

CITY PERSONNEL BOARD

June 15, 2023

MEETING

Meeting was held Thursday, June 15, 2023, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Nicholette Meyer, Shannon Rowen, Maggie Schiefen and Christy Abraham.
Member Absent: Ryan Dale. Human Resources department resource staff attending: Malerie McNair.

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

Agenda Item 1 was to approve the minutes from the May 18, 2023 meeting. It was moved by Maggie Schiefen and seconded by Christy Abraham to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to revise the classifications 3664 – Public Health Nursing Supervisor (A16) and 3669 – Community Health Services Manager (M06). Barb McIntyre of the Human Resources department explained these classifications had not been revised in 15-20 years. Barb McIntyre stated that these classifications have been staffed, but they are anticipating needing to hire into these classes soon. The changes include modernizing the duties, responsibilities, and language, to better reflect what the job currently does. This does not include any pay range adjustments. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Meyer to approve the creation as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the pay range for the classification 5372 – Control/Instrumentation Technician from C30 to C35. Barb McIntyre of the Human Resources department explained the change of pay range was requested by the LTU department to increase the pay range. Barb McIntyre explained that they do not have market data to support this increase, but the department has struggled to hire and retain this position. Barb McIntyre also stated the Control/Instrumentation Technician and Telemeter Control Technician have typically been aligned to be the same pay, so the department is requesting to keep it that way. Shannon Rowen asked if although the market data doesn't support it, it doesn't contradict it? Barb McIntyre answered that it does not contradict it. Nicholette Meyer asked if there were openings in the position and Barb McIntyre answered no, however there are currently 3 employees staffed in this position. Following discussion, it was moved by Maggie Schiefen 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 change the title and pay range of the classification 5304 from Telemeter Control Technician – C30 to Utility Electrical Technician – C35. Barb McIntyre of the Human Resources department explained this classification is in LTU, and that they do not have market data to support this increase, but the department has struggled to hire and retain this position. This classification deals with high voltage work and the talent for this job is scarce. Following discussion, it was moved by Nicholette Meyer and seconded by Maggie Schiefen to approve the title and pay range change as presented. Motion unanimously carried by roll call vote.

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Agenda Items 5, 6, and 7 were the request for ordinance reflecting pay increase of 3% for pay ranges prefixed by 'X', 3% for pay ranges prefixed by 'E', and 3% for pay ranges prefixed by 'W' to be effective August 17, 2023. Barb McIntyre of the Human Resources Department explained that every year they go back out to the market and look at what's happening with wages. Barb McIntyre stated that this has already been budgeted for in the 2-year budget, so this is just moving forward and implementing that budget. Following discussion, it was moved by Christy Abraham and seconded by Nicholette Meyer to approve Items 5, 6, and 7 as presented. Motion unanimously carried by roll call vote.

The next regularly scheduled meeting is tentatively set for July 20, 2023.

Malerie McNair

Human Resources Executive Assistant

PC: Department Heads

City Clerk

Barb McIntyre