

MAYOR
DANNEL P. MALLOY



DIRECTOR OF LEGAL AFFAIRS
THOMAS M. CASSONE

DIRECTOR OF HUMAN RESOURCES
DENNIS C. MURPHY
Tel: (203) 977-5397
E-mail: dmurphy@ci.stamford.ct.us
Website: www.cityofstamford.org

**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

Unofficial Minutes

The Personnel Commission held its regular meeting on Thursday, October 23, 2008, at 5 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
Kathleen Lombardo, Vice-Chairperson
Paul Kolin, Commissioner
Robert Murray, Assistant Director of Human Resources
Rosemarie Frager, Executive Secretary

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

Commissioner Kolin moved to approve the minutes of the August 28, 2008, regular meeting; seconded by Commissioner Lombardo. Approved unanimously.

NEW BUSINESS:

1. Request to Abolish One Vacant Position of Administration Manager in the Police Department.

Appearing before the Commission on this matter were Maggi Murray, Personnel Analyst, and Peter Privitera, Director of the Office of Policy and Management. Mr. Privitera explained that the position of Administration Manager was created in the Police Department at the January 24, 2008, Personnel Commission meeting. An exam was conducted and an eligible list was established and candidates were interviewed, but the position was never filled. The position was re-evaluated and it was determined that the job description for Administration Manager was generic and did not require the candidates to have a strong financial background. After much discussion, Chairperson Green moved to abolish one vacant position of Administration Manager. There was no second to that motion. After further discussion, Commissioner Kolin moved to table the request to abolish one vacant position of Administration Manager in the Police Department until the November meeting; seconded by Commissioner Lombardo. Approved unanimously.

2. Request to Create the New Classification and One Position of Senior Management Analyst in Either the Police Department or OPM (Department to Be Determined).

Appearing before the Commission on this matter were Maggi Murray, Personnel Analyst, and Peter Privitera, Director of the Office of Policy and Management. Mr. Privitera explained that this position is being created to replace the Administration Manager position that was created in the Police Department at the January 24, 2008 Personnel Commission meeting. The Administration Manager position was re-evaluated and it was determined that the job classification of Senior Management Analyst would be more appropriate since it would require more of a financial background. Mr. Privitera explained that although it has not been determined what department the position will be assigned to, it is being created to support the Police Department at the request of the Mayor and the Boards of Finance and Representatives. There is funding in the Police Department's budget for this position. After much discussion, Commissioner Lombardo suggested that this item be moved to the November meeting and the Police Chief and anyone else involved be invited to provide additional information regarding the need for the position. Commissioner Kolin moved to table the request to create the new classification and one position of Senior Management Analyst in either the Police Department or OPM (department to be determined) until the November meeting; seconded by Commissioner Lombardo. Approved unanimously

3. Office of Operations, Engineering Bureau, Road Maintenance Division: Request to Create One (1) Position of Office Support Specialist (OSS). Appearing before the Commission on this matter were Maggi Murray, Personnel Analyst, Lou Casolo, City Engineer, and Doug Hoyt, Operations Supervisor. Mr. Casolo explained that currently the Department of Highways maintains an Account Clerk II position and has no clerical support. In order to maintain the day to day operation of the department and to address the numerous citizen service complaints, clerical support is needed. Commissioner Kolin moved to approve the request to create one position of Office Support Specialist in the Office of Operations, Engineering Bureau, Road Maintenance Division; seconded by Commissioner Green. Approved unanimously.

4. Revised Job Description

- Web/Intranet Specialist - **Noted**

5. Suspension of Rules to Hear Request for Advanced Starting Rate of Pay for Buyer Candidate.

Fred Manfredonia, Human Resources Specialist, and Peter Privitera, Director of the Office of Policy and Management, appeared before the Commission to request a suspension of the rules to hear the request for an advanced starting rate of pay for the Buyer candidate. Commissioner Kolin moved to suspend the rules to hear the request for an advanced starting rate of pay for a Buyer candidate; seconded by Commissioner Lombardo. Approved unanimously.

6. Office of Policy and Management: Request for Advanced Starting Rate of Pay for Buyer Candidate Beverly Aveni.

Appearing before the Commission on this matter were Fred Manfredonia, Human Resources Specialist, and Peter Privitera, Director of the Office of Policy and Management. Mr. Privitera explained that the advanced starting rate of pay of \$73,618 was being requested for Beverly Aveni, the candidate selected for the Buyer position in the Purchasing Department. Ms. Aveni is currently employed as the Executive Aide in the Mayor's Office and in this capacity she earned a substantially higher rate of pay. Ms. Aveni possesses exceptional skills and excellent knowledge of governmental operations. The Purchasing Department would be fortunate to have such an individual. After much discussion, Commissioner Kolin moved to approve the request for the advanced starting rate of pay of \$73,618 for Buyer candidate Beverly Aveni; seconded by Commissioner Lombardo. Approved unanimously.

The next regular Personnel Commission meeting is scheduled for Thursday, November 20, 2008 at 5 p.m.

Commissioner Kolin moved to adjourn the meeting at 6:15 p.m.; seconded by Commissioner Lombardo. Passed unanimously.

Frank Green
Chairperson

Copies to:

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