

CITY PERSONNEL BOARD

September 15, 2022

MEETING

Meeting was held Thursday, September 15, 2022, City Council Chambers, County-City Building, Lincoln, Nebraska.

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

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

Agenda Item 1 was to approve the minutes from the August 18, 2022 meeting. The Board was unable to approve the minutes from August 18, 2022 meeting based on the current attendance.

Agenda Item 2 was the request to revise the pay ranges and classification assignments prefixed by 'W.' Barb McIntyre of the Human Resources department explained we are creating a new 'W' pay plan. This pay plan has a 45% spread between minimum and maximum with 12% between each range. Generally, the current W01 range went to new W01 range, W02 to W03, W03 to W04, and W04 to W05. In summary, the pay plan went from 4 ranges to 5 ranges. The new ranges are attached as well as the assignments to those ranges. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the revision as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to create the classifications 0624 – Human Resources Manager – W03; 2002 – Unmanned Aircraft Systems Coordinator – C34, and 3122 – Police Lieutenant – W02. Barb McIntyre of the Human Resources department explained the creation of the Human Resources Manager classification is for HR. This position is currently the work of a leader and need to split these duties out. Expect the HR Generalist to change to HR Specialist soon too. Work includes areas of Benefits, Classification and Compensation, Talent Acquisition and Leave Administration. The creation of the Unmanned Aircraft Systems Coordinator position is being requested by the LTU Department. This is not an added FTE, but would be a reallocation of a current employee that is doing this work. The creation of the Police Lieutenant position is being requested by the Police Department. This position was removed about 20 years ago, but adding back for a level between the Police Sergeant and Police Captain to help with paperwork and supervision. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the creations as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to change the title for the classification 5600 – Transit Manager to Assistant Director of Transit – W02. Barb McIntyre of the Human Resources department explained that the title change is being made so this classification is in alignment with LTU's other Assistant Director titles and focused on mobility. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the title change as presented. Motion unanimously carried by roll call vote.

CITY PERSONNEL BOARD
Meeting
September 15, 2022
PAGE 2

There being no further business, the meeting adjourned at 1:45 p.m.

The next regularly scheduled meeting is tentatively set for October 20, 2022.

Shelly Madison
Human Resources Clerk

PC: Directors

<https://linclanc.sharepoint.com/sites/HRDept-HRStaff/Shared Documents/HRStaff/Boards/2022 CITY PB/Minutes 09-15-22 PB SM.docx>