

Mayor
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

Personnel Commission
Chairman Frank Green

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4172
Fax: (203)977-4075

June 25, 2014

The personnel Commission will hold its Regular Scheduled meeting on Thursday, June 26, 2014
At 5:00 p.m. in conference Room 9-2B located on the 9th floor of the Stamford Government
Center, 888 Washington Boulevard, Stamford, Connecticut 06901.

AGENDA

1. Approval of Minutes from last meeting: May 22, 2014

New Business:

2. Request: to create the Classification and one (1) position of Special Projects Coordinator Youth Employment.
3. Request: to create a one (1) new position of Senior Paralegal position with the Office of Legal Affairs department.

Adjournment:

Next meeting: Scheduled for: Thursday, July 24, 2014



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Memorandum

To: Personnel Commission
From: Clemon Williams, Acting Director of Human Resources 
Re: Creation of Classification of Special Projects Coordinator Youth Employment
Date: May 19, 2014

I am requesting the creation of the classification of Special Projects Coordinator Youth Employment within the Classified Service of the City of Stamford.

The position of Special Projects Coordinator Youth Employment does not presently exist in the classified service. This role would be an addition to the Youth Services Bureau and would expand the current five (5) week Summer Youth Program to a year-long internship, job training and placement, and community service program for program participants.

This position would be placed in the UAW V-10 at a salary range of \$25.9700 - \$30.6746 per hour, which is in line with the Classification of Special Project Coordinator for the YSB Adventure Education Program.

Attached you will find the following pertaining to this request:

- Special Project Coordinator Youth Employment Job Description.
- UAW Salary schedule for S/V- 10 effective 07/01/2009.
- Memo outlining this request from Youth Services Bureau Director Terri Drew.
- Organizational Chart.

FLSA Classification- Non-exempt
Classified- UAW
Salary Grade- S/V-10
Reports to- YSB Director

Adopted- DATE

SPECIAL PROJECT COORDINATOR YOUTH EMPLOYMENT

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of the Youth Services Bureau, is responsible for developing and coordinating all activities of The Mayor's Youth Employment Program (MYEP) and other special projects as designated by the Director.

EXAMPLES OF WORK (Illustrative Only)

Works with the Mayor's office to promote, coordinate and develop all (MYEP) program initiatives.

Develops and collaborates with City of Stamford's Human Resources, Legal and Risk departments to approve all paperwork for MYEP program.

Coordinates recruitment and training of student interns.

Markets project to entire community i.e. corporations, non-profits, schools, community centers, and youth serving social service agencies.

Creates and manages calendar of program schedules for all facilitators and participants.

Assists in the development and support of fund raising events and grant writing.

Provides regular periodic reports of programmed activities to YSB Director.

Develops and maintains records and files of operating expenses, attendance, state reporting, statistics results and related items.

Supports other various projects and initiatives of the Youth Services Bureau i.e. Mayor's Youth Leadership Council, Restorative Juvenile Justice and all Education Through Adventure programming.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Experience in interviewing and training in job readiness and hiring skills. Corporate Human Resources experience a plus

In depth knowledge of the principles of positive youth development.

Good knowledge of the principles, practices and techniques of youth program planning.

Ability to interrelate well with adults and especially young people.

Ability to express oneself orally and in writing.

SPECIAL PROJECT COORDINATOR – YOUTH EMPLOYMENT
S/V-10

REQUIRED KNOWLEDGE, SKILLS & ABILITIES cont'd

Ability to read and write complex materials.

Ability to use various computer software applications to include word processing and spreadsheets.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's Degree and minimum of four (4) years of experience working with children and/or teens in youth program development and administration or equivalent combination of training, education and experience as described above. Graduate degrees a plus.

ADA and ADA44 Specifications

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee may be exposed to weather conditions.

The noise level in the work environment is usually moderate.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.

UAW Salary Schedule
7-Step Grid
Effective 7/1/2009 - 6/30/2010

** This salary schedule applies to all employees hired/appointed after 5/2/2005**

Annual Rate Increase			<u>FY 09/10</u>	<u>Weekly Pension</u>	<u>Weekly</u>	
			<u>3% GWI</u>	<u>Contribution</u>	<u>Basic Life</u>	
				<u>CL414 (3%)</u>	<u>Premium</u>	
					<u>GPINS</u>	
V-10	Step A	Hrs./Week	25.9700			
		35 hours	47,265	27.27	N/C	
		37.5 hours	50,642	29.22	N/C	
		40 hours	54,018	31.16	N/C	
	Step B	Hrs./Week	26.7007			
		35 hours	48,595	28.04	N/C	
		37.5 hours	52,066	30.04	N/C	
		40 hours	55,537	32.04	N/C	
	Step C	Hrs./Week	27.4519			
		35 hours	49,962	28.82	N/C	
		37.5 hours	53,531	30.88	N/C	
		40 hours	57,100	32.94	N/C	
	Step D	Hrs./Week	28.2243			
		35 hours	51,368	29.64	N/C	
		37.5 hours	55,037	31.75	N/C	
		40 hours	58,706	33.87	N/C	
	Step E	Hrs./Week	29.0183			
		35 hours	52,813	30.47	N/C	
		37.5 hours	56,586	32.65	N/C	
		40 hours	60,358	34.82	N/C	
	Step F	Hrs./Week	29.8348			
		35 hours	54,299	31.33	N/C	
		37.5 hours	58,178	33.56	N/C	
		40 hours	62,056	35.80	N/C	
Step G	Hrs./Week	30.6746				
	35 hours	55,828	32.21	N/C		
	37.5 hours	59,816	34.51	N/C		
	40 hours	63,803	36.81	N/C		

