April 14, 2016

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, April 21, 2016
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to create the following classification:

CLASS CODE	CLASS TITLE	PROPOSED PAY RANGE
1525	GIS Technician	C25 ($44,112.64 – $56,328.48)

ITEM 2: Request to revise the following classifications:

CLASS CODE	CLASS TITLE	
1524	GIS Analyst	A14
3140	Police Records Supervisor	C24

ITEM 3: Request to delete the following classifications:

CLASS CODE	CLASS TITLE	
4106	Library Assistant I	N11
4107	Library Assistant II	N18
4108	Library Assistant III	C16
4109	Library Systems Coordinator	A15
4110	Librarian I	A06
4111	Librarian II	A10
4112	Librarian III	A12
4113	Librarian IV	A16
4120	Library Supervisor I	C18
4121	Library Supervisor II	A07
4122	Library Supervisor III	A11
4123	Library Supervisor IV	A13

ITEM 4: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Brian Jackson Thomas Shafer
Pat Leach

ACCOMMODATION NOTICE
The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

GIS TECHNICIAN

NATURE OF WORK

This is responsible work creating and maintaining the City's Geographic Information Systems database. Work involves performing assigned data management research, maintains and provides technical support for an assigned departmental GIS database. General supervision is received from an administrative superior with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Collects, compiles and integrates GIS and GPS data by entering data; creates, updates and maintains Metadata.

Assists with on-going maintenance of utility asset inventory records; follows versioned editing rules as defined.

Uses GIS analysis tools to run queries and generate reports and customized maps as needed.

Performs field work to gather information and spatial location of assets

Creates graphic output in the form of maps, charts, and other presentation materials upon request by employees or public.

Provide technical support to a variety of internal and external customers; participates in technical support for various GIS and GPS projects.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and ability to utilize cartographic practices to effectively communicate mapping related data into printed or digital formats.

Knowledge of editing and mapping techniques using ESRI desktop software (ArcGIS Desktop Basic, ArcGIS Desktop Standard, or ArcGIS Desktop Advanced).

Knowledge of GPS devices and the processing of GPS data.

Ability to perform research on various projects including paper history and field review.

Ability to interpret engineering drawings, legal descriptions and construction as-built.

Ability to work within a team environment.

Ability to create, edit, and maintain Geospatial features and attributes from GPS hardware, digital data, scanned data, legal descriptions and metes and bounds.

Ability to create, edit, and maintain Metadata on new or existing Geospatial datasets.

Ability to install and modify desktop computer hardware and software related to GIS.

Ability to understand and follow complex oral and written instructions.

Ability to prepare a variety of technical memorandums and reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, engineering, geography or related field and four years of experience working with computer software, hardware and operations systems related to geographic information systems.

MINIMUM QUALIFICATIONS

Associates degree in geographic information systems, computer science, engineering, geography or related field and two years of experience working with computer software, hardware and operations systems related to geographic information systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Certificate in Geographic Information Systems or equivalent.

GIS ANALYST

NATURE OF WORK

This is professional and technical work processing, integrating and maintaining geographic and temporal data, creating and updating computerized macros, and producing advanced level cartographic materials utilizing advanced Geographic Information System (GIS) technology.

Work involves integrating, updating and maintaining GIS records and producing advanced-level digital file and hard copy maps. Work also involves assisting in the development, implementation, modification, and maintenance of GPS and GIS data processing systems; creating and maintaining ARC Macro Language files; and developing special reports for agencies with City and County government, private citizens and community organizations. General supervision is received from an administrative superior with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Develops, coordinates and maintains GIS graphic and associated database files in ArcInfo, ORACLE and other software as applicable

Designs and coordinates the development of integrated GIS data sets, linking both spatial and non-spatial data for special projects, detailed studies and GIS server enhancement.

Maintains existing geo-spatial data sets on the GIS server using ArcInfo and/or ArcView software and its related sub-modules.

Produces and maintains graphic output in the form of maps, charts and other presentation materials for the City Council, County Board, Planning Commission, general public, developers, consultants and other miscellaneous board and committees.

Maintains and keeps up-to-date all digital files which are for sale to private agencies and individuals; writes projection files in AML to accomplish reprojections and conversions.

Assists in the calibration, maintenance and use of computer models to determine the environmental, fiscal and other impacts of various development proposals and other impacts various planning documents.

