

November 12, 2020

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, November 19, 2020
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of minutes from the October 17, 2019 and June 18, 2020 meetings.

ITEM 2: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
1994	Operations Analyst	C34 (\$60,446.88 - \$77,184.64)
5604	Transit Dispatcher	C18 (\$41,019.68 - \$52,380.64)

ITEM 3: Request to revise the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
3008	Battalion Chief	(M06)
3017	Battalion Chief	(M56)

ITEM 4: Request to delete the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
2106	Planning Assistant

ITEM 5: Request an ordinance to approve a one time lump sum payment in the amount of 1% for those employees whose pay ranges are prefixed by 'X'.

ITEM 6: Request an ordinance to approve a one time lump sum payment in the amount of 1% for those employees whose pay ranges are prefixed by 'E'.

ITEM 7: Request an ordinance to approve a one time lump sum payment in the amount of 1% for those employees whose pay ranges are prefixed by 'W'.

ITEM 8: Request to amend Section 2.76.385 of the Lincoln Municipal Code – Funeral Leave

- ITEM 9: Request to amend Section 2.76.405 of the Lincoln Municipal Code – Absence Without Leave
- ITEM 10: Election of Chair
- ITEM 11: Election of Vice-Chair
- ITEM 12: Miscellaneous Discussion
- pc: City Clerk
Directors
Don Taute

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.

OPERATIONS ANALYST

NATURE OF WORK

This is responsible analytics work supporting divisions within Lincoln Transportation and Utilities.

Work involves responsibility for assisting with analyzing, developing and coordinating innovative best practices and performance management strategies. Work includes providing a data driven approach to support division heads in the development and reporting of performance measures and identification of strategies and efficiencies focused on organizational improvement. Work is performed independently with work being reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Evaluates business processes and practices for efficiency, cost and other important and beneficial metrics; gathers information by observing workflows, studying department reports, conducting employee interviews, facilitating work sessions and other methods of gathering important information and data.

Determines appropriate methods to analyze operations, relevant information and data; identifies and develops essential data for use in the management and direction of programs.

Documents findings, prepares reports and makes recommendations; delivers reports to department on industry trends and makes suggestion on how to maximize identified trends.

Communicates insights with Director and executive team; prepares detailed reports.

Creates dashboards and tools to summarize and visually represent complex data in a simple end-user experience.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices, methods and techniques of organizational improvement and management.

Considerable knowledge of the principles, practices, methods, and techniques of data collection and analyses.

Knowledge of performance management techniques.

Knowledge of project management and planning.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, mathematics, accounting, computer science, engineering or related field with three years of experience in data reporting and analysis or any equivalent combination of training and experience that would provide the required knowledge, abilities and skills.

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PS1994

TRANSIT DISPATCHER

NATURE OF WORK

This is responsible technical and complex work receiving and dispatching calls on an assigned shift.

Work involves utilizing various technologies used by the Transit Dispatch Center to receive and dispatch calls for transit personnel. Work also involves utilizing Automatic Vehicle Location (AVL) software, bus camera software, paratransit scheduling software and fixed route software. An employee in this class exercises judgment following well established procedures. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Verifies all work is filled on a daily basis; implements and adjusts the daily schedules that were developed; updates extra board work as needed and logs daily activities.

Receives calls for service from the public, city personnel and other agencies; prioritizes the calls and schedules customers appropriately; responds to citizen's questions, inquiries and complaints.

Dispatches transit operators, field supervisors, maintenance personnel or other units as required; notifies key StarTran personnel depending on the severity of the situation.

Maintains contact with personnel responding to calls; relays information, answers questions and assists operators; utilizes the AVL system to monitor bus movements and on time performance; responds to email notifications regarding the mechanical status of busses including bus charging levels.

Keeps updated on road conditions, detours and weather information; informs appropriate personnel of conditions.

Conducts yard checks on a daily basis.

Assists during emergency activities including evacuations.