UAW Salary Schedule
5-Step Grid
Effective 7/1/2009 - 6/30/2010

Annual Rate Increase			<u>FY 09/10</u>	<u>Weekly Pension</u>	<u>Weekly Basic</u>
			3% GWI	<u>Contribution</u> CL414 (3%)	<u>Life Premium</u> GPINS
S-10	Step A	Hrs./Week	25.9700		
		35 hours	47,265	27.27	N/C
		37.5 hours	50,642	29.22	N/C
		40 hours	54,018	31.16	N/C
	Step B	Hrs./Week	27.0736		
		35 hours	49,274	28.43	N/C
		37.5 hours	52,793	30.46	N/C
		40 hours	56,313	32.49	N/C
	Step C	Hrs./Week	28.2246		
		35 hours	51,369	29.64	N/C
		37.5 hours	55,038	31.75	N/C
		40 hours	58,707	33.87	N/C
	Step D	Hrs./Week	29.4249		
		35 hours	53,553	30.90	N/C
		37.5 hours	57,379	33.10	N/C
	40 hours	61,204	35.31	N/C	
Step E	Hrs./Week	30.6746			
	35 hours	55,828	32.21	N/C	
	37.5 hours	59,816	34.51	N/C	
	40 hours	63,803	36.81	N/C	

Mayor's Youth Services Bureau Memo

888 Washington Blvd. 6th Floor

Stamford, CT. 06901

203-977-5674

Tdrew@ci.stamford.ct.us

Submitted 05/16/14

To: Clemon Williams

From: Terri Drew

Re: Special Project Coordinator-Youth Employment

CC: Vanessa Francis

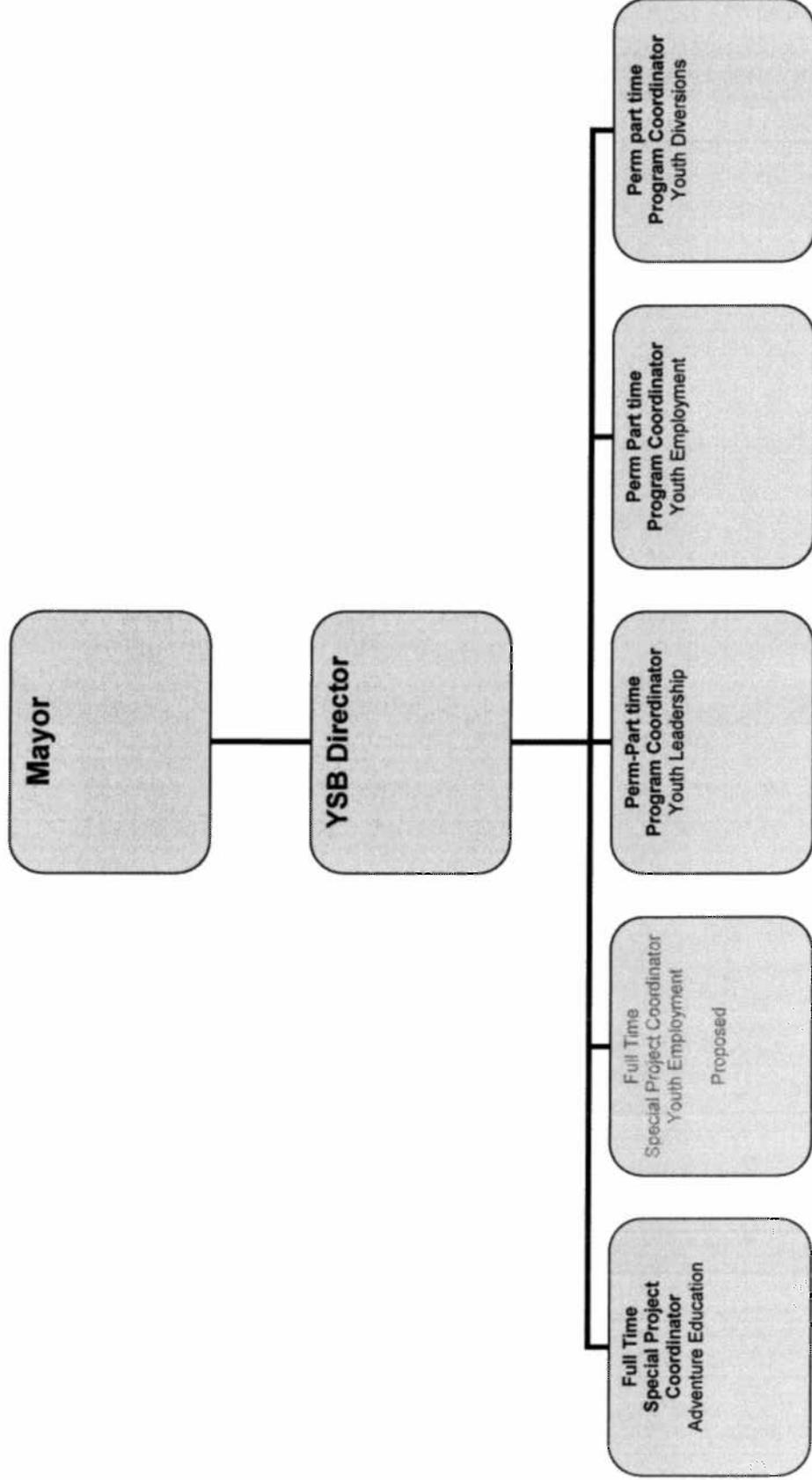
The Stamford Youth Service Bureau is mandated by State Statute 10-19m to be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services for youth in the City of Stamford.

