

August 12, 2021

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, August 19, 2021
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Approval of Minutes from the May 20, 2021 meeting.

ITEM 2: Request to revise the following classifications:

CLASS

| <u>CODE</u> | <u>CLASS TITLE</u> | |
|-------------|----------------------|-------|
| 3002 | Assistant Fire Chief | (W04) |
| 3007 | Fire Captain | (F05) |
| 3020 | Fire Captain | (F06) |

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

| <u>CLASS CODE</u> | <u>CURRENT CLASS TITLE</u> | <u>CURRENT PAY RANGE</u> | <u>PROPOSED CLASS TITLE</u> | <u>PROPOSED PAY RANGE</u> |
|-------------------|--|---------------------------------|--------------------------------------|---------------------------------|
| 2202 | Community Development Program Specialist | A11 (\$56,214.08 - \$74,975.68) | Urban Development Program Specialist | A14 (\$65,070.72 – \$86,794.24) |

ITEM 4: Request to amend Section 2.76.155 of the Lincoln Municipal Code – Compensation Plan; Longevity Pay

ITEM 5: Request to amend Section 2.76.380 of the Lincoln Municipal Code – Sick Leave with Pay

ITEM 6: Election of Chair

ITEM 7: Election of Vice-Chair

ITEM 8: 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.

ASSISTANT FIRE CHIEF

NATURE OF WORK

This is highly responsible administrative and supervisory work directing and coordinating activities within an assigned division of the Lincoln Fire Department.

Work involves responsibility for assisting the Fire Chief in the administration, direction and coordination of departmental activities within the Operations or Support Division. An employee of this class has overall responsibility for an assigned division. Work also may include the enforcement of Federal and State laws and City ordinances. Work is performed with considerable independence in accordance with accepted fire and rescue practices, and departmental regulations, under the direction of the Fire Chief. Work is reviewed by the Fire Chief through written documents, personal conferences and observation, and requires the frequent exercise of independent initiative and judgment in directing operations and making decisions affecting life and property. Supervision is exercised directly and through subordinates, over all departmental personnel.

EXAMPLES OF WORK

Participates in the departmental planning process; develops goals and objectives for assigned division; develops division budget; performs workload analysis on units within assigned division; oversees scheduling of unit personnel to ensure the needs of the division and department are met.

Confers frequently with subordinate Deputy-Battalion Chiefs, Division Chiefs and Captains to keep fully informed of activities; provides advice and assistance regarding difficult or unusual problems; transmits directions of the Fire Chief.

Maintains discipline within assigned division; reviews Incident Reports to ensure consistency and uniformity; recommends disciplinary action if necessary; reviews annual evaluations of all divisional personnel.

Performs research and develops special projects as delegated by the Fire Chief.

Serves as a liaison to the community, the media, neighborhood organizations, and other City departments.

May assume responsibility in the absence of, or as delegated by, the Fire Chief.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of municipal fire administration, emergency operations, emergency medical services, public fire safety education and fire prevention.

Extensive knowledge of the rules and regulations, and management policies of the Department.

Extensive knowledge of Federal and State laws and City ordinances.

Thorough knowledge of the geography of the City.

Thorough knowledge of budgetary control, procurement, training requirements, communications, and central records systems.

Ability to analyze a wide variety of problems and to assign and direct personnel in coordinated operations.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign and supervise the work of subordinates.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university supplemented by graduate level coursework in public or business administration, or related field, and completion of a specialized fire science training program.~~

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with a degree in fire science, major coursework in public or business administration or related field; plus eight years of experience in fire department operations which includes the areas of fire suppression, rescue, fire investigations or emergency medical services or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Candidates for positions in this class must meet such specific physical requirements as established by the City.

Candidates also must possess and maintain a valid driver's license.

FIRE CAPTAIN

NATURE OF WORK

This is administrative, supervisory and skilled firefighting work directing the activities of a fire company engaged in firefighting, hazardous materials response, and medical emergency activities; and in providing fire inspection and public education programs.

