DAVID R. MARTIN

DIRECTOR OF LEGAL AFFIARS
&
CORPORATION COUNSEL
KATHRYN EMMETT

Personnel Commission
Chairman Frank Green

APPROVED
9-18-14

CITY OF STAMFORD
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July 31, 2014

July 24, 2014 Personnel Commission Minutes DRAFT: **to be approved at next meeting.**

The Personnel Commission held its regular scheduled meeting on Thursday, July 24, 2014 in the Human Resource Conference room on the 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

Personnel Commission Board Members Present:
Carl Weinberg, Commissioner
Marc Teichman, Commissioner
Peter Nanos, Commissioner

Human Resources:
HR Interim Director, Clemon Williams
Lenora Cavaliero, HR Executive Secretary
Vanessa Francis, HR Generalist

Mayor Youth Service Department:
Terri Drew, Director of Mayor's Youth Services

Legal Affairs & Corporate Counsel
Kathryn Emmett, Corporate Counsel

Mayor's Office
Michael Pollard, Chief of Staff

With a quorum met; Commissioner Teichman called the meeting to order at: 5:07 P.M.

Item # 1:

Minutes of June 26, 2014 approved:

Commissioner Nanos made motion to accept the minutes and Commissioner Weinberg second the request to approve the minutes. Minutes approved unanimously.

New Business:

Item # 2: Request: Creation of Classification of Special Projects Coordinator Restorative Justice

Terri Drew gave a thorough overview of the position requirements. Having sufficient information Commissioner Weinberg moved to accept the recommendation for the position and Commissioner Nanos seconded the motion. The position was approved unanimously by the Commissioners to be placed in the UAW S/V-10 at a salary range of $25.9700 - $30.6746 per hour.

Item # 3:

Request: to move the Salary of Corporate Counsel to the 4th Step of Grade 8 of the Pay Plan.

Under the direction of Commissioners, Kathryn Emmett left the meeting to allow for the Commissioners to have an open discussion regarding her position step advance. Mr. Williams gave detailed information to the Commissioners using comparisons to other municipalities for the Position of Corporate Counsel salary; Mr. Pollard provided the Commissioners with additional information on the position and status how the position has exceeded the anticipated requirements and scope of work.

The Commissioners were comfortable with the overview and unanimously approved the increase to step 4 of the Pay Plan Grade 8.

Item: #4 for notation (Supervisor of Ice Manager)
Commissioners received a "revision" of the position last revised on 10-22-09
Complete with summary of duties; knowledge, skills and abilities.

Item #5 for notation (Vehicle Maintenance)
Commissioners received a "revision" of the position last revised on 6-27-96
Complete with summary of duties; knowledge, skills and abilities.

Adjournment: meeting was called to adjourn at 6:00 PM.

Next meeting: scheduled for: Thursday, August 28, 2014.

Respectfully submitted,

Lenora Cavaliero

Reviewed by: Clemon Williams, HR Interim Director

Copies to:
Frank Green, Chairman Personnel Commission
Personnel commission Board Members
Donna Loglisci, Town and City Clerk
Katheryn Emmett, Corporate Counsel
David Martin, Mayor