

# Memo

**To:** Members of the Personnel Committee  
**From:** Barbara Smyth, Chairwoman  
**Date:** February 15, 2019  
**Re:** Personnel Committee Meeting – Wednesday, February 20, 2019

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There will be a meeting of the Personnel Committee on **Wednesday, February 20, 2019 at 7:00 pm** in **Conference Room 123 (first floor)**, 125 East Avenue, Norwalk, Connecticut.

## AGENDA

1. Call to order / roll call
2. Public comments
3. Approval of minutes from meeting held on January 16, 2019
4. Discussion on Interview Process for Senior City Officials
5. Community Services Department Discussion
6. Salary for Junior Engineer – EXECUTIVE SESSION
7. Adjourn

The next regular meeting is scheduled for Wednesday, March 20, 2019.

cc: Mayor Harry W. Rilling  
Donna King, City Clerk  
Irene Dixon, Assistant City Clerk  
Mario Coppola, Corp Counsel

**CITY OF NORWALK  
PERSONNEL COMMITTEE  
REGULAR MEETING  
JANUARY 16, 2019**

**ATTENDANCE:** Barbara Smyth, Chair; Gregory Burnett; Douglas Hempstead; Beth Siegelbaum,

**STAFF:** Ray Burney, Director of Personnel and Labor Relations

**OTHERS:** Nancy Chapman, Reporter

**CALL TO ORDER**

Ms. Smyth called the meeting to order at 7:09 p.m.

**PUBLIC COMMENTS**

Ms. Diane Lauricella could not attend the meeting but emailed her comments for the updates on re-organization.

She mentioned that, for the Chief Candidate selection process, she is in favor of the plan to reorganize the sectors of the City Government. She wrote that she continues to be concerned that the process of screening, interviewing and selecting the Senior position should be done in another manner, the Committee should insist upon being included in the selection process of all the Chief positions.

For the DPW-Recreation & Parks Chiefs position, she wrote that, it's still on going, she believes we need to engage someone from outside the City Hall, she suggested that the public should be included in some manners so that we can be sure that candidates care about interface with public and believe that this is an important aspect for their job.

She said that the Committee should consider seeking public opinion about qualities they desire in a DPW Park Chief, one of the most publicly interactive on the organization chart.

Regarding the Grants Coordinator position, she would like this item to be placed in the agenda for the next meeting as this topic wasn't fully discussed last year.

**APPROVAL OF MINUTES FROM MEETING HELD ON OCTOBER 17, 2018**

\*\* MS. SMYTH MOVED TO ACCEPT THE MINUTES AS PRESENTED  
\*\* MOTION PASSED UNANIMOUSLY

**UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS**

Mr. Burney handed out a copy of the Personnel rules and regulations available as it was asked by Mr. Hempstead on the October 17 meeting. This request was mentioned in the minutes on page 3.

In regards of the Re-Organization, Mr. Burney provided, as reference, copy of the document "City of Norwalk – Mayor's Proposed Re-Organization of City Departments" which was approved by the Common Council on September, the year was not mentioned.

Mr. Burney informed that for the new Budget Book, the current Organizational Structure Chart will be replaced by a new one with two separated pages.

About the Proposed New Structure Page, Mr. Burney said that the Committee that reviewed the Organizational Structure did not authorize the Chief of Community Services Division that was tabled. He said that will be put back on table, sometime this year.

Mr. Burney said that with the production of the budget going forward they are also in the process of doing the paper work to reconfigure the Chief of Operations and Public Works Department budgetarily and reporting wise in the budget structure to conform to what has been approved.

Mr. Burney said that the candidate that was being enrolled for the Chief of Operations and Public Works position in November, at the last minute decided to pursue career in private sector. He said that the posting for this position is up and as soon as the candidates pool is populated the interviews will take place, probably in February.

Mr. Hempstead asked if the salary structure for this position is correct since it requires Engineering degree and Engineering experience. Mr. Burney said that based in the first round of candidates that was interviewed, it will be possible to keep the current salary structure.

Mr. Burney said that the position for Superintendent Public Property and Parks has been filled. He said that the budgetary process has been adjusted to move the Road Supervisor (Trees and

Maintenance) position from DPW without adding any cost. He said this position should be filled in the next 30 days.

Mr. Burney said that the interviews for the Director Recreation & Parks position have already been scheduled.

Mr. Burney said that the Chief of Economic and Community Development position has been filled, the hired person has been meeting the people she is supposed to meet and attending required meetings.

Mr. Burney said that some positions for the Code Enforcement Chief Building Official Department are being moved from the Redevelopment Agency to become City positions and reporting to the Chief Building Official. He said that will try to accomplish that by the end of this quarter.

Mr. Hempstead asked if those positions that are being eliminated from the Redevelopment Agency will be eligible to pick up the City pension, Mr. Burney said yes and added that the City funds those positions anyway and will not cost any more money.

