

# **PERSONNEL BOARD**

## **February 17, 2022**

### **MEETING**

Meeting was held Thursday, February 17, 2022, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Christy Abraham, Ryan Dale, Maggie Schiefen and Shannon Rowen.  
Member absent: Joe Rupp. 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 January 20, 2022 meeting. It was moved by Maggie Schiefen and seconded by Ryan Dale to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to create the classifications 3619—Public Health Epidemiologist III—A16 and 5227—Utility Equipment Operator III—N53. Nicole Gross of the Human Resources department explained class 3619 is being created at the request of the Health department. This creation will add another level to the Epidemiologist classes and will fall between the II and the Supervisor classes. Class 5227 is being created at the request of the Transportation department. This creation will add another level to the Utility Equipment Operator classes. Landfill Operator III's and crew leaders will move into this class. Current employees will move into both of these classes. Following discussion, it was moved by Maggie Schiefen and seconded by Ryan Dale to approve the creations as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the pay range for the classification 5022—Solid Waste Operations Supervisor from A09 to A14. Nicole Gross of the Human Resources department explained this class is in Transportation at the Landfill. There has been a high turnover in this position, so they are hoping this change will help them recruit and retain employees. The pay range is equal to other supervisors in Transportation. Liz Elliott, Director of Transportation, also answered questions from the board. Following discussion, it was moved by Ryan Dale and seconded by Christy Abraham to approve the pay range change as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise, change title, and change pay range of the classification 5011—District Supervisor—A12 to Street Maintenance Superintendent—A14. Nicole Gross of the Human Resources department explained this class is in the Transportation department. There are extensive revisions to this classification. The pay range is being set to be equal with the other supervisory classes in Transportation. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the changes as presented. Motion unanimously carried by roll call vote.

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Agenda Item 5 was the request to change the title and revise the classifications of 1450—Information Services Manager to Chief Information Officer, 3623—Public Health Epidemiologist to Public Health Epidemiologist II, and 3624—Assistant Public Health Epidemiologist to Public Health Epidemiologist I. Nicole Gross of the Human Resources department explained class 1450 has not been updated since 1989. The position will soon be open for recruitment, and the title and duties were updated to be more modern. Classes 3623 and 3624 are in the Health department, and coincide with the creation in Item 2 to create a progressive classification family. Following discussion, it was moved by Ryan Dale and seconded by Maggie Schiefen to approve the changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to revise the classifications of 1633—Administrative Officer, 2040—Safety and Training Specialist, 3001—Fire System Programmer, 3005—Firefighter-2912, 3032—Firefighter—2080, 3606—Public Health Epidemiology Supervisor, 5225—Utility Equipment Operator I, and 5226—Utility Equipment Operator II. Nicole Gross of the Human Resources department explained class 1633 is revising the Minimum Qualifications. This update is done to coincide with the recent revisions to the Administrative Aide I class. Class 2040 contains revisions to the Necessary Special Requirements. Due to new Federal regulations, the persons in this class must now hold the same endorsements necessary to train employees on the vehicle as the person in the class operating the vehicle. Class 3001 is a class for the Fire Department that hasn't been used for several years. The department now has the need to utilize this class and needed several updates. The class will be opened for recruitment. Classes 3005 and 3032 are being revised at the request of the Fire Chief to add the requirement that applicants will need to have their EMT license at the time of application, rather than giving them six months after being hired to get the license. Class 3606 is in the Health Department, and the revisions coordinate with the other Epidemiology class actions that the board has taken today. Class 5225 and 5226 are being revised at the request of Transportation to coincide with the creation of the Utility Equipment Operator II created by the board today. Daisy Brayton of the Human Resources department answered questions from the board regarding the recruitment and application process. Following discussion, it was moved by Ryan Dale and seconded by Maggie Schiefen to approve the revisions as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was Miscellaneous Discussion. Karen Eurich of the Human Resources department advised the board where she was at on scheduling a special board meeting in March for the appeal hearing that is pending, and thanked them for their quick response to her on their availability. Doug McDaniel of the Human Resources department gave the board information regarding the appeal hearing process, as a few of the board members have not presided over a hearing yet. Shannon Rowen asked Karen Eurich to email the hearing procedures to the board.

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There being no further business, the meeting adjourned at 2:00 p.m.

The next regularly scheduled meeting is tentatively set for March 17, 2022, with the addition of a special meeting date for a pending appeal hearing.

Karen Eurich  
Human Resources Operations Specialist

PC: City Clerk  
Pat Lopez  
Liz Elliott  
David Engler  
Melinda Jones