Work involves responsibility for the direct command of a fire company (which may include an ambulance crew) including conducting company training drills and training sessions; inspecting all fire and EMS equipment to ensure readiness for all types of emergencies; supervising the maintenance of fire and EMS equipment and fire station; and maintaining personnel, equipment and station records. At the scene of a working incident an employee in this class is responsible for directing emergency service activities until relieved of command by a superior officer. Work also includes gathering and analyzing information for the preparation of reports; recommending and assisting in the development of policies, procedures and forms to improve departmental operations; interpreting rules and policies; developing fire inspection and public education and awareness programs; and assigning and evaluating the work of subordinate Firefighters, Firefighter/Paramedics and Fire Apparatus Operators. Supervision is received from a Deputy Fire Chief with work being reviewed in the form of reports submitted and overall effectiveness of company firefighting and medical emergency activities. Supervision is exercised over subordinate Firefighters, Firefighter/Paramedics and Fire Apparatus Operators at assigned station on an assigned shift.

EXAMPLES OF WORK PERFORMED

Responds to emergencies with ambulance, engine or truck company; maintains contact with 911 dispatch center via two-way radio; assists in determining quickest route to fire location as well as determining nearest operating fire hydrant; and directs and participates in emergency activities at the scene until relieved by a superior officer. Activities include laying and connecting hose, directing water streams, placing ladders, ventilating buildings, rescuing persons, administering emergency medical care, and performing salvage and clean-up operations.

Responds to a variety of medical emergency calls including heart attacks and seizures as well as home, business and automobile accidents; directs and participates in the delivery of emergency services including determining appropriate action, directing advanced life support providers, obtaining vital signs and patient history pending arrival of a transport ambulance; and administers cardiopulmonary resuscitation and emergency medical care.

Directs and participates in training drills at assigned station concerning a variety of topic areas including tying ropes and knots, equipment usage, emergency medical techniques, salvage procedures, ladder evolutions and rescue maneuvers; and records type of training provided to each Firefighter and Firefighter/Paramedic.

Develops fire inspection, public education, and public awareness programs; makes presentations to schools, community organizations and other interested groups.

Directs and participates in the inspection of businesses within an assigned area to gain compliance with fire prevention laws and ordinances and to become familiar with the building, its contents, and the surrounding area.

Attends Fire Captain's and/or shift meetings in order to receive information concerning department procedures and programs; recommends and assists in the development of policies, procedures, and forms to improve departmental operations; and participates in simulated firefighting activities at training facilities.

Inspects all assigned equipment to ensure readiness for all types of emergencies; and supervises the cleaning and general maintenance of fire and ambulance equipment, and the fire station.

Gathers and analyzes information for the preparation of reports; updates street and hydrant maps; records all fire, medical emergency, and non-emergency runs as well as repairs to fire apparatus, equipment and station.

Assigns and evaluates the work of subordinate Firefighters, Firefighter/Paramedics and Fire Apparatus Operators; maintains personnel records; interprets City and departmental rules and policies.

An employee in this class may be temporarily reassigned to a higher level classification as necessary.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern firefighting and rescue principles, practices and methods.

Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting and rescue activities, together with the ability to supervise the effective use of such equipment and apparatus.

Considerable knowledge of fire department policies, rules and regulations, as well as fire prevention methods.

Considerable knowledge of fire codes and inspection procedures.

Considerable knowledge of emergency medical, resuscitation, and other rescue techniques.

Considerable knowledge of the geographical layout of the City, including the location of streets, fire hydrants, and major fire hazards in an assigned area.

Considerable knowledge of the principles of hydraulics as applied to firefighting.

Knowledge of the principles and practices involved in instructing and training subordinates.

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 develop and organize public education programs.

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

Ability to communicate effectively both orally and in writing.

