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**Unofficial Minutes**

*The Personnel Commission held its regular meeting on Thursday, March 31, 2016 at 5:00 p.m. in Conference Room 9-2B on the ninth floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.*

**Present:** Frank Green, Chairperson  
Marc Teichman, Commissioner Julie Granser, Commissioner  
Carl Weinberger, Commissioner Peter C. Nanos, Commissioner  
Clemon Williams, Director of Human Resources  
Vanesa Francis, HR Generalist

With a quorum present, Chairperson Green called the meeting to order at 5:08 p.m.

*The minutes from the last meeting was not available. As a result, Commissioner Greene moved to table the approval of the minutes. Seconded by Commissioner Weinberg. Approved unanimously.*

**NEW BUSINESS:**

**1. Requests to Create the Classification and One (1) Position of Assistant Plant Supervisor, SWPCA:**

Appearing before the Commission on this matter was Rhudean Bull, Administration Manager, of the WPCA. Ms. Bull outlined the important reasons for the addition of this role, one of which is the history of having only one individual with a class IV Certification, which is extremely difficult to recruit and has the potential of placing the operations of the plant in jeopardy.

After much discussion, Commission Weinberger moved to approve the creation of the Classification and One (1) Position of Assistant Plant Supervisor, SWPCA. The motion was seconded by Commissioner Teichman. The vote was approved unanimously.

**2. Requests to Create the Classification and One (1) Position of Administrative Account Clerk –HIV and Reclassification of Office Support Specialist to the classification of Administrative Account Clerk – HIV**

Appearing before the Commission on this matter was Mavina Moore, HIV Prevention Supervisor and Vanesa Francis, HR Generalist. Ms. Francis explained that the request to reclassify the position stems in part from a grievance. She went on to explain that an OSS has been performing the functions of this job within the HIV Department. However, over time, the job tasks and responsibilities have increased. As a result, the person has to handle more complex task and perform work with greater and greater autonomy. Ms. Moore added that the State of Connecticut now requires more reporting and the completion of detail reports and the compilation of statics on the population served by the HIV Program.

Ms. Francis noted that the UAW had requested a “Thomson Study” of the job. The Thomson Study confirmed that the job duties of the position mandated that the job should be classified at a higher pay rate.

After discussion by the Commissioners, Commission Granger made a motion to reclassify the Office Support in the HIV Department to Administrative Account Clerk. The motion was seconded by Commissioner Nanos. Approved unanimously.

**3. Reclassification of Office Support Specialist (OSS) Classification to the Administrative Assistant Classification in the 911 Dispatch Center**

The incumbent in the classification who is an OSS has over time taken on increasing responsibilities including the management of the Quality Assurance Component; which as outlined by the Conn. General Statute requires that the “Quality assurance component be implemented to monitor, at a minimum (i) emergency medical dispatch time intervals, (ii) the utilization of emergency medical dispatch program components, and (iii) the appropriateness of emergency medical dispatch instructions and dispatch protocols.”

During the discussion, Chairman Green reminded HR and the Commissioners, that the Personnel Commission can only deal with the creation of a job and/or a classification. The Commissioners cannot recommend that any particular person be put in a particular job.

After additional discussion, Commission Teichman made the motion to approve the Reclassification of Office Support Specialist (OSS) Classification in the (11 Dispatch Center and to create the Administrative Assistant Classification in the 911 Dispatch Center. The motion was seconded by Commissioner Nanos. Approved unanimously.

**Revised Job Descriptions for Notation**

- HIV Prevention Supervisor;
- HIV Prevention Counselor;
- Program Nutritionist;
- Customer Service Specialist;
- HRIS (Human Resources Information Systems) Assistant;
- Customer Service Specialist;
- Assistant Municipal Animal Control Officer; and
- Manager – Time and Attendance

The next regular Personnel Commission meeting is scheduled for Thursday, April 28, 2016 at 5 p.m.

Commissioner Teichman moved to adjourn the meeting at 6:25 p.m.; seconded by Chairperson Weinberg. Approved unanimously.

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Frank Green, Chairperson

**Copies to:**

Mayor David Martin

Personnel Commission

Kathryn Emmet, Director of Legal Affairs

Donna Loglisci, Town and City Clerk