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APPROVED
9/26/13

Draft Personnel Commission Meeting on June 27, 2013

The Personnel Commission held its regular meeting on Thursday, June 27, 2013, in the Human Resources Conference Room, 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

In attendance were:

Personnel Commission Board Members:
Marc Teichman, Commissioner
Julie Granser, Commissioner
Peter Nanos, Commissioner

Human Resources:
Clemon Williams, HR Assistant Director
Rosemarie Frager, HR Generalist
Lenora Cavaliero, HR Executive Secretary

City of Stamford:
Rhudean Bull, WPCA

With a quorum present, Commissioner Marc Teichman called the meeting to order at 5:35 p.m.

Commissioner Peter Nanos moved to approve the Minutes of Thursday, April 25, 2013, Commissioner Julie Granser seconded the motion to approve the minutes. Minutes approved.

New Business:

1. **Re-creation of the classification of Purchasing Agent**

   Appearing before the Commission on this matter was Clemon Williams. Peter Privitera, Director of Policy and Management assumed the position of Acting Purchasing Agent. Mr. Privitera has tendered his resignation and the resignation will be effective at the close of business on July 12, 2013.

   Mr. Clemons provided the Personnel Commission with a revised job description, the new position description added appropriate compliance language. The changes made to the position are as follows. Training and experience as well as the addition of the ADA and ADA A requirement that we are required to do by law.

Commissioner Teichman questioned the rationale behind the training and experience change to the job description. Mr. Williams explained that the Acting Purchasing Agent suggested the change in the position description to reflect the actual job. In addition, Mr. Williams added that the changes are intended to increase the pool of potential candidates.

Previously the position was slotted at a Grade 8.

Commissioner Granser moved to recreate the Purchasing Agent position and recommended that the classification be a MAA grade 08 with a salary range of $79,590.00 to $102,256.00. Commissioner Nanos seconded the motion. Motion passed unanimously.

2. **Office of Operations, Water Pollution Control Authority: Request to Create the New Classification of Administrative Account Clerk WPCA**

Appearing before the Commission on this matter was Ms. Rhudean Bull, Administrative Manager, WPCA. Ms. Bull outlined for the business need and responsibilities for the new position of "Administrative Accounting Clerk – WPCA". In addition, Ms. Bull explained how the new position would enhance efficiencies in the operations of the WPCA. This position would require the individual to have at least an Associate's Degree in business and accounting along with 4 years experience.

Commissioner Granser moved to create the new classification of Administrative Account Clerk – WPCA in UAW salary group V-10 ($47,256 - $63,803). Commissioner Nanos seconded the motion. Motion passed unanimously.

3. **Reclassification of HIV Outreach Worker from Salary Grade S/V – 05 to Salary Grade S/V -09**

Mr. Williams gave an overview of this classification with sufficient back up for the Commissioners to review. Originally in 1991 the position was put in place, the position was not part of the Civil Service. After reviewing previous records that provided details on how the position was created and slotted several times each time adding additional responsibilities. Mr. Williams recommended a reclassification of this position.

After much discussion, Commissioner Nanos made motion to approve reclassifying the HIV Outreach Worker from Salary Grade S/V-5 to Salary Grade S/V-09 (salary range $24.3750 - $28.7906 per hour). Commissioner Teichman seconded the motion. Motion passed unanimously.

4. **Request for Additional Leave of Absence – Re: Theodore Valenti**

The Commissioners reviewed and discussed Mr. Valenti's request to extend an unpaid leave of absence for personal reasons. Clemon Williams shared with the Commissioners that Chief Conte is in favor of Mr. Valenti's request and Mr. Williams told the Commissioners that the request poses no cost to the city.

The Personnel Commission Board does have the authority to authorize this decision.

After discussion, Commissioner Nanos made a motion to extend the leave until December 31, 2013. Commissioners Teichman seconded the motion. Motion passed unanimously.

5. **Notation to Commissioner's: Job description changes for "OPM Director" and "Automated Copy System Machine Operator".**

   Commissioners so noted.

Adjournment:

Commissioner Nanos made a motion to adjourn the meeting and Commissioner Teichman Seconded the Motion. Motion passed unanimously. Meeting adjourned at 6:08 p.m.

The next regular meeting is scheduled for Thursday, July 25, 2013

Respectfully submitted,
Lenora Cavaliero, Executive Secretary – Human Resources

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