

April 13, 2023

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, April 20, 2023  
1:30 p.m., Council Chambers  
County-City Building

### AGENDA

ITEM 1: Approval of Minutes from the March 16, 2023 meeting.

ITEM 2: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
1993	Traffic Networking Specialist	A15 (\$73,195.20 - \$97,624.80)

ITEM 3: Request to revise the following classifications:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	
5290	Environmental Laboratory Specialist I	(C20)
5292	Environmental Laboratory Specialist II	(C28)

ITEM 4: Request to change the pay range of the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
3655	Licensed Practical Nurse	C11 (\$36,878.40 - \$47,084.96)	C21 (\$47,226.40 - \$60,305.44)
5118	Lead Mechanic	C26 (\$53,406.08 - \$68,186.56)	C29 (\$57,364.32 - \$73,251.36)

PC: City Clerk  
Barb McIntyre  
Liz Elliott  
Teresa Ewins  
Pat Lopez

### 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 Lincoln Commission on Human Rights, at 402 441-7624, or the City Ombudsman at 402-441-7511 as soon as possible before the scheduled meeting date in order to make your request.*

## TRAFFIC NETWORKING SPECIALIST

### NATURE OF WORK

This is advanced and technical networking work in the Traffic Operations section of the Engineering Services Division.

Work involves responsibility for the design, development and delivery of hardware and software programs for the City traffic signal system and Intelligent Transportation System devices. Work also includes creating systems models, specifications, diagrams and charts to provide direction to the Intelligent Transportation System team; records, tracks and documents the problem-solving process. Limited supervision is received from a technical or administrative superior in the form of general guidance and review of records, reports and final outcome.

### EXAMPLES OF WORK PERFORMED

Creates system models, specifications, diagrams and charts to provide direction to the Intelligent Transportation System team.

Recommends, directs, operates and validates networking configurations, documentations, devices and topologies for systems within Traffic Engineering.

Develops procedures and practices for the installation, operation and maintenance of traffic signal, lighting, and emergency alarm equipment.

Analyzes and develops work processes involving functional computer applications that relate to the maintenance, record-keeping, signal timing, signal monitoring, real-time displays and the field and facilities inventory.

Coordinates with and support of hardware and software integration and maintenance in City Traffic Operations Center.

Coordinates and communicates with Traffic Engineering staff regarding electrical projects and systems.

Provides technical assistance for the configuration, installation, operation and troubleshooting of the network software, hardware and monitoring systems used to support the city traffic networking systems.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the City traffic signal system and Intelligent Transportation System devices.

Considerable knowledge of creating systems models, specifications, diagrams and charts.

Considerable knowledge of coordinating and communicating with Traffic Engineering staff regarding electrical projects and systems.

Ability to communicate effectively both orally and in writing.

Ability to understand and operate complex electronic controls and devices used in traffic signal, lighting and emergency alarm systems.

Ability to establish and maintain effective working relationships with contractors, coworkers, customers and the general public.

Ability to maintain the security of network communication links.

Ability to resolve questions, issues and complaints by observing conditions, researching policies and procedures.

Ability to maintain confidentiality of sensitive information.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science or civil engineering, the electrical or electronic field, and two years of experience with traffic systems and networking work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

## ENVIRONMENTAL LABORATORY SPECIALIST I

## NATURE OF WORK

This is professional laboratory work performing environmental chemical analysis in a laboratory setting.

Work involves performing complex chemical analysis, making observations, taking measurements and interpreting results to ensure and protect the quality of the environment; this includes but is not limited to wastewater treatment plant operations and compliance, industrial and special waste compliance monitoring and water quality monitoring. Work is performed independently in accordance with standard laboratory methods. Supervision is received from a professional or an administrative superior and reviewed through reports submitted and conferences.

## EXAMPLES OF WORK PERFORMED

Analyzes environmental samples for parameters which produce generally predictable results from sample to sample using established methodology.

Analyzes special environmental samples, as assigned to meet requests, using methodology specified by a technical or administrative superior.

Collects and delivers water samples from various locations in the distribution system and delivers to the sub-contract laboratory to be analyzed.

Follows quality control procedures and unit protocol to ensure accuracy of tests using documented procedures of the laboratory; records and trends test analysis information.

Recommends changes in existing techniques and procedures to ensure or improve the quality and reliability of data generated and reported, using observations based on laboratory experience.

Maintains daily records of tests and analysis; completes a variety of reports including state and federal reports; operates a microcomputer in order to enter and retrieve data.

Studies new developments in appropriate areas of environmental analyses to be aware of new procedures, instruments and techniques, and to improve accuracy and efficiency of current procedures and instrumentation.

