

Mayor
DAVID R. MARTIN



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Personnel Commission
Chairman Frank Green

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APPROVED

5/22/14

March 27, 2014 Personnel Commission Minutes to be approved at next meeting.

The Personnel Commission held its regular meeting on Thursday, March 27, 2014 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 Members Present:

Frank Green, Chairman
Marc Teichman, Commissioner
Peter Nanos, Commissioner

Human Resources:

Acting Director, Clemon Williams
Lenora Cavaliero, HR Executive Secretary

Other City Departments:

Chief Peter Brown, Fire Department

With a quorum present, Chairman Green called the meeting to order at 5:10 p.m.

Minutes of February 27, 2013 – Commissioner Nanos made motion to accept the minutes and Commissioner Teichman seconded the motion. Minutes were approved unanimously.

Item # 1 on the Agenda: Request to create the classification and one position of: Administrative Clerk - Board of Representatives:

Currently an OSS has taken on additional responsibilities of the department. Acting Director, Clemon Williams discussed with the Commissioners that the individual is performing the job duties of an Executive Secretary/Administrative Clerk and requested an upgrade of the position.

The salary for an Executive Secretary/Administrative Clerk is UAW Salary Group V-10 (\$47,265 to \$64,803).

After much discussion, Commissioner Teichman made motion to create the classification of one position of Administrative Clerk Board of Rep in UAW Salary Group V-10 (\$47,000 to \$63,000) with a mid -range of \$57,100. Commissioner Nanos seconded the motion.

item #2 on the Agenda: Request to place the newly created position of Legislative Officer in the Pay Plan:

The Board of Representatives has requested to obtain approval to create this position from the Personnel Commission Board. If this request is approved by the Personnel Commission Board; the Board of Representatives will then act on their approval.

Discussion opened when Commissioner Teichman asked Mr. Williams how many new positions have been created since December 2013. To his question, Mr. Williams stated that this would be the 4th new position however; this position would be in the Board of Representatives office. To date the Administration has requested the creation of 3 new positions.

Next, Mr. Williams presented to the Commissioners salary comparison information for this position. He also explained that the previous incumbent was exempt and not eligible for overtime. The individual currently filling this position is non-exempt and eligible for overtime. Because of the nature of the job more than 40 hours a week is often required. Consequently changing the FLSA status of the position; in accordance with applicable law, is a financial benefit to the City.

Chairman Green questioned the salary level for this position. Mr. Williams stated it would be in Group B4 within the MAA at **\$97,373 to \$116,850**. Mr. Williams said the position will be posted and the person currently performing the duties can apply for the position. Chairman Green moved to approve the placement of the proposed Legislative Officer position into the Pay Plan with the salary Group B04.

Commissioner Nanos seconded the motion and it was approved unanimously.

Item 3: Request to create the classification of Administrative Assistant – Fire Department.

Chief Peter Brown appeared before the Commissioners in support of the request to create the classification of Administrative Assistant – Fire Department. Chief Brown stressed the need for the position and how the person in this position would be dealing with confidential information and a heavy work- load. Moreover, the person in this position will consistently interface with the various institutions and entities throughout the City and will become an integral part of the Fire Department. He also stated this individual will be working with 2 Assistant Fire Chiefs and all 5 Fire Chiefs for the Volunteer Fire Departments.

Chairman Green questioned whether this would be a title change to the current position of Administrative Data Information System. Chief Brown said yes.

Mr. Williams concluded with a detailed explanation of the necessity to create this position which he believes will actively serve as a direct contact for Human Resources department. Mr. Williams provided the Commissioners with examples of the interaction that clearly defined the importance of having this direct contact.

Commissioner Teichman questioned the salary range. Mr. Williams presented supporting documentation for comparable positions across the State. Commissioner Teichman made motion to create the classification of Administrative Assistant – Fire Department at MAA – O4 at a salary range of \$62,415 to \$80,415.

Chairman Green seconded the motion. The position was approved unanimously by the Commissioners.

Meeting adjourned:

6:10 p.m.

Next meeting to be held on Thursday, April 24, 2014

Respectfully submitted:

Reviewed by: Frank Green, Chair Personnel Commission

Lenora Cavaliero, HR Executive Secretary

Copies to:
Frank Green, Chair, Personnel Commission
Mayor David R. Martin
Personnel Commission
Katheryn Emmett
Donna Loglisci, Town and City Clerk