

# Memo

**To:** Members of the Personnel Committee  
**From:** Barbara Smyth, Chairwoman  
**Date:** March 14, 2019  
**Re:** Personnel Committee Meeting – Wednesday, March 20, 2019

---

There will be a meeting of the Personnel Committee on Wednesday, March 20, 2019 at 6:30 pm in **Conference Room 123 (first floor)**, 125 East Avenue, Norwalk, Connecticut.

PLEASE NOTE – THIS MEETING WILL BEGIN AT 6:30 PM

## AGENDA

1. Call to order / roll call
2. Public comments
3. Approval of minutes from meeting held on February 20, 2019
4. Discussion and Approval of Job Descriptions for Human Services Director and Chief of Community Services
5. Executive Session – Status of Recruitment for Recreation and Parks Director
6. Adjourn

The next regular meeting is scheduled for Wednesday, April 17, 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  
FEBRUARY 20, 2019**

**ATTENDANCE:** Barbara Smyth, Chair; Gregory Burnett, Douglas Hempstead, Nick Sacchinelli, 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. A quorum was present.

**PUBLIC COMMENTS**

There was no one present from the public.

**APPROVAL OF MINUTES FROM MEETING HELD ON JANUARY 16, 2019**

The following corrections were noted:

Page 2, under **UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS** paragraph 5, line 1: please change the following from:

“that had been enrolled for the Chief of Operations”

TO:

“that had been considered for the Chief of Operations”

Page 2, under **UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS**, last paragraph, please change the following from:

“the City pension, Mr. Burney said yes and added that the City funds those positions anyway”

TO:

“the City pension, Mr. Burney that the City funds those positions anyway”

Page 3, under **UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS**, please change the following from: “if he new the timing” to “if he knew the timing”

**\*\* MR. HEMPSTEAD MOVED TO ACCEPT THE JANUARY 16, 2019 MINUTES AS CORRECTED.**

**\*\* THE MOTION PASSED TO ACCEPT THE JANUARY 16, 2019 MINUTES AS CORRECTED WITH THREE (3) IN FAVOR (BURNETT, HEMPSTEAD AND SIEGELBAUM) AND ONE (1) ABSTENTION.**

**DISCUSSION ON INTERVIEW PROCESS FOR SENIOR CITY OFFICIALS**

Ms. Smyth said that it would be good to review on how the Mayor's positions were handled. Mr. Burney said that all the department heads report to the Mayor and have virtually the same language in their job descriptions. Mr. Burney then reviewed the selection process and said that two candidates were presented to the Mayor. When the Mayor decides which candidate he wants for DPW Director, he will have various key administrators, the Committee Chair and elected officials meet with the candidate. Before the Council Meeting, the candidate will meet with the Council Members in the caucus room and answer questions. That is the protocol that the Mayor intends to follow at this time.

Ms. Smyth said that she was uncomfortable with the limited amount of time she had to meet with Jessica. She said that when a Committee Chair brings an item to the Personnel Committee, she feels that the item has been considered and already vetted. Mr. Hempstead pointed out that there was no Council Policy on this. He said that it would be important to determine what they want in the Council Rules. Discussion followed.

Mr. Sacchinelli pointed out that it would be nice to have the Personnel Committee invited to the interview stage for the final candidate so they could meet them before the night of the appointment.

Mr. Burnett asked whether the Personnel Committee would want a caucus after meeting the candidate. Mr. Sacchinelli said that if there were many questions or concerns during the meeting, then the Personnel Committee chair could call a special meeting to discuss the concerns. Mr. Hempstead said that he did not feel that it was fair to do something with two days notice. Discussion followed.

Mr. Hempstead pointed out that the Council Rules require two weeks notice of this type of appointment.

Mr. Sacchinelli asked what the Committee's responsibility would be if these responsibilities were handled with the new protocol. Ms. Smyth said that the Committee had completed a lot of work on job descriptions and duties. They also would be working on the bonus structure.

Ms. Smyth said that there would need to be a bit more research but that the feedback would be given to the Mayor's Office.

### **COMMUNITY SERVICES DEPARTMENT DISCUSSION**

Mr. Burney said that last spring the Mayor proposed a reorganization of the departments. An Ad Hoc Committee was created. The Ad Hoc Committee had carved out a Community Services portion of the reorganizations. There were two controversial issues: one being the relocation of the recreation programs from Parks and Recreation Department. This was rejected and the program was not moved.

The second issue was moving the Fair Housing Office from the Redevelopment Agency. This position was established by a consent decree. The City has decided to move the individual to the Community Services organization.

Mr. Burney then distributed copies of a new flow chart showing the Chief of Community Services position and the new Human Service Director.

Mr. Burnett asked about how the move of the Fair Housing Attorney from the Redevelopment Agency to the City was going. Mr. Burney said that they were still working on the details, but the position would transfer over with basically the same terms as that employee currently has.

Mr. Burney said that he would bring job descriptions for the new positions, a financial analysis and how this would all fit within the budget at the next meeting.

Mr. Hempstead said that he did not know how they would create two new positions. Mr. Burney said that the previous position held by Mr. Bovilsky had been tagged as a source for the new Human Services. That position would be addressing issues such as homelessness, the vulnerable residents and those who are immigrants. Mr. Burney explained that in order to do this, an ordinance has to be created first and then the position can be filled.

Ms. Smyth said that this new director would be valuable in helping residents who needed assistance in finding various resources.

### **SALARY FOR JUNIOR ENGINEER** **EXECUTIVE SESSION**

**\*\* MR. BURNETT MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS THE SALARY FOR A JUNIOR ENGINEER POSITION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Committee members and Mr. Burney entered into Executive Session to discuss the salary for a Junior Engineer position at 7:39 p.m. They returned to Public Session at \_\_\_\_ p.m. . No motions were made, or votes taken by the Commission during the Executive Session.

