

## Program Expansion Justification by Title

| Office Name   | Program | Dept  | Job Code | Job Title                                      | Status    | Union Code | Hours / Week | Grade | Current Step | MAYOR'S PROPOSED |
|---------------|---------|---|----------|--|-----------|------------|--------------|-------|--------------|------------------|
| 1 ADMIN       | 1011    | Office of Policy & Management               | JBA      | Junior Budget Analyst                          | Full Time | UAW        | 37.5         | UAV10 | 4            | \$68,270         |
| 2 OPER        | 2121    | Vehicle Maintenance                         | C332     | Equipment Mechanic                             | Full Time | IUOE       | 37.5         | OE18A | 1            | \$66,321         |
| 3 OPER        | 2121    | Vehicle Maintenance                         | LPEM     | Light Duty & Power Equipment Mechanic          | Full Time | IUOE       | 37.5         | 10L   | 1            | \$55,428         |
| 4 OPER        | 2530    | Parks & Recs Admin ( was Leisure Services A | BRC      | Business and Revenue Coordinator               | Full Time | MAA        | 37.5         | MA05  | 1            | \$78,976         |
| 5 OPER        | 2127    | Forestry                                    | TMS      | Tree Maintenance Specialist                    | Full Time | UAW        | 37.5         | UAV10 | 4            | \$68,269         |
| 6 OPER        | 2135    | Facilities Maintenance                      | FMS      | Facility Maintenance Supervisor                | Full Time | MAA        | 40           | MA07  | 4            | \$101,889        |
| 7 OPER        | 2137    | Building Inspection                         | CCI      | Commercial Construction Inspector              | Full Time | UAW        | 37.5         | UAV15 | 4            | \$110,639        |
| 8 OPER        | 2201    | Construction Management                     | C882     | Associate Engineer                             | Full Time | UAW        | 40           | UAV17 | 4            | \$90,212         |
| 9 OPER        | 2300    | HOUSING not - Land Use Administration       | HCOR     | Housing Coordinator                            | Full Time | MAA        | 37.5         | MA07  | 4            | \$101,888        |
| 10 OPER       | 2310    | HOUSING not - Planning                      | HPMR     | Housing Planning Manager                       | Full Time | MAA        | 37.5         | MA10  | 4            | \$121,979        |
| 11 PUB SAFETY | 3350    | Emergency Communications Center             | PSDS     | Public Safety Dispatch Supervisor              | Full Time | MAA        | 40           | MA07  | 4            | \$101,888        |
| 12 PUB SAFETY | 3350    | Emergency Communications Center             | C663     | Public Safety Dispatcher 1                     | Full Time | UAW        | 40           | UAV11 | 1            | \$71,475         |
| 13 PUB SAFETY | 3810    | Director of Health                          | C647     | Public Health Educator                         | Full Time | UAW        | 37.5         | UAV09 | 1            | \$58,960         |
| 14 PUB SAFETY | 3820    | Public School Health                        | C653     | Public Health Nurse - 42 Wks                   | Full Time | NUR        | 35           | NUR01 | 1            | \$53,538         |
| 15 PUB SAFETY | 3822    | Private School Health                       | MPHP     | Manager of Public Health Programs              | Full Time | MAA        | 37.5         | MA10  | 4            | \$121,980        |
| 16 PUB SAFETY | 3910    | Social Services                             | CWA      | Casework Assistant                             | Full Time | UAW        | 37.5         | UAV08 | 1            | \$55,409         |
| 17 LEGAL      | 4020    | Human Resources                             | CDLT     | Career Development, Leadership & Training Spec | Full Time | MAA        | 37.5         | MA09  | 4            | \$115,089        |
| 18 LEGAL      | 4020    | Human Resources                             | JHRG     | Junior Human Resources Generalist              | Full Time | MAA        | 37.5         | MA04  | 4            | \$85,117         |
| 19 GOV'T SERV | 1200    | Economic Development                        | C884     | Project Manager                                | Full Time | MAA        | 37.5         | MA10  | 4            | \$121,980        |

**Count By Title**

- 1      **1 Junior Budget Analyst**  
Necessary analyst support for OPM needed. Increased volume and demand for data analysis to assist OPM in keep costs down, find savings, actuals vs budget , system recording and various budget and projection analysis needs. Would offset Seasonal expense as well.
  
