

June 9, 2011

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, June 16, 2011
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>
2417	Business Development Specialist	(A12) \$48,474.40 – \$64,654.72

ITEM 2: Request to amend Section 2.76.135 of the Lincoln Municipal Code — Compensation Plan; Merit Pay Plan Established.

ITEM 3: Request to amend Section 2.76.200 of the Lincoln Municipal Code — Compensation Plan; Temporary Assignment in a Higher Classification.

ITEM 4: Miscellaneous Discussion.

PC: Joan Ross, City Clerk
Directors

BUSINESS DEVELOPMENT SPECIALIST

NATURE OF WORK

This is a professional position identifying opportunities to market the services of Aging Partners to the medical community, health care systems, human service businesses, insurance companies, home building industry and the general public in ways that will generate revenue.

The position will collaborate with local community partners to expand the revenues available to support the activities and programs of Aging Partners. Position will lead segments of the Agency from the current social service model to a business model where appropriate. Independent judgment is exercised in the application of professional skills and principles within the framework of established governmental and department guidelines and policies. Supervision will be exercised over subordinate staff that provide both subsidized services and fee for service activities.

EXAMPLES OF WORK PERFORMED

Reviews existing programs to identify revenue generating opportunities; researches cost recovery programs in use by other related agencies for applicability within Aging Partners.

Directs the implementation of the revenue generating opportunities; works with the Director, Public Relations and Marketing Manager and others in the Agency and community.

Builds partnerships with hospitals, health departments, insurance companies, the state insurance agency, Nebraska AARP, home health care agencies and others to develop and expand revenue generating business opportunities.

Develops cost analysis, budget documents and workplans for programs recommended for implementation; works with the senior management team to identify staff and training needs.

Identifies grant opportunities that can provide support for implementation of sustainable fee for service programs and works with grant writers to create compelling case statements that will result in start-up capacity funding.

Plans, organizes, reviews and supervises the work of subordinates engaged in fee for service activities.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of principles and methods of organization and management.

Knowledge of non-profit and for-profit organizations.

Ability to analyze problems and opportunities, plan and implement programs designed to generate revenue for the Agency.

Ability to establish and maintain effective working relationships with community leaders, public officials and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, finance, marketing, public relations or related field; plus considerable experience in business development, finance, marketing, public relations, or related field, and experience working with non-profit and/or for-profit organizations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration, finance, marketing, public relations or a related field plus experience in business development, finance, marketing, public relations, or related field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

06/2011

PS2417

2.76.135 Compensation Plan; Merit Pay Plan Established.

For the purpose of compensating employees on the basis of progressive improvement in job or professional performance in the city service, there is hereby established a merit pay plan of the City of Lincoln which shall consist of established pay ranges for each job classification with ~~approximate three and one-half percent~~ set percentage merit pay separations for pay ranges prefixed by "N" or "X"; three and one-quarter percent merit pay separations for pay ranges prefixed by "A"; and two and three-quarters percent merit pay separations for pay ranges prefixed by "C" or "E" therein. Employment will usually begin at step "A", although candidates for employment with special qualifications may be employed at an intermediate step in a pay range upon the request of the appointing authority and with the approval of the Personnel Director. The maximum merit pay rate shall be step "J". Job classifications shall have a maximum of ten merit pay steps; however, there may be job classifications where less than ten steps may be used to reflect the appropriate minimum and maximum pay rates.

2.76.200 Compensation Plan; Temporary Assignment in a Higher Classification.

(a) Any regular employee in a pay range prefixed by "C" who is temporarily assigned to work in a budgeted position in a class with a higher maximum salary than the maximum salary of such employee's regularly assigned class and who actually works at least eight or more consecutive hours in the higher classification shall be compensated at the minimum rate established for the higher class, or at the next higher step in the higher class above the employee's current rate of pay, which results in at least a 2.75% increase, whichever is greater.

(b) Any regular employee, in a pay range prefixed by "N", "X", or "E" who is temporarily assigned to work in a permanent position in a class with a higher maximum salary than the maximum salary of such employee's regularly assigned class and who actually works a minimum of eight or more consecutive hours in the higher classification shall receive at least a step increase in pay for the original eight consecutive hours worked plus any additional consecutive hours worked in the higher classification. The employee who is temporarily assigned to serve, and actually does serve in a higher level position, must be fully qualified to perform the full range of duties of the higher level position, even though he may not actually perform the full range of duties during the time he is temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a higher classification and requests and receives approval for paid leave, such paid leave shall be compensated at the employee's rate of pay prior to being temporarily assigned to the higher classification.

(c) Project Leader. When an employee is required to perform duties outside of his normal job duties due to special or unusual circumstances, a department head or his designated representative may appoint such employee to serve as a project leader. The appointment shall last no longer than the length of the project, or for one year, whichever is less. If an employee with a pay range prefixed by "M" is appointed as a project leader, he shall receive an increase in compensation of up to ten percent while in the status of project leader. If an employee with a pay range prefixed by "A", "C", or "E" is appointed as a project leader, he shall receive an increase in compensation of two steps above his current rate of pay while in the status of project leader. The appointment must be approved by the Director in whatever form he may require.

(d) Crew Leader. A department head or his designated representative may appoint any employee to serve as crew leader. The appointment shall be for the purpose of performing duties outside of his normal job duties as they relate to a special project assignment or performing duties outside of his normal job duties for the purpose of performing work that needs to be done to accomplish the daily work of the department or division. The appointment may last up to one year and may be extended, with review by the Director, due to special circumstances. If an employee with a pay range prefixed by an "X" or "N" is appointed as a new crew leader, he shall receive an increase in compensation of one step above his current rate of pay, or three and one-half percent if at ~~step 1~~ the maximum of the pay range. The appointment must be approved by the Director in whatever form he may require.