

# **PERSONNEL BOARD**

## **April 21, 2022**

### **MEETING**

Meeting was held Thursday, April 21, 2022, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen and Joe Rupp. Members absent: Christy Abraham and Shannon Rowen. Human Resources Department resource staff attending: Melodie Montiel

Prior to the meeting, Barb McIntyre, Human Resources Director introduced herself to the Board members.

The meeting was opened at 1:37 p.m. by Vice-Chair Joe Rupp.

Agenda Item 1 was to approve the minutes from the March 11, 2022 meeting. The Board was unable to approve the minutes from March 11, 2022 based on the current attendance.

Agenda Item 2 was the request to create the classifications 3161 – Communications Coordinator – M05; 3609 – Health Fiscal Manager – M03 and 5125 City Fleet Manager – M06. Nicole Gross of the Human Resources department explained class 3161 is being created at the request of the Police Chief. Currently a Police Captain oversees the Emergency Communications Center and the Chief wants to make it a civilian position. Using market data, pay range M05 was selected. Nicole explained class 3609 is being created at the request of the Health department to reallocate an employee who is performing the functions of the class. There is no comp data for this class as most Health departments are County run, not City. Nicole explained class 5125 is a request from the Mayor's department to create a global position for all City vehicles. There is comp data for this class to recommend M06. 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 4115 – Library Service Supervisor – A04 to A06. Nicole Gross of the Human Resources department explained that this is a request from Library as the current pay range is only \$4,000 above the Library Services Associate pay range and it is hard to hire supervisor for more responsibilities with low increase in pay. Following discussion, it was moved by Joe Rupp and seconded by Maggie Schiefen to approve the pay range change as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise and change pay range of the classification 0631 – Executive Aide – E02 to E12. Nicole Gross of the Human Resources department explained this class would be for the Mayor's department. This class has been vacant for several years so this is like a new class. This would be a reallocation for the Office Specialist currently doing the functions of this class. Following discussion, it was moved by Ryan Dale and seconded by Joe Rupp to approve the changes as presented. Motion unanimously carried by roll call vote.

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Agenda Item 5 was the request to revise the classification of 1550 – Grant Coordinator I. Nicole Gross of the Human Resources department explained this class has not been filled for a while, the Police department requested to use this class as a department specific entry level position, however other departments can use the class also. Following discussion, it was moved by Maggie Schiefen and seconded by Joe Rupp to approve the revision as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to delete the classification 3147 – Crime Analysis Technician. Nicole Gross of the Human Resources department explained this class is in the Police department and they are only using Crime Analyst class and wish to delete this class. Following discussion, it was moved by Joe Rupp and seconded by Maggie Schiefen to delete the classification as presented. Motion unanimously carried by roll call vote.

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

The next regularly scheduled meeting is tentatively set for May 19, 2022.

Melodie Montiel  
Human Resources Clerk

PC: City Clerk  
Pat Lopez  
Pat Leach  
Jennifer Williams  
Teresa Ewins