- 1      **2 Equipment Mechanic**  
Repairs heavy construction, road maintenance, or firefighting equipment, such as gasoline, diesel and alternative fueled trucks and equipment. The mechanic to vehicle ratio is currently 75:1 at the vehicle maintenance shop at Magee Ave. With an aging fleet of over 13 years old on average, it is very difficult to keep up with maintenance and repairs at the current staffing level.
  
- 1      **3 Light Duty & Power Equipment Mechanic**  
Makes repairs on various light duty vehicles and power equipment, such as, sedan and pickup trucks, both gasoline and diesel powered, as well as repairs to small engine equipment, including mowers, blowers, trimmers, skid steers, etc. The current employee in the position of small engine mechanic is ready to retire. Skilled small engine and light duty mechanics are very hard to find. Director Quionnes & I started a program with Wright Tech to create a "farm system" to train good mechanics.
  
- 1      **4 Business and Revenue Coordinator**  
Oversee the process of collecting and organizing analytical data, financial activities and develop strategic systems and process the growth the Parks and Recreation division to assist the continuation of all park upgrades/programming. The reorganization of the Parks and Recreation Department currently does not have the capacity to oversee this objective.
  
- 1      **5 Tree Maintenance Specialist**

To handle the all tree emergency and non-emergency maintenance, storm and planting needs throughout the City. The Board of Representative Resolution dated November 7, 2022 supporting an expansion of this department which is understaffed to handle all the vast amount of this valuable resource and asset.

1 **6 Facility Maintenance Supervisor**

The Facilities & Sustainability Department is looking to expand the department by adding one Facilities Maintenance Supervisor in the effort to distribute staffing and building allocation evenly across

1 **7 Commercial Construction Inspector**

This position would primarily inspect large commercial projects to insure work is being completed per code and will help oversee the special inspector on site. After the recent wall collapse at 821 East Main Street and the partial collapse at the Allure building I have determined that our current level of inspectors do not have enough time to spend on the larger projects. This is a safety issue.

1 **8 Associate Engineer**

To support workload with regards to new school construction projects including but not limited to attending job meetings to report back to project managers that construction is in compliance with the design and to track project progress and schedules. There are several school construction projects that received grant funds which require a lot of reporting and tracking to meet with State grant

1 **9 Housing Coordinator**

New Program and New position to implement Stamford Hosing Affordability Plan and administer Stamford Housing Programs (BMR, etc.).

1 **10 Housing Planning Manager**

New position to review zoning board applicatons and provide support to agency initiatives.

5 **11 Public Safety Dispatch Supervisor**

This is a request of the addition of five (5) Civilian Dispatch Supervisor (CDS) positions. HR is currently developing a job description that will be submitted to the Personnel Commission on or about 2/15/23. Salary to be determined by HR. These 5 positions will replace five (5) Police Sergeants (Approximate minimum cost \$500,000 not including backfill OT) who have been removed from their supervisory role in the ECC as a result of the PD reorganization. CDS's will be responsible for Supervision in the ECC, which includes administrative and operational oversight, on a 24/7 basis.

2 **12 Public Safety Dispatcher 1**

The purpose of this request is to increase the Table of Organization of Public Safety Dispatcher 1 positions from 31 to 33 in order to provide adequate human resources to address the increasing needs of the Emergency Communications Center on a 24/7/365 basis without utilizing overtime.

1 **13 Public Health Educator**

Provides health promotion and disease prevention activities through outreach, educational programs and media campaigns. Assists in the planning, implementation and evaluation of health promotion initiatives. This position is needed to strengthen the Department of Health's infrastructure to provide health promotion and disease prevention activities within the community and respond to issues

2 **14 Public Health Nurse - 42 Wks**

Public Health Nurse for Public School. The acuity of student daily medical needs, as well as the volume of students matriculated into one school building warrants the need for additional school nursing time. Partial Funding is supported by the saving from the Director of Nursing Position.

