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The Personnel Commission held its regular meeting on Thursday, January 24, 2008 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
Paul Kolin, Commissioner
Kathleen Lombardo, Vice Chairperson
Dennis Murphy, Director of Human Resources
Maggi Murray, Personnel Analyst II
Rosemarie Frager, Executive Secretary

With a quorum present, Chairperson Green called the meeting to order at 5:15 p.m.

Commissioner Kolin moved to approve the minutes of the October 25, 2007 regular meeting; seconded by Commissioner Lombardo. Approved unanimously.

OLD BUSINESS:

1. Review of Amended Classified Service Rules

Dennis Murphy, Director of Human Resources appeared before the Commission on this matter. Mr. Murphy requested setting a date for a public hearing within the next thirty days. After the public hearing, the Personnel Commissioners will finalize changes/recommendations to the Classified Service Rules. Commissioner Lombardo moved to grant the request that a date be set for public hearing of the Amended Classified Service Rules in the next thirty days; seconded by Commissioner Kolin. Approved unanimously.

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NEW BUSINESS:

I. Police Department: Request to Create One Position of Administration Manager (revised and re-titled Administration Manager – WPCA)

Appearing before the Commission on this matter were William Callion, Director of Health, Welfare and Public Safety, Peter Privitera, Director of OPM and Maggi Murray, Personnel Analyst. Mr. Callion outlined the responsibilities of this position as well as the qualifications needed. This position will be mirrored after the WPCA position and will be fully funded by the Police Department. Commissioner Kolin moved to create one position of administration manager in the Police Department and to revise and retitled the job description for Administration Manager; seconded by Commissioner Lombardo. Approved unanimously.

II. Office of Administration, Office of Policy and Management: Request to Re-create the Classification and One (1) Position of Central Services Supervisor.

Appearing before the Commission on this matter were Peter Privitera, OPM Director and Tania Barnes, Human Resources Generalist. Mr. Privitera explained that he currently manages the Central Services Department. There is currently no on-site supervisor. This position will oversee the day-to-day operations of the mailroom, duplicating and printing operations for the City and will report to the Purchasing Agent. The mission of the Central Services Department has evolved from simple copy and basic print services to a full service print shop with new enhanced services. The department is now marketing its services to other non-profit organization who currently receives funds from the City. This new service which generates additional revenue for the City has increased the operational workload. An on-site supervisor will be better able to effectively and efficiently manage the daily operations. The part-time position will be eliminated causing the impact of funding this position to be minimal. Commissioner Kolin moved to recreate the classification and one position of Central Services Supervisor; seconded by Commissioner Green. Approved unanimously.

III. Department of Health and Social Services: Request to Create One Position of Outreach Worker in the WIC Program

Appearing before the Commission on this matter were Dr. Johnnie Lee, Director of Health and Maggi Murray, Personnel Analyst. Dr. Lee explained that someone with bilingual skills is needed to provide critical support to WIC clients. The WIC Program has received a number of deficiency notices from the Connecticut State Department of Health because the program has not been able to provide the level of customer care service required by State and Federal guidelines. This position would be funded by a State grant and would not require operational dollars. Commissioner Green moved to create one position of Outreach Worker in the WIC Program; seconded by Commissioner Lombardo. Approved unanimously.

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IV. Department of Health and Social Services: Request to Create One Part Time Position of HIV Prevention Outreach Worker

Appearing before the Commission on this matter were Dr. Johnnie Lee, Director of Health, Ellen Brezovsky, AIDS Community Educator and Maggi Murray, Personnel Analyst. The creation of two part time positions will fill the vacancy of the existing permanent part-time outreach position. There are funds available for the Fiscal Year 07/08 to hire and fund these positions which will be filled on a provisional basis for the remainder of the year until funding can be assured. Commissioner Kolin moved to create the one part time position of HIV Prevention Outreach Worker; seconded by Commissioner Lombardo. Approved unanimously.

V. Office of Operations, Solid Waste Division: Request to Create Six (6) New Collection Driver Positions and to Abolish Upon Vacancy Six (6) Laborer Positions

Appearing before the Commission on this matter were Don Colleluori, Supervisor of Solid Waste and Tania Barnes, Human Resources Generalist. Mr. Colleluori explained that the Solid Waste Division has assumed the responsibility of collecting recycling throughout the City, a function formerly performed by a private contractor. The new responsibility has created the need for additional drivers. Laborers have been assigned as drivers to complete this added responsibility. With the creation of six new Collection Driver positions, six laborers who have taken and passed the Collection Driver exam will be promoted to drivers. Commissioner Kolin moved to create six new Collection Driver positions and to abolish upon vacancy six Laborer positions; seconded by Commissioner Green. Approved unanimously.

VI. 2008 Personnel Commission Meeting Schedule

The new meeting schedule was approved and noted.

VII. Election of Chairperson and Vice Chairperson

Commissioner Kolin moved to reelected Commissioner Frank Green as Chairperson and Commissioner Kathleen Lombardo as Vice Chairperson. This was passed unanimously.

VIII. Approval of Amended Pay Plan -

Item could not be discussed because Commissioner Green could not participate in the discussion and there was not a quorum present. Commissioner Lombardo moved to table item until the next regular meeting; seconded by Commissioner Kolin. Approved unanimously.

IX. Appeals Granted

Noted

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X. Appeal of Two (2) Questions on the April 28, 2007 Examination for Fire Lieutenant (Kurt Semmel)

Mr. Semmel withdrew his appeal of one of the two questions.

Commissioner Lombardo moved to go into executive session at 6:30 p.m. to discuss this item since it pertained to test questions and answers for employment; seconded by Commissioner Kolin. Approved unanimously.

Approximately fifty-three minutes (53) later, the Commission exited executive session at 7:23 p.m.

Commissioner Kolin moved to deny the appeal of one (1) question, #14, Section III, on the April 28, 2007 Examination for Fire Lieutenant; seconded by Commissioner Green. Commissioner Lombardo abstained. Appeal denied with two affirmative votes and one abstention.

XI. Revised Job Description:

- Administration Manager – WPCA (re-titled to Administration Manager) - Noted
- Fleet Manager - Noted
- Account Clerk II - Noted
- Electrical Inspector - Noted

The next regular Personnel Commission meeting is scheduled for Thursday, February 28, 2008 at 5 p.m.

Commissioner Kolin moved to adjourn the meeting at 7:26 p.m.; seconded by Commissioner Green. Passed unanimously.

Dennis C. Murphy
Director of Human Resources

Copies to:

Mayor Dannel P. Malloy
Personnel Commission
Thomas M. Cassone, Director of Legal Affairs
Donna Loglisci, Town and City Clerk