Trains new employees utilizing standard operating procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of radio communications.

Knowledge utilizing computer equipment and phones.

Knowledge of the names and locations of principal streets and buildings.

Knowledge of transit buses, routes and stop locations.

Knowledge of StarTran policies and procedures.

Ability to obtain accurate and complete information from callers.

Ability to speak clearly and concisely in a well modulated voice and to use good diction.

Ability to understand and follow moderately complex oral and written instructions and procedures.

Ability to establish and maintain effective working relationships with public safety officials, co-workers and the general public.

Skill in transit technologies.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and one year of experience in a transit system; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

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PS5604

BATTALION CHIEF

NATURE OF WORK

This is responsible administrative and supervisory work directing and coordinating Fire Department activities within an assigned district on an assigned shift.

Work involves responsibility for the command of all firefighting, rescue and emergency activities in a major geographical area of the City on an assigned shift. Work also includes participating in the formulation of departmental policies and procedures; participating in the preparation and administration of the budget; preparing and submitting a variety of statistical and operational reports; and conducting research on assigned subjects and preparing reports based on findings. An employee in this classification has overall responsibility for stations, personnel and equipment within an assigned district. Work is performed in accordance with departmental regulations and requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergency situations. Supervision is received from an Assistant Fire Chief with work being reviewed in the form of reports submitted and overall effectiveness of company firefighting and medical emergency activities. Supervision is exercised over subordinate Fire Captains, Fire Apparatus Operators, Firefighters and Firefighter/Paramedics.

EXAMPLES OF WORK PERFORMED

Participates in the formulation of departmental policies and procedures by reviewing existing operations and recommending improvements.

Compiles and calculates statistical data in the preparation and administration of the annual budget; reviews and approves routine budgetary expenditures.

Maintains departmental discipline and order; enforces rules and regulations; reviews and investigates reports from Fire Captains of violations of rules and regulations; recommends disciplinary actions; and regularly inspects readiness of personnel and equipment.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects; and prepares reports and makes recommendations based on findings.

Responds to emergencies on an assigned shift; relieves subordinate Fire Captains of command upon arrival at fire scene; emergency incident operations; manages incident resources; and provides for safety of responders on incident scene.

Evaluates Fire Captains within assigned fire district; records personnel data received from stations in assigned district including attendance, sick leave, vacation, and time spent at a higher level classification; and assigns Firefighters, Firefighter/Paramedics, Fire Apparatus Operators and Fire Captains to engine and truck companies within assigned fire districts; may interview and rate or hire firefighter applicants.

Performs regular inspections of personnel, quarters, equipment and records and reports on conditions; participates in fire training activities including drills, lectures, demonstrations and other instructional procedures.

May assume command and responsibility in the absence of the Fire Chief as delegated by the Fire Chief.

Develops public awareness and public education programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern principles, methods and procedures of fire administration and organization.

Thorough knowledge of firefighting methods and equipment as well as fire prevention techniques.

Thorough knowledge of the use and care of modern firefighting equipment and apparatus.

Thorough knowledge of the geographical layout of the City, including the location of streets, fire hydrants, and major fire hazards located therein.

Thorough knowledge of departmental rules and regulations, as well as the laws and ordinances affecting fire department operations.

Thorough knowledge of fire prevention codes, practices and policies.

Thorough knowledge of the Lincoln emergency medical system.

Thorough knowledge of the principles of management and organization.

Considerable knowledge of emergency medical treatment, resuscitation, and other rescue techniques.

Knowledge of Lincoln EMS Medical Protocols and the Lincoln/Lancaster Multiple Casualty Incident Plan.

Knowledge of research techniques, methods and procedures, and ability to analyze and interpret data and submit reports based on analysis.

Ability to command large-scale operations of personnel and equipment under emergency conditions involving danger to life and property.

Ability to analyze situations correctly and quickly, and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.

Ability to analyze administrative problems and situations, and to present appropriate facts and recommendations concisely, in written or oral form.