1 **15 Manager of Public Health Programs**

Under the general direction of the Director of Health, responsible for coordination and oversight of public health programming and related grants management. Monitors & evaluates public health programs to assist DoH with the financial & operational plans. Supports the Public Health infrastructure, as well as removes the requirements for a Nursing Degree to increase the pool of qualified candidates. This replaces the Director of Nursing and Dental position, resulting in a cost-savings.

1 **16 Casework Assistant**

Assist Department Staff with para -professional tasks and is crossed trained with all staff to be able to assist with residents requests, inquires, referral, application assistance, and eng/esp translation. Due to increasing request for service, current staff is not able to keep up with demand in a timely manner. This role offers continuity with work while others are out of the office. Filling the role full time would improve customer service and rapport.

1 **17 Career Development, Leadership & Training Specialist**

\* See Human Resources memo below

1 **18 Junior Human Resources Generalist**

\* See Human Resources memo below

1 **19 Project Manager**

Development develops, implements and facilitates small business support services, such as creating opportunities for access to finance, technical assistance, and business networks. To support Stamford's small businesses in quickly evolving challenging economic times, which includes navigating the adverse impacts of the pandemic, inflation, labor shortages, amongst others.

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2 upgrades to FT

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2 Approved by BOF mid year FY23

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29 Increase from Adopted FY23

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**DEPARTMENT OF HUMAN RESOURCES**

**REQUEST FOR TWO ADDITIONAL STAFF FY24**

The Department of Human Resources is presently staffed by 14 full-time positions. The City's workforce of 1,500 regular employees with an approximate 500 additional seasonal and temporary employees during the summer season results in an HR staffing ratio of 0.78 per 100 employees. The request to add two new positions to 16 HR staff will increase the staffing ratio to 0.98 per 100 employees. The Society for Human Resources Management (SHRM) has reported that for all organizations the staffing ratio per 100 employees is 2.57<sup>1</sup>. The staffing ratio varies depending on the size of the organization and to the extent that employees are represented by unions and the number of unions representing employees. A minimum of 1.4 HR staff per 100 employees is the general acceptable standard.

**Junior Human Resources Generalist**

To better meet the needs of the City's departments and provide comprehensive and timely support documents to the Personnel Commission we are seeking an increase in headcount for one new position of Junior Human Resources Generalist and eliminating a Retiree Benefits position replacing it with another Junior Human Resources Generalist. The two additional Junior Human Resource Generalist positions will

Junior Human Resources Generalist. The two additional Junior Human Resource Generalist positions will provide much needed support to the existing two Human Resources Managers and will perform the following activities:

- Researching departmental requests for new positions due to changing business needs and departmental reorganizations.
- Draft job descriptions for review by the Human Resources Managers and approval by the Personnel Commission.
- Conduct salary surveys and other compensation analysis in support of presenting salary grade allocations to the Personnel Commission for new positions, reclassified positions and for hiring above themed point of salary grades.
- Conduct research in preparation for collective bargaining and other labor-management matters.
- Assist and conduct preemployment examinations including police and fire entry level exams that require considerable HR support due to the large volume of candidates and pre-employment administrative requirements.

#### Career Development, Leadership and Training Manager

This position is designed to administer the City's training and development programs including those training activities offered through the City of Stamford Leadership and Training Institute. In FY 23 we are on track to provide training to approximately 260 employees. For FY 24 we are proposing a budget that will increase the number of employees trained to approximately 500. In addition, this position will take on the responsibility for the mandated sexual harassment and ethics training which is required periodically by state statute and city charter for all city employees. The incumbent in this position also will develop, administer, and train supervisors in conducting employee performance evaluations for approximately 1,500 city employees. Presently performance evaluations are only administered to newly

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<sup>2</sup> Workforce Analytics: A Critical Evaluation, How Organizational Staff Size Influences HR Metrics (2015), SHRM

hired employees during their probationary period. Generally, about 5% of all performance evaluations result in ratings that require a performance improvement plan, which for our employee population would result in approximately 75 performance improvement plans annually to develop and monitor. The incumbent would also administer the various tuition reimbursement programs negotiated in a number of collective bargaining agreements. Collectively, the annual budget for these programs is \$385,000.