Al Cava stated that this is a new position. The question of does this position need to be reposted was asked by Chairman Marc Teichman and Al Cava stated no. Commissioner Carl Weinberg made a motion to create the classification in the Operations Department at a UA-11 salary grade. The motion was seconded by Commissioner Beth Adamson and approved unanimously.

7. **Personnel Commission 2022 Meeting Dates:**

Discussion and approval on 2022 Meeting Dates

These upcoming meetings will be reviewed and discussed if needed at a later time. Al Cava pointed out the new column, the deadline for agenda items, is now included on the calendar. Chairman Marc Teichman stated that Commissioners will take the calendar under advisement.

Since there was no other business to discuss. The Chair Marc Teichman made a motion to adjourn the meeting. The motion was second by Commissioner Greg Oliver and approved unanimously. The meeting adjourned at 6:12pm.



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