Ability to plan, assign and direct the work of a number of subordinate operating units, and to direct the work of subordinate employees under emergency conditions.

Ability to establish and maintain effective working relationships with City officials, subordinates, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, fire protection technology or related area, or six years of experience performing firefighting activities including ~~six months~~ three years of experience in a supervisory capacity not lower than Fire Captain; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements as well as length and type of fire service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Completion of the following Captain Certification courses: A) Fire Instructor I; B) Fire Officer I; and C) Fire Officer II, or courses that satisfy the fire and emergency services management (FESM) certificate requirements.

Possession of State of Nebraska certification as a Fire Fighter I or equivalent.

Possession of a valid Emergency Medical Technician (EMT) or EMT-Paramedic license at time of appointment is necessary to the satisfactory performance of assigned duties.

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PS3008

BATTALION CHIEF

NATURE OF WORK

This is responsible administrative and supervisory work directing and coordinating Fire Department activities within an assigned district on an assigned shift.

Work involves responsibility for the command of all firefighting, rescue and emergency activities in a major geographical area of the City on an assigned shift. Work also includes participating in the formulation of departmental policies and procedures; participating in the preparation and administration of the budget; preparing and submitting a variety of statistical and operational reports; and conducting research on assigned subjects and preparing reports based on findings. An employee in this classification has overall responsibility for stations, personnel and equipment within an assigned district. Work is performed in accordance with departmental regulations and requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergency situations. Supervision is received from an Assistant Fire Chief with work being reviewed in the form of reports submitted and overall effectiveness of company firefighting and medical emergency activities. Supervision is exercised over subordinate Fire Captains, Fire Apparatus Operators, Firefighters and Firefighter/Paramedics.

EXAMPLES OF WORK PERFORMED

Participates in the formulation of departmental policies and procedures by reviewing existing operations and recommending improvements.

Compiles and calculates statistical data in the preparation and administration of the annual budget; reviews and approves routine budgetary expenditures.

Maintains departmental discipline and order; enforces rules and regulations; reviews and investigates reports from Fire Captains of violations of rules and regulations; recommends disciplinary actions; and regularly inspects readiness of personnel and equipment.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects; and prepares reports and makes recommendations based on findings.

Responds to emergencies on an assigned shift; relieves subordinate Fire Captains of command upon arrival at fire scene; emergency incident operations; manages incident resources; and provides for safety of responders on incident scene.

Evaluates Fire Captains within assigned fire district; records personnel data received from stations in assigned district including attendance, sick leave, vacation, and time spent at a higher level classification; and assigns Firefighters, Firefighter/Paramedics, Fire Apparatus Operators and Fire Captains to engine and truck companies within assigned fire districts; may interview and rate or hire firefighter applicants.

Performs regular inspections of personnel, quarters, equipment and records and reports on conditions; participates in fire training activities including drills, lectures, demonstrations and other instructional procedures.

May assume command and responsibility in the absence of the Fire Chief as delegated by the Fire Chief.

Develops public awareness and public education programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern principles, methods and procedures of fire administration and organization.

Thorough knowledge of firefighting methods and equipment as well as fire prevention techniques.

Thorough knowledge of the use and care of modern firefighting equipment and apparatus.

Thorough knowledge of the geographical layout of the City, including the location of streets, fire hydrants, and major fire hazards located therein.

Thorough knowledge of departmental rules and regulations, as well as the laws and ordinances affecting fire department operations.

Thorough knowledge of fire prevention codes, practices and policies.

Thorough knowledge of the Lincoln emergency medical system.

Thorough knowledge of the principles of management and organization.

Considerable knowledge of emergency medical treatment, resuscitation, and other rescue techniques.

Knowledge of Lincoln EMS Medical Protocols and the Lincoln/Lancaster Multiple Casualty Incident Plan.

Knowledge of research techniques, methods and procedures, and ability to analyze and interpret data and submit reports based on analysis.