Cleans and repairs instrumentation to maintain equipment in operating order; calibrates and aligns to maintain proper working condition so that sample flow is not disrupted using procedures provided by manufacturer's manual.

Stocks supplies and reagents to maintain adequate inventory so that sample flow through the laboratory is not disrupted.

May testify on procedures, results and instrumentation used in analysis of samples, and may provide expert testimony in area of specialization as required during pre-litigation meetings or in actual court proceedings.

Maintains regular and reliable attendance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of analytical techniques, scientific theory and instrumentation used in the measurement of environmental contaminants.

Knowledge of federal, state and local environmental control laws, rules and regulations and their application to environmental programs.

Knowledge of electronic data processing as applied to laboratory data reduction and output.

Knowledge of literature and approved analytical methods related to environmental exposure and analysis.

Knowledge of current and emerging computer programming languages, operating systems, hardware and system management processes necessary to perform work functions.

Ability to perform complex mathematical calculations.

Ability to gather and interpret scientific data and facts.

Ability to develop or revise methods and procedures to carry out work objectives in a more efficient, cost effective and safe manner.

Ability to communicate effectively at a highly technical level both verbally and in writing.

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

#### MINIMUM QUALIFICATIONS

An associate's degree or equivalent with major coursework in organic, inorganic and physical chemistry (including qualitative and quantitative analyses), biology microbiology, environmental science or chemical engineering and one year of experience in an environmental laboratory; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

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

04/233/2019

## ENVIRONMENTAL LABORATORY SPECIALIST II

### NATURE OF WORK

This is professional environmental laboratory work.

Work involves collecting and analyzing environmental and drinking water samples; providing analytical test results so that environmentally threatening situations are detected, monitored and corrected in compliance with State and Federal regulations. Work also involves, but is not limited to, wastewater plant and water treatment plant operations and compliance; industrial and special waste compliance monitoring; well field supply; river and distribution monitoring; and water quality monitoring. Work is performed under the general supervision of an administrative superior and reviewed through reports submitted and conferences.

### EXAMPLES OF WORK PERFORMED

Analyzes drinking water and environmental samples using established methodology, high levels of quality control/assurance, and the ability to recognize and correct interferences to standard testing.

Analyzes special environmental samples and samples from special projects, as assigned to meet requests, using methodology specified by laboratory supervisor or other administrative superior.

Facilitates and performs sampling and testing at various locations including City property, homes, businesses, schools, childcare facilities, other community buildings and within the Water System.

Implements changes in existing techniques and procedures to ensure or improve upon the quality and reliability of data generated and reported, using recommendations from other staff, and observations based on laboratory experience.

Completes and maintains test records and compliance reports in accordance with federal and state regulatory requirements through submittals to laboratory supervisor.

Responds to water quality issues and concerns from individual citizens, businesses or public institutions.

Works with public health monitoring agencies and the medical community, as required, during investigations of possible waterborne disease outbreaks or contamination sources.

Works with consulting engineers, federal or state agencies or universities on pilot plant studies or special projects regarding various treatment schemes, well field or river studies.

Studies new developments in appropriate areas of water treatment, drinking water and environmental sample analyses through the use of literature, conferences and other sources, in order to be aware of new procedures, instruments and techniques, and to improve the accuracy and efficiency of current procedures and instrumentation.

Monitors and trains less experienced personnel, as necessary, so that reliable data is generated and instruments calibrated and operated properly, using expertise and specialized knowledge gained from study and experience.

May testify on procedures, results and instrumentation used in analysis of samples at prelitigation meetings or in court proceedings; may provide expert testimony in area of specialization as needed.

May serve as laboratory supervisor.

Maintains regular and reliable attendance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of analytical techniques, scientific applications and instrumentation used in the measurement of chemical and biological constituents, and of any required mathematical calculations and interpretations of data and facts.

Considerable knowledge of federal, state and local environmental laws, rules and regulations and their application to environmental programs or to public water systems.

Considerable knowledge of electronic data processing as applied to a laboratory data management system.

Considerable knowledge of literature and approved analytical methods, and the application of these concepts to human health, environmental exposure and analysis.

Considerable knowledge of current and emerging computer programming languages, operating systems, hardware and system management processes necessary to perform work functions.

Ability to perform mathematical calculations, statistical analysis and interpretation of data and trends.

Ability to organize and conduct technical and scientific investigations and lead the work of less experienced personnel.

Ability to develop or revise methods and procedures to carry out work objectives in an efficient, cost effective and safe manner.

Ability to communicate effectively at a highly technical level both verbally and in writing.

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

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in environmental science or technology, chemistry, biology, geology, hydrology, engineering or closely related field and two years of experience at a professional level in an environmental laboratory; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

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

04/233/2019

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