



**CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION**

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December 12, 2013 Personnel commission Minutes to be approved at next meeting

The Personnel Commission held its regular meeting on Thursday, December 12, 2013 at 5:00 p.m. in the Human Resources Conference room on the 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

Personnel Commission Board Member Present:

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

Human Resources:

Clemon Williams, HR Assistant Director
Vanessa Francis, HR Generalist
Lenora Cavaliero, HR Executive Secretary

Mayor's Office

Mayor David Martin
Ted Jankowski, Director Health & Safety department

Other City departments

Frank Fedeli, Citizens Services department

With a quorum present, Chairman Frank Green called the meeting to order at 5:14 P.M. He shared with the Commissioners and those present at the meeting that Commissioner Peter Nanos's wife has passed away today. Out of respect for the loss of Mr. Nanos's wife passing, taking a moment of silence was respected by all those present.

Minutes of September 26, 2013: Commissioner Teichman moved to approve the minutes of September 26, 2013 and Commissioner Granser seconded the motion. Minutes approved.

Item 1: Mayor's Office: Request to Create the Classification and one (1) position of: Senior Administrative Assistant to the Mayor.

Our newly appointed Mayor David Martin was present at this meeting; His presence was appreciated and well taken by the Commissioners, giving them the opportunity to address their questions to him regarding this new position request.

Commissioners asked if there will be a request to eliminate the Executive Aide to the Mayor position. The Mayor responded to the Commissioners stating that he is not requesting that the Executive Aide to the Mayor position to be eliminated, but will not be filling it. The Mayor has requested approval of the request to create and approve this one position Senior Administrative Assistant to the Mayor in the MAA plan.

To the Mayor's statement, Clemon Williams, HR Assistant Director presented the data that supports the outline of this new position. Specifically, stating that the position requires a municipal background to handle two strong departments (6) members on the Board of Finance and (44) members on The Board of Representatives, including the Mayor's consistent strong involvement with many outside entities.

Responsibilities and requirements include:

- Knowledge of how the City operates in local government as well as all aspects of government;
- knowledge of the Bd of Representatives and Bd of Finance functions;
- Interact w/local government, industries, business community;
- keeping the public, agencies, boards and appointees well informed of: City organizations, policies, ordinances, rules, procedures, on-going interaction with the industries and the business community, appointed boards and commissions, as this critical function is vital to provide transparency to these entities; while bringing out the operating practices of the City.

Mr. Williams stated the position salary and union status: MAA at (A04-A07) \$74,805 to 96,236, he also offered to check the Pay Plan however, Mayor Martin indicated that the top pay for (pay plan) is \$500 more than MAA, and it tops the number in MAA. Commissioner Teichman made motion to approve the position as MAA-(A04-A07) at the salary range of \$74,805 to \$96,237 annual range of salary. Commissioner Granser seconded the motion to approve.

The Item #5 (not originally stated on the Agenda) was moved to be discussed as Item #2

Item #5: Request to approve the salary for the proposed new position of Chief of Staff in the pay plan – salary Group B-08

Chairman Green questioned if the individual needed more than 3-5 years' experience and will this go to the Board of Representatives for approval?

Mayor Martin wanted this to go before the Personnel Commission to discuss and further get their approval of the salary range before presenting it to the Board of Representatives.

This appointed position as described by Mayor Martin will be a Cabinet Member position, as it is held in our surrounding towns except Norwalk; it will be held in the same status as the Director Of Operations and Director of Administration.

The position must be approved by the Personnel Commissioners: Chairman Green moved to approve B-8 At a salary ranges of: \$124,029 to \$148,834, Commissioner Teichman seconded the motion.

Item #2 Request for advanced starting rate of pay: Fire Chief Peter Brown

Vanesa Francis, HR Generalist gave a complete explanation regarding the importance of bringing Fire Chief Peter Brown in at a step 4. After closely evaluating other public service employee salaries, their years of service and the surrounding municipality's compensation structures for comparison, it only seems equitable to bring in Chief Brown at grade B7 at the top step 4 at a salary of \$141,078 Grade B7 step 4. Ted Jankowski, Director of Health & Safety department gave his full support and approval for this pay

rate. Commissioner Granser made motion to approve and Chairman Green seconded the motion to approve for the top step salary.

Item 3 revised Job descriptions: Management Analyst – reporting to Dir. Of OPM or Designee:

The previous job description was revised: the position now requires (1) year experience and a Master's in Finance.

Item 4: 2014 Meeting dates were approved by Commissioners

General discussion:

Going forward, the Personnel Commissioners requested a more succinct definition of their role on the Board. For starters: Chairman Green requested the most current COPIES OF THE Charter of the Personnel Commission and Clemon Williams said he would get that information to them immediately.

Commissioner Teichman expressed concern that the role of the Commissioners had been reduced and that this has affected the transparency of the Commission. He went on to state that the Personnel Commissioners should act as liaison between Human Resources department, and the Mayor's office.

Clemon Williams offered to create a "Personnel Commission e-mail" box that would be a secure site for the commissioners to communicate and or exchange ideas or discuss issues with the Human Resources department.

The Commissioners expressed concern with the process taken in the filling positions. Mr. Williams assured the Commissioners that he would keep them well informed on a going forward basis.

Meeting adjourned: 5:59 pm

Next meeting to be held on Thursday, January 23, 2013

Reviewed by: Frank Green, Chairman Personnel Commission Board

Respectfully submitted,

Lenora Cavaliero

Copies to:

Frank Green, Chairman Personnel Commission

Mayor David R. Martin

Personnel Commission

Kathryn Emmett

Donna Loglisci, Town and City Clerk