

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**

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March 24, 2016

Personnel Commission Meeting Notice

From: Lemon W. Williams, HR Director

The next Personnel Commission is scheduled for: **THURSDAY- March 31, 2016 –**

**Located:** 9<sup>th</sup> floor HR Conference room  
Stamford Government Center,  
888 Washington Boulevard, Stamford, Connecticut 06901.  
Conference Room 9-2B at 5:00 PM

**AGENDA:**

1. Requests to Create the Classification and One (1) Position of Assistant Plant Supervisor, SWPCA;
2. Requests to Create the Classification and One (1) Position of Administrative Account Clerk –HIV and Reclassification of Office Support Specialist to the classification of Administrative Account Clerk – HIV;
3. Reclassification of Office Support Specialist (OSS) Classification to the Administrative Assistant Classification in the 911 Dispatch Center;
4. Request by employee to extend unpaid leave of absence;
5. Request by disqualified applicant for reconsideration;
6. Job Description for Notation Only:
  - a. HIV Prevention Supervisor;
  - b. HIV Prevention Counselor;
  - c. Program Nutritionist;
  - d. Customer Service Specialist;
  - e. HRIS (Human Resources Information Systems) Assistant;
  - f. Customer Service Specialist;
  - g. Assistant Municipal Animal Control Officer; and
  - h. Manager – Time and Attendance.

C: Mayor David R. Martin  
Personnel Commission Board  
Kathryn Emmett, Director of Legal Affairs  
Donna Loglisci  
The Advocate

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