

February 13, 2025

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, February 20, 2025
1:30pm. City Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the January 16, 2025 meeting.

ITEM 2: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
5309	Process Control Technician (C30)

ITEM 3: Request to revise and change the title of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>
2113	Principal Planner	Planning Division Manager (M05)

ITEM 4: Request to change the title and pay range of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
3161	Communications Coordinator	Emergency Communications Head	M05 (\$91,295.36 - \$124,429.76)	M07 (\$104,763.36 - \$142,785.76)

ITEM 5: Request to change the pay range of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
2255	Human Rights Manager	W02 (\$87,813.44 - \$127,329.28)	W04 (\$110,152.64 - \$159,721.12)

ITEM 6: Public Comment

ITEM 7: Miscellaneous Discussion

PC: City Directors
City Clerk
Union Presidents

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.

PROCESS CONTROL TECHNICIAN

NATURE OF WORK

This is skilled technical work assisting in management of operations and process control for large secondary and advanced wastewater and water treatment facilities.

Work involves participating in the oversight and control of major treatment processes. An employee of this class makes technical determinations regarding facilities operation and may establish or modify daily operational goals and strategies. Supervision may be exercised over subordinate facilities staff. Work is performed under the supervision of an administrative superior and is evaluated through reviews of treatment performance and completed projects, and in progress and planning meetings.

EXAMPLES OF WORK PERFORMED

Reviews daily process performance information, including lab data, instrument indications, and visual observation.

Analyzes daily SCADA data, including trends and alarms related to process control.

Sets or changes process control parameters as needed based on reviews, analysis and observations to assure regulatory compliance and treatment efficiency.

Directs activities of and reviews work of ~~Wastewater Treatment Plant Operators and other~~ subordinate staff; works closely with other technical staff to ensure effective SCADA performance.

Participates in planning and implementation of projects which could affect treatment effectiveness or efficiency.

Verifies the accuracy and reliability of instrumentation used for automated or manual process controls.

Facilitates any required repair or calibration of process instrumentation and assures that the repair or calibration is completed; participates in routine facilities operation as needed.

Assists in managing data required for facility records and for regulatory reporting.

Assesses abnormal operating conditions and takes or recommends appropriate corrective action.

Assists in completing regulatory reports such as quarterly Discharge Monitoring Reports, and annual EPA Biosolids Reports and Spill Prevention Control and Countermeasure Reports.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of wastewater treatment principles, including activated sludge processes, biological nutrient removal, anaerobic digestion and bio solids processing or of water treatment principles including disinfection, filtration and chemical feed processes.

Considerable knowledge of applicable federal and state regulations relating to wastewater discharges and water treatment processes.

Considerable knowledge of wastewater or water treatment facilities maintenance requirements and practices.

Considerable knowledge of wastewater or water treatment process automation principles.

Ability to review and interpret data relating to treatment facility effectiveness.

Ability to maintain records of facilities operation and maintenance.

Ability to facilitate timely and appropriate response to emergencies and abnormal operating conditions.

Ability to make plans that assure treatment effectiveness during projects that require shutdowns or alternate modes of operation.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by at least two years of college-level or technical school course work in environmental science, environmental engineering or related fields, and two years of experience in the operation and maintenance of a wastewater or water treatment facility; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

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

For employees in Wastewater, Possession of a Nebraska Class IV Wastewater Treatment Plant Operator Certification.

For employees in Water, possession of a Nebraska Class III Water Operator Certification.

~~1/21~~02/25

PS5309

PRINCIPAL PLANNER/PLANNING DIVISION MANAGER

NATURE OF WORK

This is highly responsible professional, supervisory and administrative planning work.

Work involves assisting the Director in the overall formulation, modification and improvement of master and subsidiary plans for the physical growth and development of the City of Lincoln and Lancaster County, and/or in the overall administration of the zoning and subdivision ordinances for land use development applications. Considerable independent judgment is required in the application of professional techniques and principles to the unusual, more complex and special planning projects. Management of the work program and staff of a division of the department is required. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of the established policies and legislative requirements. Work is performed under the general policy direction of the Director of Planning, and in compliance with the City Charter and related legislative requirements. Supervision ~~may be~~ exercised over professional, technical and clerical subordinates.

EXAMPLES OF WORK PERFORMED

~~Perform~~ Plans, directs, oversees and reviews the more difficult, complex and special planning assignments; ~~may~~ coordinates ~~supervises and evaluates~~ professional, technical and clerical staff in their performance of a wide variety of planning work.

Assists the Director in administering the development and implementation of the Comprehensive Plan, preparing the Capital Improvements Program, administering the federal transportation program, administering historic preservation and design review programs, and/or administering the land use regulations of the City of Lincoln and Lancaster County.

~~Supervise and assist in~~ Directs and supervises the compilation of social, economic and planning data used in the analysis of planning problems; ~~assist in~~ directs and supervises the interpretation and modification of comprehensive plans and land use regulations; reviews work of subordinates to prepare studies and make recommendations on public and private land uses.

Advises and cooperate with municipal officials, members of the local development community and the general public in connection with new or contemplated capital improvements; facilitates negotiations and agreements between the City and County and developers on planning and development projects.

Attends a variety of meetings such as the City Council, County Board and Planning Commission for the purpose of acting as a professional and technical advisor on matters related to planning and development.

Conducts professional presentations for and ~~prepared~~ directs preparation of communications with the Mayor, City Council, County Board, Planning Commission and various committees, neighborhood and development groups.

May represent the Director at various meetings such as the City Council, County Board and with the Mayor's Office.

Coordinates and delegates information requests from City Council and various entities affected by department projects; ~~prepare~~ directs preparation of and reviews comprehensive reports based upon careful research and study of specific problems.

Coordinates and delegates the investigation of complaints regarding departmental projects and present or offer resolutions after consulting with the appropriate persons.

Coordinates among subordinates the review and analysis of land use proposals.

Provides s guidance to the Planning Department staff and other City and County departments on short-range and/or long-range planning.

Assigns s subordinates to field surveys for the purpose of gathering information related to land use and other planning projects; supervise the compilation of materials and the writing of reports pursuant to such surveys.

Plans s, organizes s, supervises and ~~assist with directing~~ directs the activities of the Development Review or Long-Range Planning divisions, and assist the Director in managing the activities and budget decisions of the Information Technology Services ~~Division~~ section.

Makes recommendations concerning budget, personnel, and related resource requirements for the division supervised based upon past experience, anticipated workload, and capacity of the division.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of urban planning.

Thorough knowledge of economics, municipal finance, sociology, and urban design as applied to city planning.

Thorough knowledge of the State Statutes, City Charter, and the various ordinances, codes and regulations pertaining to planning and zoning.

Thorough knowledge of municipal agencies' various operations and legal procedures in connection with planning and zoning.

Ability to supervise professional, technical and clerical staff under the general direction of the Director.

Ability to assume responsibility for the assignment of work, the checking and review of work in progress, and the accuracy and quality of completed work.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to present technical and policy information clearly and in an interesting manner to lay groups, the general public, professional organizations and various governmental departments and agencies.

Ability to develop and maintain effective working relationships with employees, officials, other agencies, applicants, and the general public.

Ability to plan, organize and monitor a variety of activities.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional or urban planning recognized by the American Planning Association; and thorough experience as a planner at a professional level including experience leading multi-disciplinary/interdepartmental projects or supervising subordinates.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional or urban planning recognized by the American Planning Association; and considerable four years of experience as a planner at a professional level; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~01/2001~~

~~Revised 07/2009~~02/25

PS2113