

February 11, 2010

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, February 18, 2010
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to create the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
0621	Labor Relations Administrator	(M03) \$61,228.96 – \$119,394.08

ITEM 2: Request to change the title and pay range of the following classification:

FROM

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>
2023	Public Works Special Project Administrator	(M03) \$61,228.96 – \$119,394.08

TO

<u>CLASS CODE</u>	<u>PROPOSED CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
2023	Public Works Liaison and Compliance Administrator	(M02) \$48,821.76 - \$99,569.60

ITEM 3: Miscellaneous Discussion.

PC: Joan Ross, City Clerk
Greg MacLean

LABOR RELATIONS ADMINISTRATOR

NATURE OF WORK

This is administrative and supervisory work coordinating the activities of the City and County Labor Relations and Classification and Compensation Division of the City-County Personnel Department. Works with the County Board of Commissioners, City and County Department Heads, City Council and Mayor as an Assistant to the Personnel Director.

Work involves responsibility for developing and administering the policies and procedures related to labor relations and classification and compensation. Work may also include oversight and administration of the Police and Fire Pension Plan; assisting the Personnel Director in labor relations and negotiations; and code and contract interpretation and administration. An employee in this classification is also responsible for recommending new, and interpreting existing, personnel policies, rules and regulations. Work is performed with considerable independence and is reviewed by the Personnel Director through conferences and results achieved. Supervision is exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Interprets the rules, policies, practices, and labor contracts to departmental officials, employees, professional groups, and the public; confers with departmental officials regarding personnel-related needs and problems; evaluates suggested policies offered by departments and employees.

Assists the Personnel Director in employee and public relations programs and in the establishment of standards, procedures, forms, and regulations relative to the Classification and Compensation Division; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.

Negotiates, or assists in negotiating, labor contracts and agreements with recognized bargaining units covering conditions of employment, management rights, employee rights, wage increases and benefits; develops proposals and compiles statistics for each bargaining unit.

Researches and interprets provisions of union contracts, City ordinances, County rules, Department of Labor rulings (FLSA), Commission of Industrial Relations rulings, and other judicial rulings.

Supervises and coordinates the activities of the Classification and Compensation Division; supervises and evaluates subordinate employees.

Interprets the County Rules, City Code, policies and labor contracts to department officials, employees, professional groups and the public; confers with department officials regarding personnel related needs and problems.

Consults with department heads, division supervisors, employees and unions concerning interpretations of personnel rules and regulations, City Code, County Rules, and labor contracts; consults with supervisors or union representatives to determine ways of alleviating personnel and contract issues.

Oversees the Police and Fire Pension Administration and operations.

Develops and implements the Management Academy to train and develop new leaders and managers for City Departments.

Attends meetings of the City Council and County Board of Commissions as necessary or as requested by the Personnel Director.

Acts as the Departmental expert with regard to the Commission of Industrial Relations with issues relating to potential exhibits and testimony.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of personnel administration as they relate to job analysis, salary and benefit administration, labor negotiations, Fair Labor Standards Act, Nebraska Commission of Industrial Relations, and other appropriate federal, state, and local laws and regulations.

Thorough knowledge of the organization of city and county government and of the types and content of the wide variety of positions utilized.

Thorough knowledge of the principles of supervision, organization and administration.

Thorough knowledge of statistical methods and concepts as they apply to compensation and benefits.

Considerable knowledge of current trends, developments and modern techniques in the fields of classification and compensation administration, and labor relations.

Ability to effect public policy through contract negotiations and implementation of rules, policies and procedures.

Ability to research and perform detailed analysis on program, policy or contract changes to estimate cost and/or operational impacts.

Ability to make professional and administrative decisions within the framework of overall department policy.

Ability to present ideas clearly and concisely both orally and in writing.

Ability to coordinate, assign, and evaluate the work of paraprofessional employees.

Ability to establish and maintain effective working relationships with subordinates, City-County officials, employees, representatives of other agencies and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in personnel, public or business administration or related field and considerable experience coordinating the classification and compensation activities in a centralized personnel department at the municipal level of

government. An accredited master's degree in an appropriate field may be substituted for a proportionate amount of experience requirements.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in personnel, public or business administration, or related field and experience involving the administration of a classification and compensation system; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Approved by: _____
Personnel Director

11/2009

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