Ability to effectively utilize computer equipment and software systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, and ~~two~~six years of experience performing firefighting activities; or any equivalent combination of training and experience that would provide the desired knowledge, abilities and skills. Candidates also must meet such specific physical requirements, as well as length and type of fire service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

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

Completion of the following Captain Certification courses: A) Fire Instructor I; B) Fire Officer I; and C) Fire Officer II, or courses that satisfy the fire and emergency services management (FESM) certificate requirements.

Possession of State of Nebraska certification as a Fire Fighter I or equivalent.

Possession of valid Emergency Medical Technician (EMT) or EMT-Paramedic license at time of appointment is necessary to the satisfactory performance of assigned duties.

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FIRE CAPTAIN

NATURE OF WORK

This is technical work supporting fire department programs and projects, as assigned, within the Fire Department.

Work involves assisting the Chief Officers of the department in the planning and development of programs, and projects including: conducting fire department and urban search and rescue training at training sites and fire stations, urban search and rescue equipment management, geographic information system management, and other assigned projects. Work also involves evaluating fire department personnel in the performance of drills; assisting in the administration of examinations to fire department personnel; maintaining daily training records and examination scores reflecting each employee's individual performance; and coordinating a variety of public awareness and public education programs. Supervision is received from a Chief Officer with work being reviewed in the form of the overall effectiveness of the delivery of firefighting, medical emergency services, ambulance services, and other services as assigned.

EXAMPLES OF WORK PERFORMED

Assists a Chief Officer in the planning and development of the overall fire department and urban search and rescue training program.

Assists in researching, developing and implementing curriculum for desired training programs; conducts research on assigned subjects and prepares reports based on findings.

Conducts classroom training and simulated drill activities at training sites and fire stations.

Assists in the development of public awareness and public educational programs; assists in the research and development of educational and informational materials.

Assists in evaluating fire department and urban search and rescue personnel in the performance of drills; assists in administering examinations to fire department personnel.

Maintains daily training records and examination scores for each member of the Fire Department and urban search and rescue.

Maintains urban search and rescue equipment and assets and documents for ongoing readiness of a FEMA task force.

Develops GIS data and maps as directed to support the mission of the department.

Performs related work as assigned and required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of firefighting methods, fire equipment and fire prevention.

Considerable knowledge of the use and maintenance of modern firefighting equipment.

Considerable knowledge of departmental policies and regulations, as well as the laws and ordinances affecting fire department operations.

Considerable knowledge of Geographic Information Systems and supporting databases.

Considerable knowledge of the operation and responsibilities as a member of a FEMA US&R task force team.

Considerable knowledge of fire prevention codes, policies and practices.

Considerable knowledge of emergency medical treatment as well as skill in its application.

Knowledge of modern educational, training and research techniques, methods and procedures.

Ability to analyze and interpret data and to submit and review reports upon analysis.

Ability to communicate effectively both orally and in writing.

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

MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, and ~~two~~six years of experience performing firefighting activities; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills. Candidates also must meet such specific physical requirements as well as length and type of fire service requirements as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

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

Completion of the following Captain Certification courses: A) Fire Instructor I; B) Fire Officer I; and C) Fire Officer II, or courses that satisfy the fire and emergency services management (FESM) certificate requirements.

Possession of a valid Emergency Medical Technician (EMT) or EMT-Paramedic license at time of appointment is necessary to the satisfactory performance of assigned duties.

Employees may be required to possess any of the following if required by the position to which assigned.

Possession of a valid instructor certificate, or equivalent certification, within six (6) months of appointment.

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2.76.155 Compensation Plan; Longevity Pay.

(a) Employees with a pay range prefixed by the letter “E” shall annually receive longevity pay based upon the total length of service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular payday. The longevity schedule shall be as follows:

| <u>Completed Years of Service</u> | <u>Annual Pay</u> |
|-----------------------------------|-------------------|
| 10 years | \$1,167.00 |
| 15 years | \$1,727.00 |
| 20 years | \$2,343.00 |
| 25 years | \$2,764.00 |
| 30 years | \$2,876.00 |

Employees receiving longevity pay at the five year mark (\$739.00) as of August 15, 2012 shall continue to receive such pay until reaching the ten year mark.