Mr. Hempstead asked Mr. Burney to find out if these positions are paid through the CDBG money.

Mr. Burney said that the Transportation Planner has been approved for the Reorganization and should be filled by the end of January.

Mr. Burney said that some positions from the Transportation, Mobility and Parking Department will be moved from the DPW budgetary line to the newly established budget for Transportation.

Mr. Burney mentioned that there are a lot of office location issues. He said that during this year a few changes will be made. The idea is to have each Chief seating close to their departments, which will optimize communication among departments.

Mr. Hempstead asked if Mayor Harry Rilling has taken a look in the Building, Mr. Burney said yes. Ms. Smyth added that it's necessary to lay out the whole building prior to any change. Mr. Burney said that there are people working to identify spaces and opportunities to move people around.

Mr. Burnett asked if there was any grievance so far, for example, with Union. Mr. Burney mentioned 2 minor issues, one of them having to adjust a position description when moving it from DPW to a different Department.

Mr. Hempstead asked Mr. Burney if he new the timing of when the Chief of Community and Services position would be addressed. Mr. Burney said that he'll contact the Mayor and Chief of Staff about the timing.

Mr. Burnett asked when will be possible to measure the effectiveness of the Re-Organization, he asked if six Months would be enough to verify whether it's working or adjustments should be made. There was a discussion over this subject, it was mentioned that until the candidate occupies the position and comprehend what has to be done and start performing the proper tasks probably will take more than six Months.

**APPROVAL OF 2019 CALENDAR OF MEETINGS**

**\*\* MR. HEMPSTEAD MOVED TO APPROVE THE 2019 CALENDAR MEETINGS**

**\*\* MOTION PASSED UNANIMOUSLY**

**\*\* MR. HEMPSTEAD MOVED TO ADJOURN**

**\*\* MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 7:46 p.m.

Respectfully submitted,

Marizete Venancio  
Telesco Secretarial Services

*City of Norwalk, CT  
Friday, February 15, 2019*

## Chapter 90. Operations and Public Works, Department of

### § 90-2. Chief of Operations and Public Works.

The head of the Department of Operations and Public Works shall be the Chief of Operations and Public Works, who shall be appointed by the Mayor, subject to confirmation by the Common Council, and may be removed by the Mayor at his/her discretion. The Chief shall have had at least five years of applicable executive or administrative experience prior to appointment. His/her compensation shall be fixed by ordinance. He/she shall be licensed to practice professional engineering in the State of Connecticut or shall become certified to do so within six months of assuming the position of Chief of Operations and Public Works. He/she shall have all the powers and duties hitherto conferred or imposed by law, ordinance or Charter provision on the Commissioner of Operations and Public Works and such other duties as may be required of him/her by ordinance.

**City of Norwalk**

**Job Code: 4006**

**Title:** Junior Engineer  
**Department:** Public Works/Engineering

**2405/GRADE 11**  
**Date:** 12/23/2015

**Position Definition:** Provides technical assistance in the design, construction and inspection of public works projects; performs field engineering, land survey and design work; performs computer aided design/drafting work for mapping and public works construction projects; and performs public works construction and permit inspections.

**General Duties:** Receives oral instructions or work order from assigned Supervising Engineer. Organizes and plans work according to standard procedures. Prepares technical plans, specifications and preliminary engineering designs for public works projects, including street and sidewalk construction, drainage improvements, facilities and site improvements. Investigates drainage or sewer system problems and complaints and prepares preliminary data as needed. Prepares technical reports for the supervising engineer, including supporting graphical and tabular data and charts as required. Uses computer aided design in developing preliminary and final construction design plans. Drafts original and updated property maps and construction design plans from current and previous surveyor notes, maps, deeds and related information. Prepares sketches, maps and reports. Performs complex mathematical computations in survey, design and estimating work. Performs administrative and field work as directed by Supervisor. Reports work accomplished to Supervisor.

**Additional Duties:** Inspects public works projects in progress for conformity to design, materials and schedule specifications. Prepares preliminary reports for change order consideration. Supervises interns and seasonal employees. Uses computers, surveying instruments and equipment and specialized engineering equipment.

**Supervised By:** Receives general supervision from a designated Engineer.

**Qualifications Profile:** Bachelor's degree in Civil Engineering

**Required Knowledge, Skills, and Abilities:** Working knowledge of civil engineering principals and practices. Ability to use computers and software including Microsoft Office, AutoCAD and Graphical Information System. Ability to operate surveying equipment. Ability to interpret plans and specifications. Ability to prepare clear and concise technical reports. Ability to acquire skill to operate word and data processing equipment. Ability to direct the work of others. Ability to lift objects weighing 25-50 pounds. Ability to work in poor weather conditions including heat, cold, rain or snow.

**License or Certificate:** Motor Vehicle Operator's License.

**Note:** The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

5/3/2010 Administrative Change