

December 9, 2021

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, December 16, 2021
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the October 21, 2021 meeting.

ITEM 2: Request to revise the pay range of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
1136	Payroll Clerk	X13 (\$45,712.16 - \$57,089.76)	X19 (\$53,012.96 - \$66,208.48)

ITEM 3: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
1632	Administrative Aide II

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>
3656	WIC Supervisor	WIC Program Manager	A10 (\$53,526.72 - \$71,393.92)	A15 (\$68,330.08 \$91,135.20)

ITEM 5: Request to amend Section 2.76.370 of the Lincoln Municipal Code – Authorized Holidays

ITEM 6: Miscellaneous Discussion

PC: City Clerk
Directors

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 Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

ADMINISTRATIVE AIDE II

NATURE OF WORK

This is responsible administrative work performing varied departmental and administrative duties.

Work includes gathering and analyzing information for the preparation of reports; and studying special administrative problems and recommending policies, procedures and forms to improve departmental operation. Work also involves compiling and calculating statistical data in budget preparation; interpreting municipal rules and policies; reviewing and answering routine complaints; organizing and assigning work to subordinate staff; interviewing, hiring and evaluating subordinate staff and planning and coordinating departmental staff training programs. The work requires considerable initiative and independent judgment and accomplishments are measured by an administrative superior from written reports and results achieved. Supervision may be exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Analyzes administrative problems and develops improved policies, procedures and forms in order to improve departmental operation.

Compiles and calculates statistical data in preparation of the annual budget and monitors departmental budgetary expenditures; completes a variety of complex departmental forms and reports.

Interprets municipal rules and policies for employees and the general public; reviews and answers routine complaints.

Assists with the preparation, review, and distribution of documents.

Arranges and attends department meetings and prepares meeting summaries; represents the department.

Responds to inquiries relating to the department in a timely manner; forwards information to the appropriate area.

Plans, organizes, assigns, and supervises work and leave requests to provide staff with specific assignments.

Assists in maintaining the filing system for the department and personnel files on employees.

Interviews, hires and evaluates subordinate staff; plans and coordinates departmental staff training programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of administrative policies and procedures.

Considerable knowledge of the basic principles of bookkeeping and financial record keeping procedures.

Knowledge of research techniques, methods and procedures.

Ability to perform routine administrative detail independently including composing memoranda and letters and preparing reports.

Ability to interpret rules, regulations, and policies, and to make decisions in accordance with established precedent.

Ability to gather and analyze facts, and prepare clear, concise reports.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field plus four years of experience in a responsible administrative or supervisory capacity or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

11/21

PS1632

2.76.370 Authorized Holidays.

(a) The following, as well as any other days that may be designated by the Mayor, are paid holidays for probationary and regular employees not represented by a bargaining unit: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

(b) In addition, eligible employees will be entitled to two noncumulative personal holidays each payroll fiscal year for employees with a pay range prefixed by "A", "C", "E", "M", "N", "W", or "X".

(c) These holidays may be taken at any time during the payroll fiscal year, provided the days selected by the employees have the prior approval of the appointing authority.

(d) Part-time employees shall earn personal holidays on a prorated schedule based upon the scheduled hours per work week.

(e) Personal holiday hours may be taken in any increment of not less than two hour blocks for those employees with a pay range prefixed by "M".

(f) Personal holiday hours may be taken in any increment for those employees with a pay range prefixed by "A", "C", "E", "N", "W", or "X".

(g) Whenever a holiday falls on a Sunday, the following Monday shall be considered a holiday; whenever a holiday falls on a Saturday, the preceding Friday shall be considered a holiday. Holidays which occur during vacation, sick, funeral, or injury leave shall not be charged against that leave.