

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

DIRECTOR OF LEGAL AFFAIRS  
JOSEPH J. CAPALBO, II

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

*Approved*  
1-24-13

**December 13, 2012 Personnel Commission Minutes to be approved at next meeting.**

The Personnel Commission held its regular meeting on Thursday, December 13, 2012 at 5:00 p.m. in the New Operations Conference Room on the 10<sup>th</sup> floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

**Personnel Commission Board Members Present:**

- Frank Green, Chairman
- Julie Granser, Commissioner
- Marc Teichman, Commissioner
- Peter Nanos, Commissioner

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

---

With a quorum present, Chairman Green called the meeting to order at 5:11 p.m.

Commissioner Teichman moved to approve the minutes of November 15, 2012 and minutes were seconded by Commissioner Nanos. Minutes approved.

**NEW BUSINESS:**

1. **Request to Create new classifications and new salary pay scales for Seasonal positions in the Department of Recreation, Office of Operations:**

Clemon Williams gave an overview of how this year the rates would be slightly higher than the previous year. He did a survey based on Greenwich and this area of 06902 as a guide to what salaries are being paid in this area. Ms. Frager stated that for the position of Camp Director the range is \$18 to \$28 and capped at \$28 an hour. For a Sports Instructor the range is \$15 to \$18 and capped at \$18 per hour.

The Commissioners moved to approve the pay scales for the Seasonal Positions unanimously.

2. **Police Department: Appeal of Entry Level Police Officer Exam Residency and Veteran's points**

Mr. Williams gave explanation regarding the appeal from 3 individuals. In this order:

The first individual: He did not submit the proper documents on time with his package.

The second individual: He submitted the information later; however the HR office noted that they never received it. The third individual did not submit the information on time; but he subsequently submitted the information.

The Board believes that a drop dead date must be stated going forward.

Having said that regarding the current situation a date was established verbally, and an extended date was given to the applicants so they could still have a chance to submit their paper work; and again, more time was stretched for these applicants to submit their paper work, and again, another extension was relayed to them that the correspondence deadline would be not later than the oral exam date.

The Commissioners made a final decision to resolve the current situation. A motion was made by the Commissioners that a definite date for this particular situation that pertains to this exam in question to have a set deadline date: That date was made for: Friday, December 14, 2012 at 5:00 p.m. and no extension will be given whatsoever. The motion was set.

Chairman Green stated that we need to continue to encourage local residents for law enforcement positions and having agreed, going forward, the Commissions voted that a specified date must be set forth in writing; at the time the application is accepted. It will be stated with a formal deadline date in place.

3. **Revised Job Descriptions:**

Mr. Clemon noted that the old job description has not been revised since 2001; and needs more clarification with regard to environmental testing that the position requires.

The Lab Job Description met with approval. Chairman Green moved that the position be approved for revision and it was seconded by Commissioner Nanos. Position revision approved.

4. **Submit of 2013 for Personnel Commission meeting dates.**

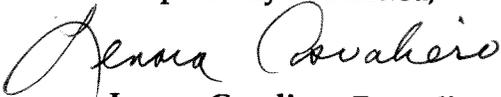
Calendars were distributed to all the Commissioners

The next regular scheduled meeting will be held on Thursday, January 13, 2013 at 5:00 pm in the Human Resources Conference room on the 9<sup>th</sup> floor.

Commissioner made motion to adjourn the meeting. The Board agreed unanimously. Meeting adjourned at 5:40 pm.

**Reviewed by:** Chairman Frank Green

**Respectfully Submitted,**



**Lenora Cavaliero, Recording Secretary  
Personnel Commission**

**Copies to:**

Frank Green, Chairman Personnel Commission  
Mayor Michael Pavia  
Personnel Commission  
Joseph Capalbo, Director of Legal Affairs  
Donna Loglisci, Town and City Clerk