

PERSONNEL BOARD

June 27, 2022

SPECIAL MEETING

Meeting was held Monday, June 27, 2022, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, Nicholette Seigfreid and Shannon Rowen.
Member absent: Christy Abraham. Human Resources Department resource staff attending: Karen Eurich.

The meeting was opened at 1:30 p.m. by Chair Shannon Rowen.

Agenda Item 1 was to approve the minutes from the April 21, 2022 and May 19, 2022 meetings. It was moved by Maggie Schiefen and seconded by Ryan Dale to approve the April 21, 2022 minutes as to form due to the resignation of Joe Rupp from the Board before approval of the minutes with all board members in attendance at that meeting could be done. Voting YES: Maggie Schiefen, Ryan Dale. Abstaining: Nicholette Seigfreid, Shannon Rowen. It was moved by Maggie Schiefen and seconded by Ryan Dale to approve the May 19, 2022 minutes. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to create the following classifications: 0624-Employee Engagement Division Leader-W03; 0625-Talent Acquisition Division Leader-W03; 0626-Total Rewards Division Leader-W03; 0627-Human Resources Information Systems Analyst-W01; 1646-Chief Communications Officer-W02. Barb McIntyre of the Human Resources department explained the creation of classes 0624, 0625, 0626, and 0627 are for the Human Resources department. Classes 0624 & 0625 will be in the employment division. One position will focus on talent acquisition, and the other on employee relations. Total Rewards will include Police & Fire Pension, Benefits, and Classification and Compensation. HRIS Analyst will be part of a new HRIS area for maintenance of Oracle. These classes are all part of creating a new organizational structure in Human Resources and realigning job duties more correctly throughout the department. Class 1646 is for the Mayor's Office. They want someone to coordinate with all of the Public Information Officer positions in the City. The current employee is retiring, and this new class will make the position broader. Following discussion, it was moved by Ryan Dale and seconded by Maggie Schiefen to approve classifications 0624, 0625, 0626, and 0627 as presented. Motion unanimously carried by roll call vote. It was moved by Maggie Schiefen and seconded by Ryan Dale to approve class 1646 as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the title of the classification 0617-Human Resources Coordinator to Senior Human Resources Business Partner. Barb McIntyre of the Human Resources department explained the title change will move the position from being a second in command to a more leadership team environment. This position will be doing coaching, discipline, and employee engagement. Nicole Gross of the Human Resources department indicated there was not enough time to make the revisions to the class at this time, and that will be done at a future meeting. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the title change as presented. Motion unanimously carried by roll call vote.

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Agenda Item 4 was the request to change the title and pay range of the classification 1320 from Risk Manager-W02 to Risk Management Division Leader-W03. Barb McIntyre of the Human Resources department explained this classification is in the Human Resources department, and she will be moving the CDL program and other items into the Risk Management area of the department and changing the title to coincide with the other leadership team classifications. Following discussion, it was moved by Ryan Dale and seconded by Maggie Schiefen to approve the title and pay range change as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to revise the classification 5318—Facilities Operations Coordinator-M03. Nicole Gross of the Human Resources Department explained this classification is in LTU, and only in the Wastewater division at this time. The department wants to expand this class into the Water division also. Revisions made are to add the requirements needed for Water division to the class. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the revisions as presented. Motion unanimously carried by roll call vote.

Agenda Items 6, 7, and 8 were the request for ordinance reflecting pay increase of 3.50% for pay ranges prefixed by 'X', 3.50% for pay ranges prefixed by 'E', and 3.50% for pay ranges prefixed by 'W' to be effective August 18, 2022. Nicole Gross of the Human Resources Department explained these three groups of employees are not represented by a union. 'X' employees are of clerical nature, 'E' employees are of middle management nature, and 'W' employees are upper management. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve Item 6 as presented. Motion unanimously carried by roll call vote. It was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve Item 7 as presented. Motion unanimously carried by roll call vote. It was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve Item 8 as presented. Voting YES: Nicholette Seigfreid, Shannon Rowen, Maggie Schiefen. Abstaining: Ryan Dale.

Agenda Item 9 was Miscellaneous Discussion. Karen Eurich welcomed new board member Nicholette Seigfreid to the Board. She also indicated that there would be an all day hearing scheduled for the August board meeting.

There being no further business, the meeting adjourned at 1:50 p.m.

The next regularly scheduled meeting is tentatively set for July 21, 2022.

Karen Eurich
Human Resources Operations Specialist

PC: City Clerk
Jennifer Williams