Employees with a pay range prefixed by the letter “E”, hired August 29, 1991 or after, shall annually receive longevity pay based upon total continuous length of service with the city. For the purpose of longevity pay, any employee who terminates employment and who is later reemployed shall be treated as a new employee.

(b) Employees with a pay range prefixed by the letter “X” or “N” shall annually receive longevity pay based upon the total length of service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Employees with a pay range prefixed by “X” or “N” who are scheduled to work less than forty but at least twenty hours per

week shall receive longevity pay based on the number of hours worked each pay period The longevity schedule shall be as follows:

| <u>Completed Years of Service</u> | <u>Annual Pay</u> |
|-----------------------------------|-------------------|
| 10 years | \$ 954.00 |
| 15 years | \$1,406.00 |
| 20 years | \$1,874.00 |
| 25 years | \$2,253.00 |
| 30 years | \$2,366.00 |

Employees with a pay range prefixed by the letter “X” or “N”, hired August 29, 1991 or after, shall annually receive longevity pay based upon total continuous length of service with the city. For the purpose of longevity pay, any employee who terminates employment and who is later reemployed shall be treated as a new employee.

(c) Employees with a pay range prefixed by the letter “~~M~~” or “W” shall annually receive longevity pay based upon the total length of continuous service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Employees with a pay range prefixed by “~~M~~” or “W” who are scheduled to work less than forty (40) but at least thirty-two (32) hours per week shall receive longevity pay based on the number of hours worked each pay period. The longevity schedule shall be as follows:

| <u>Completed Years of Service</u> | <u>Annual Pay</u> |
|-----------------------------------|---------------------------------------|
| 10 Years | \$1,202.00 <u>1,277.00</u> |
| 15 Years | \$1,622.00 <u>1,697.00</u> |

| | |
|----------|---------------------------------------|
| 20 Years | \$2,175.00 <u>2,250.00</u> |
| 25 Years | \$2,564.00 <u>2,639.00</u> |
| 30 Years | \$2,664.00 <u>2,739.00</u> |

For the purpose of longevity pay, any employee who terminates employment and who is later re-employed shall be treated as a new employee.

2.76.380 Sick Leave with Pay

Subsections (a) through (i) shall apply to employees not represented by a bargaining unit.

(a) Amount. For employees with a pay range prefixed by “A”, “C”, “E”, “F”, “M”, or “P”, or “W”, sick leave shall be earned by each employee at the factored hourly equivalent of 3.69 hours per pay period, or 5.54 hours per pay period for an employee with a pay range prefixed by “F” or “M” who works a fifty-six hour work week. Earnings shall be computed only for those hours when an eligible employee is in a pay status, excluding overtime.

(b) Amount. For employees with a pay range prefixed by “N” or “X”, sick leave shall be earned by each employee at the factored hourly equivalent of 101 hours per year. Earnings shall be computed only for those hours when an eligible employee is in a pay status, excluding overtime.

(c) When taken. Sick leave will be paid only when an employee is unable to perform work duties due to actual personal illness, noncompensable bodily injury, pregnancy, or disease, exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by attendance on duty, or to keep a medical or dental appointment and for no other reason. A sick leave pay account will be established and funds appropriated for that reason only. Sick leave with pay is intended to be paid on account of sickness rather than a continuation of salary.

Sick leave must be earned before it can be granted, and advancing sick leave is prohibited. An employee may utilize no more than his accrued balance of sick leave. When an employee finds it necessary to be absent for any of the reasons specified herein, the employee shall cause the facts to be reported to his department head in accordance with departmental rules and regulations.

Sick leave shall be earned, but not be granted, during the probationary period occurring after original appointment. An employee must keep his department head informed of his

condition. This shall be on a daily basis unless waived by the department head or designated representative. An employee may be required by the Human Resources Director to submit a medical certificate for any absence. Failure to fulfill these requirements may result in denial of sick leave. No refund of vacation time shall be allowed due to illness incurred while on vacation leave. Sick leave shall not accrue during any period of leave of absence without pay.