Ability to command large-scale operations of personnel and equipment under emergency conditions involving danger to life and property.

Ability to analyze situations correctly and quickly, and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.

Ability to analyze administrative problems and situations, and to present appropriate facts and recommendations concisely, in written or oral form.

Ability to plan, assign and direct the work of a number of subordinate operating units, and to direct the work of subordinate employees under emergency conditions.

Ability to establish and maintain effective working relationships with City officials, subordinates, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, fire protection technology or related area, or six years of experience performing firefighting activities including ~~six months~~ three years of experience in a supervisory capacity not lower than Fire Captain; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements as well as length and type of fire service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Completion of the following Captain Certification courses: A) Fire Instructor I; B) Fire Officer I; and C) Fire Officer II, or courses that satisfy the fire and emergency services management (FESM) certificate requirements.

Possession of State of Nebraska certification as a Fire Fighter I or equivalent.

Possession of a valid Emergency Medical Technician (EMT) or EMT-Paramedic license at time of appointment is necessary to the satisfactory performance of assigned duties.

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PS3017

2.76.385 Funeral Leave.

This section does not apply to employees with a pay range prefixed by "A" or "C".

A probationary or regular employee not represented by a bargaining unit shall be granted funeral leave as follows:

(a) ~~(1)~~ For employees with a pay range prefixed by "E", "F", "M", "P", or "W", in the case of the death of the employee's mother, father, brother, sister, husband, wife, child, mother-in-law, father-in-law, stepmother, stepfather, stepchild, grandparent, grandchild, or in the case of death of any other relative residing in the immediate household of an employee, the employee shall be allowed twenty-four hours funeral leave with regular pay without deduction from pay or accumulated sick leave.

(2) In the case of the death of an employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or a grandparent of an employee's spouse, or a foster child residing in the immediate household of an employee, the employee shall be allowed sixteen hours funeral leave with regular pay without deduction from pay or accumulated sick leave.

(b) ~~(1)~~ For employees with a pay range prefixed by "N" or "X", in the case of the death of the employee's mother, father, brother, sister, husband, wife, child, mother-in-law, father-in-law, stepmother, stepfather, stepchild, grandparent, grandparent of spouse, grandchild, or in the case of death of any other relative residing in the immediate household of an employee, the employee shall be allowed forty (40) hours funeral leave with regular pay without deduction from pay or accumulated sick leave. The leave may be used to attend the funeral or to bereave the death of the relative. The leave may be taken non-consecutively with approval from the department head or Human Resources Director when circumstances warrant.

(2) In the case of the death of an employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or a foster child residing in the immediate household of an employee, the employee shall be allowed sixteen hours funeral leave with regular pay without deduction from pay or accumulated sick leave.

~~(c) In the case of the death of an employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or a grandparent of an employee's spouse, or a foster child residing in the immediate household of an employee, the employee shall be allowed sixteen hours funeral leave with regular pay without deduction from pay or accumulated sick leave.~~

~~(d)~~ ~~(c)~~ For employees with a pay range prefixed by "E", "F", "M", "P", or "W", in addition, the employee may also be allowed to use up to twenty-four hours of accumulated sick leave in the case of death of any of the above-designated persons.

~~(e)~~ ~~(d)~~ A regular employee may be granted up to two hours funeral leave with regular pay by such employee's department head or his or her designated representative to attend the funeral of a fellow employee who was employed by the City at the time of his or her death.

2.76.405 Absence Without Leave.

Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be made grounds for disciplinary action by the department head. In the absence of such disciplinary action, any employee who is absent for three or more days without authorized leave shall be deemed to have ~~resigned~~abandoned his or her job. Such absence may be covered, however, by the department head by a subsequent grant of leave with or without pay where extenuating circumstances are found to have existed. (Ord. 15488 §80; March 12, 1990; P.C. §2.58.351; Ord. 8619 §56; December 21, 1964).