

PERSONNEL BOARD

July 15, 2010

MEETING

Meeting was held on Thursday, July 15, 2010, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ruth Jones, Sarah Jones, Maggie Stine, Pat Borer, Ed Wimes. Personnel Department resource staff attending: Karen Eurich.

The meeting was opened at 1:35 p.m. by Chair Pat Borer.

Agenda Item 1 was the request to create the classification 5207 Equipment Operator III (N19). Agenda Item 2 was the request to change the pay range of the following classifications: 5008 Laborer I from N09 to N12; 5009 Laborer II from N11 to N14; 5021 Environmental Compliance Technician from C19 to C24; 5225 Utility Equipment Operator I from N13 to N15; and 5226 Utility Equipment Operator II from N17 to N18. Agenda Item 3 was the request to change the pay range and revise the classifications 5205 Equipment Operator I from N13 to N15, and 5206 Equipment Operator II from N17 to N18. Agenda Item 4 was the request to change the class code, title and pay range of and revise the classification from 5033 Landfill Operator III (N19) to 5208 Equipment Operator IV (N20). John Cripe of the Personnel Department explained Agenda Items 1 through 4, with the exception of class code 5021 in Agenda Item 2, are all related for approvals and requested approval of Agenda Items 1 through 4 together. John Cripe explained this process will reduce the number of classifications in the PAGE pay plan from 14 classes to 6 classes in this series of classifications. These changes are being made as part of labor negotiations, as the Union agreed to doing a study regarding roughly 150 employees in the Public Works and Parks and Recreations Departments. Each employee was given a questionnaire that they completed and interviews were done with each employee. Employees will be reallocated upon approval of the classifications and will receive a one step pay increase of 3.5%. John Cripe indicated there is a timeliness factor involved in this approval to be able to place it before the City Council and be able to move forward with the new 2010-2011 fiscal year pay plan, which has an effective date of August 19, 2010. The request to change the pay range of 5021 Environmental Compliance Technician is a classification within the LCEA bargaining group, and the union has agreed to the change. This classification is located in Public Works at the Landfill, and contains one employee. This pay range change will bring the classification into the proper range with other like cities. Following discussion, it was moved by Ed Wimes and seconded by Sarah Jones to approve Agenda Items 1, 2, 3, and 4 as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to revise the classification 5344 Assistant Superintendent of Wastewater Collection (A14). John Cripe of the Personnel Department explained this classification is currently vacant and is located in the Public Works Department/Wastewater Division. The classification was previously held by a long-time employee and now that it is vacant, it is the desire of the Department to change the requirements to gain better qualified applicants during the recruitment period. The changes are being made at the request of the Department. Following discussion, it was moved by Maggie Stine and seconded by Ruth Jones to approve the revisions as presented. Voting yes: Ruth Jones, Sarah Jones, Maggie Stine, Pat Borer. Voting no: Ed Wimes.

Agenda Item 6 was the request to change the title of the classifications 1307 Stores Clerk II to Stores Clerk, 5326 Meter Reader II to Meter Reader, and 5539 Parks Plumber II to Parks Plumber. Agenda Item 7 was the request to delete the classifications: 1040 Publications Specialist; 1214 Right of Way Technician; 1218 Real Estate Clerk; 1306 Stores Clerk I; 3619 Environmental Health Technician; 5104 Maintenance Mechanic; 5303 Utility Service Technician; 5325 Meter Reader I; and 5538 Parks Plumber I. John Cripe of the Personnel Department indicated Items 6 and 7 go together. The deletions in Agenda Item 7 are all classes that are currently vacant, and in the PAGE bargaining unit. Currently the PAGE bargaining unit has over 100 classes and this will help reduce the number of classes and will help with comparability, and job matches with other

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cities. Due to the deletion of the lower classifications for Stores Clerk, Meter Reader and Parks Plumber, it is then necessary to change the titles of the higher classifications from the II designation to just a plain designation for each classification. Following discussion, it was moved by Sarah Jones and seconded by Maggie Stine to approve Agenda Items 6 and 7. Voting yes: Sarah Jones, Maggie Stine, Pat Borer, Ed Wimes. Abstaining: Ruth Jones.

Agenda Item 8 was the request for ordinance reflecting pay increase of 1.25% to be effective August 19, 2010 for pay ranges prefixed by an 'M'. John Cripe of the Personnel Department explained this pay increase was for the labor agreement with the 'M' Management employees. The contract agreement with the union was approved in February for a two year contract. However, the City Council approved the two years as separate contracts. This item will approve the increase for the fiscal year 2010-2011 contract for this group. Following discussion, it was moved by Maggie Stine and seconded by Ed Wimes to approve Agenda Item 8 as presented. Voting yes: Ruth Jones, Sarah Jones, Maggie Stine, Ed Wimes. Abstaining: Pat Borer.

It was moved by Maggie Stine and seconded by Ruth Jones to approve the minutes of the May 20, 2010 meeting. Voting yes: Ruth Jones, Sarah Jones, Maggie Stine, Ed Wimes. Abstaining: Pat Borer.

Agenda Item 9 was miscellaneous discussion. Board Member Ed Wimes informed the Board that he received a call from a City employee complaining that it took three years for a reallocation of their position to take place. Ed Wimes then explained the reallocation process that the State Personnel has to the Board. Board Member Pat Borer informed the Board of the results of a meeting he had with Personnel Director Mark Koller regarding the employee complaint, and the resolution to the reallocation request. Ed Wimes questioned the Board's approval of the classifications before them at today's meeting and the ability of the Personnel Department to make changes to classifications without Personnel Board approval. Ed Wimes also indicated he would like to see classifications signed off by the Personnel Director or a memo from the Personnel Director that the classes have been reviewed and approved by him. Following discussion, the Board indicated to Karen Eurich they would like the following agenda items placed on the Agenda for the next Personnel Board meeting: 1. City Attorney Opinion on approvals of classifications that need to come to the City Personnel Board members. 2. Explanation from Personnel Director Mark Koller on the previously discussed job audit complaint.

Karen Eurich informed the Board at the next meeting it would be time for election of Chair and Vice-Chair. Following discussion, Ed Wimes moved for the next Chair to be Sarah Jones. Motion died for lack of second.

There being no further business, the meeting adjourned at 2:45 p.m.

The next scheduled meeting is tentatively set for Thursday, August 19, 2010.

Karen Eurich
Personnel Operations Specialist

PC: Joan Ross, City Clerk
Greg MacLean
Lynn Johnson
Don Taute