The Stamford Youth Service Bureau believes that young people are economic assets of the city. Employment for teens and young adults is needed now more than ever. Andrew Sum from the Center for Labor Markets Studies at Northeastern University states that employment has declined far more among teens (16-19) and young adults (20-24) than any other age groups in the country. In 2011 and 2012, only 26 percent of the nation's teens held any type of paid job, the lowest annual average employment rate in the history of our country in the post-World War II era. Stamford is not immune from this employment crisis; in fact, Fairfield County's rate of youth unemployment is higher than the national average. According to the Connecticut Department of Labor, youth unemployment in Fairfield County for 16-19 year olds has averaged 28.4 percent from 2010 to 2012.

Purpose of the full time position: The position will allow us to expand our current youth employment program from a five week summer employment program to a year round internship, job training and placement, and community service program for approximately 450 young people each year. The young people will complete training in job readiness based on a curriculum developed by the U.S. Department of Labor, Office of Disability Employment. They will be placed in jobs in the private, non-profit and municipal sectors. The program will provide them with ongoing training for the duration of their employment; e.g., workshops in communication, leadership, teamwork, etc. The program will support Stamford youth ages 14-24, with an emphasis on those eligible for free & reduced lunch; those involved in the juvenile justice system; and young people with special needs.

The new YSB position will also allow the Youth Services to provide all Stamford youth ages 14-24 with access to a jobs data bank purchased and administered by the YSB. Using the data bank, corporations, non-profit organizations and small businesses will post full-time and part-time jobs, as well as community service opportunities, that Stamford youth can access from a computer or mobile device. The YSB will work with schools and community to foster economic development of our city by promoting year round employment and internship opportunities for young people.

Stamford Youth Services Bureau Organizational Chart



S-14V13

Adopted-

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10/22/876/ /14

Revised 07/01/89

Revised 05/24/95

Revised 03/24/99

SENIOR PARALEGAL

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Director of Legal Affairs or designee, performs paralegal functions in conjunction with the intake, case flow management and disposition of legal cases and claims; does related work as directed.

EXAMPLES OF WORK (Illustrative Only)

Monitors delinquent tax collection program, including liaison with outside counsel handling tax foreclosures.

Pursues collection of damages to City property.

Investigates and responds to property damage claims against the City (i.e. pothole claims, mailbox damage, motor vehicle damage).

Drafts interrogatories and summarizes answers.

Prepares and responds to requests for production of material.

Coordinates case flow from inception to completion assuring compliance with department procedures.

Establishes and maintains departmental computer data base of cases and related subject matters.

Interviews witnesses and clients and prepares written summaries.

Maintains liaison with insurance carriers and other service vendors as required.

Maintains law library, updates and files supplementary material.

Performs technical research on legal matters. Checks citations and shephardizes when required.

Assists in trial preparation by organizing exhibits, contacting and coordinating witness appearances, and preparation of subpoenas.

Reviews and coordinates the taking of depositions from witnesses, defendants and plaintiffs.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Good knowledge of legal procedures and terminology.

Ability to conduct basic legal research.

SENIOR PARALEGAL

V-13

Ability to prepare complex written reports and documents.

Ability to deal effectively with others.

Ability to follow instructions.

Ability to monitor municipal delinquent tax collection.

Ability to investigate municipal damage claims.

Proven experience in collections.

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PARALEGAL

S-11

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with an Associates degree in paralegal studies and one (1) year of paralegal experience OR a Certificate in Paralegal Studies from an accredited institution and three (3) years of paralegal experience OR graduation from an accredited law school with a J.D. or L.L.B.

Three (3) years of experience in collecting delinquent tax accounts and investigating damage claims in a municipal context.