**ADJOURNMENT**

**\*\* MR. HEMPSTEAD MOVED TO ADJOURN.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at \_\_\_\_ p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services

DRAFT

**City of Norwalk**

**Job Code:**

**Title:** Human Services Director  
**Department:** Community Services

**Union/Grade:** Ordinance  
**Date:** 3/14/2019

**Position Definition:** Plans, organizes, administers and supervises the City's services to children, youths, families, senior citizens and all those residents in need of assistance and those that are the most vulnerable. Provides points of contact for consultation and referral for services and resources for all those in need of City services and resources.

**General Duties:** Plans, develops, coordinates, and supervises all programs in Human Services including early childhood services, social services, Youth Services Bureau, senior services, and services for the disabled; promotes and markets human services and programs; recommends and administers policies and procedures. Prepares the annual department budget and assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests. Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains harmony among employees. Provides professional advice to Chief of Community Services; makes presentations to staff and City officials, civic groups and the general public; explains, justifies, and defends department programs, policies, and activities. Receives community input, evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets and prepares data for studies, reports and recommendations. Collaborates with other City staff as related to Human Services; applies for and administers various state and federal grants; promotes volunteerism; cooperates and maintains effective relationships with governmental agencies, community groups, agencies in developing plans to meet the needs of families and individuals in Norwalk.

**Additional Duties:** Participates in meetings, seminars and training sessions, serves as a member of various employee committees. Assists in the preparation of annual report and annual budget requests.  
Other related duties as assigned.

**Supervised By:** Receives general supervision from the Chief of Community Services.

**Minimum Qualifications:** Bachelor's degree in Business Administration, Human Services, Social Services, Education, or related field and five (5) years of experience in public administration or human/social services including two (2) years of supervisory experience.

**Required Knowledge, Skills, and Abilities:** Thorough knowledge of principles of public administration as applied to family services programming, problems, and practices; considerable knowledge of federal, state, and local legislation pertaining to children, youth, adults, senior citizens and the disabled; knowledge of funding sources for family and leisure services programs. Ability to identify and respond to community and City Council issues, concerns, and needs. Demonstrated ability to develop, market and implement progressive programs designed to deal with the problems and needs of children, youth, adults, senior citizens, and the disabled. Strong organizational skills; skill in conducting financial analysis with the ability to promote family service activities through the media; and the ability to be innovative and receptive to new ideas. Ability to prepare clear, concise and complete reports and to make reasonable conclusions and recommendations; ability to communicate effectively verbally; ability to establish and maintain effective working

relationships with other employees, community organizations, governmental agencies, officials, volunteers, the general public and media representatives. Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques. Ability to provide administrative and professional leadership and direction to subordinate staff.

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

City of Norwalk

Job Code:

Title Chief of Community Services

Grade: Ordinance

Department: Community Services

Date: 3/14/2019

**Position Definition:** This is a senior level position that directs, coordinates and ensures that continued resources are obtained and dedicated to sustain the City departments that directly affect the social well-being and health of the residents of Norwalk. Critical functions of this position include strong capacity for policy recommendations and implementation, and building strong working relationships with external and community groups. Provides support and guidance to neighborhood and community efforts to improve the overall quality of life in Norwalk. Departments supervised and administered by this position include Fair Rent and Human Relations, Library Services, Health Services and Human Services.

**General Duties:** Directs and oversees work of all Community Services departments in the City. Initiates, develops and implements policies to address human service and community needs and challenges. Develops and integrates the delivery system of community resource/asset development and human services. Plans, directs and organizes tasks associated with the provision of human and community development services and projects. Assesses and monitors work load, administrative and support systems, and internal reporting relationships to identify opportunities for improvement and implement changes. Promotes sustainable growth of community assets, with particular attention to vulnerable communities, through the coordination and integration of resources from federal, state and local sources, the private and non-profit sectors and other sources. Engages and develops a full spectrum of community partnerships in building and maintaining collaborative relationships to promote policy advocacy and efforts that address offender reentry success and recidivism prevention. Identifies future program directions, new opportunities, and innovative strategies to serve the Community Services Department mission to increase and sustain the social well-being and health of all Norwalk residents. Sustains and augments existing Community Service programming and resources, including initiating grant applications to seek funding from the full array of public and private sources. Provides guidance, assistance and support to neighborhoods in developing and implementing plans and programs including educational, social, cultural, and beautification efforts to create thriving communities. Strengthens neighborhoods through the expansion of communication networks and shared resources among educational and corporate institutions, community based organizations, residents and City officials.

**Additional Duties:** Represents the City Administration and the mission of the Community Services Department in multiple forums. Provides staff assistance to the Mayor and participates on a variety of boards, commissions and committees. Performs other related duties as required.

**Supervised By:** This position reports directly to the Mayor.

**Minimum Qualifications:** Bachelor's Degree in a closely related field and five years of experience in a responsible executive management capacity in community and program development is required. Master's Degree or other graduate degree in related field is strongly preferred.

**Required Knowledge, Skills, and Abilities:** Knowledge of the planning and management principles related to administration of human service and community development programs. Knowledge of financial management principles involving budgeting and accountability procedures. Ability to communicate effectively both in writing and orally with the public, elected officials, employees, department heads, funding sources and other human service and community development professions. Ability to plan, organize, direct and coordinate the work of lower level staff. Ability to work with department and programs to establish priorities and ensure implementation of stated goals. Ability to mobilize a full-array of agencies, common council members and residents to build



collaborative relationships to support new initiatives and maintain existing services. Ability to handle multiple projects and deal with shifting priorities.

**License or Certification:** Valid Motor Vehicle Operator's License..