Mayor
MICHAEL A. PAVIA

FILED
Donna M. Loglisci
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CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

DIRECTOR OF HUMAN RESOURCES
EMMET P. HIBSON, JR.
Email: ehibson@ci.stamford.ct.us

APPROVED
4-25-13

"REVISED MINUTES" - of March 28, 2013 Personnel Commission meeting

March 28, 2013 Personnel Commission Minutes to be approved at next meeting.

The Personnel Commission held its regular meeting on Thursday, March 28, 2013, at 5:00 p.m. in the Human Resources Conference Room, 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

Those in attendance were:

Personnel Commission Board Members Present:

Frank Green, Chairman
Marc Teichman, Commissioner
Julie Granser, Commissioner

Human Resources:

Clemon Williams, HR Assistant Director
Vanesa Francis, HR Generalist
Rosemarie Frager, HR Generalist
Lenora Cavaliero, HR Executive Secretary

City of Stamford:

Ernie Orgera, Operations Director Operations
Tom Turk, Traffic and Road Maintenance Supervisor

WPCA:

Rhudean Bull, Administration Manager, WPCA

With a quorum present, Chairperson Green called the meeting to order at 5:10 PM.

Chairperson Green moved to approve the minutes of the January 24, 2013 regular meeting; seconded by Commissioner Granser. Approved unanimously.
The minutes of this meeting, Thursday, March 28, 201, will be approved on the next meeting date.

New Business:

1. Request to Advanced Starting Base Rate of Pay for Assistant Police chief Timothy Shaw: **TABLED**
2. Request to Advance Starting Base Rate of Pay for Assistant Fire Chief William Smith: **TABLED**

   Clemon Williams, HR Assistant Director has agreed to provide more information and a detailed report to the Personnel Commissioners.

3. **Request to Create the New Classification of Regulatory Compliance Inspector – WPCA**

   Appearing before on this matter were Rhudean Bull, Administrative Manager of the WPCA and Rosemarie Frager, HR Generalist. Ms. Bull explained the need for the position. She also explained that this position will be responsible for developing management plans, perform on-going public education, establish and maintain extensive recordkeeping and assist other City agencies and/or residents with compliance, inspections, monitoring and enforcement of the Fats, Oil and Grease ("FOG") program for the WPCA. Ms. Frager explained that a national salary survey was conducted and the salary proposed is in line with what is currently being paid. After further discussion, Commissioner Granser moved to create the classification of Regulatory Compliance Inspector – WPCA in UAW salary group V-12 ($53,846 - $72,688) in the Water Pollution Control Authority; seconded by Commissioner Teichman. Approved unanimously.

4. **Request to Create the New Classification of Regulatory Compliance and Administrative Officer - Operations.**

   Appearing before the Commission on this matter were Ernie Orgera, Director of Operations and Thomas Turk, Supervisor of Traffic and Road Maintenance. Mr. Orgera explained that the State of Connecticut now mandates stricter guidelines regarding storm water management, specifically under the MS4 permit and the amount of work involved to meet those obligations have increased dramatically. The position of Regulatory Compliance and Administrative Officer will be responsible for ensuring that the City is in compliance with all state and federal regulations. Mr. Turk explained in detail the responsibilities of the position. He also explained that the incumbent will be responsible for building the program from scratch. Both Mr. Orgera and Mr. Turk noted that the incumbent will have to be a "hands-on" individual who will also be responsible for budgetary and operational issues. After further discussion, Commission Teichman moved to create the classification of Regulatory Compliance and Administrative Officer, Traffic and Road Maintenance, Office of Operations in MAA salary group A-9 ($82,485 - $106,023); seconded by Commissioner Granser. Approved unanimously.

5. **WPCA – Request for Advanced Starting Base Rate of Pay for Executive Director Water Pollution Control Authority ("WPCA").**
   Clemon Williams, Assistant Director of Human Resources, appeared before the Commission on this matter. Mr. Williams explained that candidate brings a wealth of experience to the position and has over thirty (30) years of experience in Wastewater Management. He also explained that a national salary survey was conducted and salaries compared. After much discussion, Commissioner Granser moved to approve the advanced starting rate of pay of $143,038 for the Executive Director of the WPCA in salary group MAA A-14; seconded by Commissioner Green. Approved unanimously.

The next regular Personnel Commission meeting is scheduled for Thursday, April 25, 2013 at 5 p.m.

The meeting was adjourned the meeting at 6:00 p.m.

Reviewed: by Chairman Green – **"REVISED"** Minutes will be submitted to Town Clerk office For the Personnel Commission Meeting minutes of **Thursday, March 28, 2013**

Respectfully submitted,
Lenora Cavaliero

Copies to:
Frank Green, Chairman Personnel Commission
Personnel Commission Board
Mayor Michael Pavia
Joseph Capalbo, Director of Legal Affairs
Donna Loglisci, Town & City Clerk