



CITY OF STAMFORD
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HUMAN RESOURCES DIVISION
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*The Personnel Commission held a regular meeting on
Thursday, April 22, 2021 at 5:00 p.m. via a Zoom meeting.*

Present:

Marc Teichman, Chairman	Alfred Cava, Director of Human Resources	Rosemarie Frager, Human Resources Generalist
Beth Adamson, Commissioner	Angelo Sestito, Assistant Director of Human Resources	Kimberly Hawreluk, Human Resources Processing Technician
Peter Nanos, Commissioner	Thomas Turk, Traffic and Road Maintenance Supervisor	Laurie DiPreta, Human Resources Assistant
Greg Oliver, Commissioner	William Klous, Fleet Manager	
Carl Weinberg, Commissioner		

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:03 p.m.

NEW BUSINESS:

1. Approval of the Minutes:

- March 25, 2021 Regular Meeting

Chairman Teichman opened up the decision to approve the minutes from the March 25, 2021 regular Meeting. Commissioner Oliver made a motion to approve the minutes. The motion was seconded by Commissioner Weinberg.

2. Department of Health:

- Item for Notation: Inspector II

Director of Human Resources, Alfred Cava presented the item for notation to the Commission. The job description was updated in order to more accurately reflect the duties and responsibilities required of this position, including the State of Connecticut certifications and requirements.

3. **Stamford Police Department:**

- Item for Notation: Police Aide

The Commission requested an update made to the job description at the Personnel Commission meeting on March 25, 2021. Rosemarie Frager, Human Resources Generalist updated the job description as requested. During the meeting, the Commissioners requested clarification regarding one of the duties listed in the class specification. Rosemarie Frager stated she would contact the supervisor to determine if the job duty was still accurate and resubmit for notation.

4. **Vehicle Maintenance:**

- Item for Notation: Master Mechanic

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

The job description was updated in order to more accurately reflect the duties and responsibilities required of this position, which will provide promotional opportunities for existing employees.

During the meeting, the Commissioners requested clarification regarding if the position was promotional or open competitive. Rosemarie Frager, Human Resources Generalist verified that the position is a promotional classified position. To which Director Cava added the information regarding testing is provided in Classified Service Rules.

5. **Road Maintenance:**

- Item for Discussion: Promotion Guidelines for Lead Heavy Equipment Operator

The Commission requested a draft of the evaluation rubric regarding the promotional guidelines for the position at the Personnel Commission meeting on March 25, 2021.

Director of Human Resources, Alfred Cava and Rosemarie Frager, Human Resources Generalist reviewed the document with the Commission. Thomas Turk, Traffic and Road Maintenance Supervisor was also present.

The presented guidelines would allow a more formal examination approach in which the appointing authority would select the candidate based on a banded and ranked score.

Commissioner Adamson made a motion to adjourn. Chairman Teichman seconded the motion. Meeting adjourned at 5:24 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