May train others in the use of the ArcView GIS-software package; ensures written documentation is distributed to participants.

Maintains and troubleshoots various hardware and software.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of software, hardware and computer operating systems and utilities used as the tools of program development.

Considerable knowledge of mapping techniques and procedures as related to the creation, revision and updating of maps within area of responsibility.

Considerable knowledge of ArcView and/or ArcInfo computer software.

Ability to understand and follow complex oral and written instructions.

Ability to prepare a variety of technical memorandums and reports.

Ability to work independently on a variety of assigned projects with only periodic and general supervision and instructions.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in geographic information systems or related coursework or ~~extensive~~ nine years of qualified experience

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by college-level~~ an accredited four-year college or university with coursework in computer science, planning, geography or related field and ~~considerable~~ four years of experience working with computer software, hardware and operations systems related to geographic information systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~1/2001~~
4/2016

PS1524

POLICE RECORDS SUPERVISOR

NATURE OF WORK

This is responsible supervisory work coordinating ~~the clerical~~ technical and complex administrative support operations on an assigned shift ~~or~~ and verifying, correcting, and updating all data entered in the Criminal Justice Information System. This is a civilian position.

Work involves planning, assigning and supervising the work performed by subordinate clerical personnel; coordinating and analyzing work methods and flow to achieve maximum operating efficiency; ~~participating in the preparation of an initial section budget request;~~ and interpreting administrative policies and procedures based upon explanation by superior. Work also involves interviewing applicants for employment and participating in hiring decisions; participating in the training and orientation of new employees; and evaluating the performance of subordinate ~~clerical~~ employees. Supervision is received from the Police Records Manager with work being reviewed in the form of reports, conferences and overall performance of assigned shift. Direct and/or functional supervision is exercised over subordinate ~~clerical staff members~~ employees.

EXAMPLES OF WORK PERFORMED

Supervises subordinate ~~clerical~~ employees including planning, assigning and reviewing work performed~~; and coordinates and analyzes work methods and flow to achieve maximum operating efficiency~~.

~~Participates in the preparation of the initial sectional budget request.~~

~~Interprets administrative decisions and policies based upon explanation by superior.~~

~~Interviews applicants for employment and participates in hiring decisions; participates in the training and orientation of new employees; and evaluates the performance of subordinate clerical employees.~~

Reviews monthly reports in accordance with Uniform Crime Reporting and Departmental guidelines to maintain integrity and accuracy of police reports subject to audit by Nebraska Commission on Law Enforcement and Criminal Justice.

Verifies, corrects and updates all information entered into the Criminal Justice Information System by the Police, Municipal Court, City Attorney, County Attorney, Sheriff, and Corrections Departments; notifies affected department of any C.J.I.S. data correction; and produces requested information from the database.

Conducts scheduling as required and ensures adequate staffing of the Records Unit.

Operates specialized computer systems to obtain NCIC and NCJIS criminal history information, drivers' abstracts, etc.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management and maintaining a records system.

Considerable knowledge of Federal UCR guidelines, State statutes, and City ordinances.

Considerable knowledge of the geography of the city.

Knowledge of organizational and administrative policies and procedures.

Ability to maintain complex and confidential police records and prepare reports from such records.

Ability to plan, organize, supervise and assign the work of ~~clerical~~ subordinates.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to write standard operating procedures in a clear and concise manner as well as monitor and ensure compliance of said procedures and related documentation.

Ability to communicate effectively both orally and in writing and deal tactfully and courteously with the public, co-workers and outside agencies.

Skill in operating ~~a computer terminal~~ various office machines including computer, scanner, micro-viewer, transcription equipment and software, as well as other common office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, including or supplemented by coursework in business education, business management, ~~and typing~~ records technology and computers; and ~~considerable~~ 4 years of experience in office management and general ~~clerical~~ administrative support work, including 2 years of experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent, plus experience in typing and ~~general clerical work~~ maintaining records, including ~~some~~ 6 months of experience in a responsible supervisory ~~clerical~~ capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees must obtain and maintain Certification on the National Crime Information Center computer system.

Employees must obtain and maintain a general notary public designation.

~~Revised: 3/84~~
~~Code Change: 8/95~~
4/16

PS3140