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Minutes

The Personnel Commission held its regular meeting on Thursday, August 28, 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: Kathleen Lombardo, Vice-Chairperson
Peter Nanos, Commissioner
Lois PointBriant, Commissioner
Dennis Murphy, Director of Human Resources
Rosemarie Frager, Executive Secretary

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

Commissioner Nanos moved to approve the minutes of the June 26, 2008, regular meeting; seconded by Commissioner PointBriant. Approved unanimously.

NEW BUSINESS:

1. Office of Human Capital and Development, Board of Education:

Request to Create One Position of Management Analyst and One Position of Customer Service Specialist and to Create the Classification and One Position of Registrar of Student Enrollment.

Appearing before the Commission on this matter were Jane Anderson, Interim Director of Human Capital Development, Mike Meyers, Director of Student Support Services, Hugh Murphy, Director of Finance and Fred Manfredonia, Personnel Analyst. A new department (Office of Family and Community Engagement) has been created within the Board of Education. Mike Meyers who is the person in charge explained that the Office of Family and Community Engagement will be responsible for registering students to ensure consistency with registration and that students are assigned appropriate services. A study was conducted and there was found to be

inconsistency with student enrollment. Each school enrolls differently. The recommendation from the study was that enrollment should be centralized. The positions of Registrar of Student Enrollment and Customer Support Specialist would support this effort. The Registrar of Student Enrollment position would be 37.5 hours and would be in the MAA. The funding for this position is through a grant awarded to the Stamford Public Schools by the Camulos Foundation. The funding for the Customer Service Specialist position is currently in the budget. Next, Mr. Hugh Murphy explained the need for the Management Analyst position. This position is being created to support the continuing expansion of the Board of Education's Finance Department and to guarantee responsible fiscal oversight and management specifically in the areas of transportation and special education. This position is currently in the 2008-2009 budget. Commissioner Nanos moved to create one position of management analyst and one position of customer service specialist and to create the classification and one position of registrar of student enrollment; seconded by Commissioner PointBrait. Approved unanimously.

2. Seasonal Positions for Fall/Winter 2008-2009

Noted

3. Job Descriptions

- a. Software Technician – ***Noted***
- b. Laborer - ***Noted***
- c. Traffic and Parking Supervisor (Re-titled to Traffic and Road Maintenance Supervisor) - ***Noted***

The next regular Personnel Commission meeting is scheduled for Thursday, September 25, 2008 at 5 p.m.

Commissioner Lombardo moved to adjourn the meeting at 6:07 p.m.; seconded by Commissioner Nanos. 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