(d) Accumulated sick leave. The accumulation of unused sick leave is unlimited.

(e) Unused sick leave. Upon retirement, death or reduction in force, an employee with a pay range prefixed by “M” or “W” shall have sixty-five percent (65%) of his accumulated sick leave balance paid into the employee’s PEHP premium account. The rate of payment shall be based upon the employee’s regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee’s death.

Upon retirement, death or reduction in force, an employee with a pay range prefixed by “E”, “N” or “X”, or the employee’s beneficiary, shall be paid fifty percent (50%) of his accumulated sick leave in accordance with the applicable terms of the City of Lincoln Human Resources Department policies. The rate of payment shall be based upon the employee’s regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee’s death.

Upon resignation, a regular employee with a pay range prefixed by “N” or “X” shall be paid thirty-three percent (33%) of his accumulated sick leave. The rate of payment shall be based upon the employee’s regular hourly rate of pay at the time the employee resigns.

Upon retirement or death, an employee with a pay range prefixed by “A” or “C”, or the employee’s beneficiary, shall be paid thirty percent (30%) of the employee’s accumulated unused sick leave in cash, and an additional thirty percent (30%) of the employee’s accumulated

unused sick leave into the employee's PEHP premium account. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

Upon reduction in force, an employee with a pay range prefixed by "A" or "C", shall be paid twenty-five percent (25%) of the employee's accumulated unused sick leave in cash, and an additional twenty-five percent (25%) of the employee's accumulated unused sick leave into the employee's PEHP premium account. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee is laid off.

Upon resignation, a regular employee with a pay range prefixed by an "A", "C", or "E" shall be paid thirty-five percent (35%) of his accumulated sick leave in cash. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee resigns.

(f) An employee with a pay range prefixed by "A" or "C" may be granted time off ~~for a maximum of eighty (80) hours in each calendar year, commencing with the first pay period beginning in January,~~ for illness in the employee's immediate family, as defined in 2.76.040. Immediate family will also include any other family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. ~~Upon written request from an employee in the above referenced pay ranges, the Human Resources Director may waive the eighty (80) hour limit after reviewing the individual circumstances in support of the request.~~

(g) An employee with a pay range prefixed by "N" or "X" may be granted time off ~~for a maximum of eighty (80) hours in each calendar year, commencing with the first pay period~~

~~beginning in January,~~ for illness in the employee's immediate family. For purposes of this subsection (g), the term immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, stepgrandchild, grandparent, grandchild, and the grandparent of the employee's spouse, or any other relative residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. ~~Upon written request from an employee in the above referenced pay ranges, the Human Resources Director may waive the eighty (80) hour limit after reviewing the individual circumstances in support of the request.~~

(h) An employee with a pay range prefixed by "E" may be granted time off ~~for a maximum of eighty (80) hours in each calendar year, commencing with the first pay period beginning in January,~~ for illness in the employee's immediate family. For purposes of this subsection (h), the term immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, stepgrandchild, grandparent, grandchild, and the grandparent of the employee's spouse. Immediate family will also include any other family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. ~~Upon written request from an employee in the above referenced pay ranges, the Human Resources Director may waive the eighty (80) hour limit after reviewing the individual circumstances in support of the request.~~

(i) An employee with a pay range prefixed by “M” or “W” may be granted time off ~~for a maximum of eighty (80) hours in each calendar year, commencing with the first pay period beginning in January,~~ for illness in the employee’s immediate family. For purposes of this subsection (i), the term immediate family shall include the employee’s mother, father, sister, brother, husband, wife, child, foster child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, step-grandchild, grandparent, grandchild, and the grandparent of the employee’s spouse. Immediate family will also include any other family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee’s accumulated sick leave. ~~Upon written request from an employee in the above referenced pay range, the Human Resources Director may waive the eighty (80) hour limit after reviewing the individual circumstances in support of the request.~~