

May 13, 2021

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, May 20, 2021
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Approval of minutes from the March 18, 2021 meeting.

ITEM 2: Request to create the following classification:

CLASS

CODE

CLASS TITLE

PAY GRADE

5305

Energy Recovery Coordinator

C32 (\$57,551.52 - \$73,496.80)

ITEM 3: Request to amend Section 2.76.175 of the Lincoln Municipal Code – Compensation Plan; Promotion, Transfer, Demotion, or Temporary Promotion

ITEM 4: Request to amend Section 2.78.020 of the Lincoln Municipal Code – Management Compensation Plan; Annual Leave

ITEM 5: 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.

ENERGY RECOVERY COORDINATOR

NATURE OF WORK

This is responsible technical work coordinating the overall production, monitoring and governing reporting of a wastewater biogas recovery and conditioning operation.

Work involves responsibility for data collection, reporting, and invoicing of biogas and related environmental attributes. Responsible for cooperating with maintenance and operations to anticipate and resolve issues affecting gas production. An employee of this class exercises considerable independence in developing and is responsible for implementing operational plans, programs, and process control strategies and methods adopted for the water resource recovery facilities to maintain production of pipeline quality gas. Work is performed under the general supervision of an administrative supervisor and is reviewed through conferences, completed projects, and adherence to applicable standard operational plans, procedures, operating permits, and regulations.

EXAMPLES OF WORK PERFORMED

Plans, directs and supervises the daily operations of the City's biogas recovery and conditioning operation in conformance with all operating criteria; ensures compliance with federal, state and local rules, regulations and operating permits.

Plans, directs and supervises the transportation and sale of biogas and environmental attributes.

Plans, directs and supervises the monthly product transfer document, and monthly invoice for gas and environmental attributes.

Plans, directs, and supervises payments to gas transporter and credit generator.

Plans, directs and supervises the collection and storage of data and documentation required by EPA and CARB for biofuel certification. Maintains compliance with pathing of the EPA RFS and LCFS. Maintains records of QAP compliance, gas and environmental attribute generation, feedstocks, treatment, purchase, sale, transportation, storage, delivery, certifications, registrations.

Plans, directs and supervises sampling, testing, data collection of biogas analysis, prepares records and reports on a daily, monthly, quarterly and annual basis of the biogas production of the plant, utilizing computerized supervisor control and data acquisition (SCADA) systems and other automatic monitoring and control instrumentation.

Plans, directs, and prepares specifications and contracts for biogas and environmental attribute sales, requisitions and purchases operational supplies associated with the biogas recovery and conditioning facilities.

Reviews and comments on design studies and plans for construction improvements, repair or replacement of biogas recovery and conditioning facilities and components.

Reviews recorded information gathered by meters, gauges, automated devices and other instrumentation and determines if all equipment is calibrated and functioning properly.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of EPA RFS and LCFS regulations.

Thorough knowledge of the occupational hazards and employee safety as they relate to the operation of large secondary and advanced wastewater treatment facilities

Considerable Knowledge of the principles, practices, methods, treatment processes and operating procedures related to large secondary and advanced wastewater treatment reclamation reuse and related biogas production and bio-solids handling facilities.

Considerable knowledge of microcomputers and ability to program and develop computerized applications using spreadsheets, word processing, databases, etc.

Knowledge of specialized automated controls and instrumentation, supervisory control and data acquisition (SCADA) systems, physical equipment and testing apparatus related to the operation of large secondary and advanced wastewater treatment facilities.

Knowledge of bacteriology and chemistry as it applies to secondary and advanced wastewater treatment.

Knowledge of the sources of technical information and the ability to use them effectively.

Knowledge of basic mathematics as related to treatment operations.

Ability to plan and conduct operations training programs.

Ability to plan, schedule, assign, supervise, inspect and evaluate the work of subordinate personnel.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established standard operating plans, procedures and practices.

Ability to establish and maintain effective communication and working relationships with City officials, superiors, co-workers, subordinates, contractors and the general public.

Ability to communicate effectively both orally and in writing.

Ability to compile and maintain operational records utilizing computerized methods.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with coursework in business or public administration, environmental science, computer science, environmental engineering, mathematics or related field plus two years of experience in program development, management and evaluation including supervisory experience or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Class IV Wastewater Treatment Plant Operator Certification is a requirement within 12 months of appointment.

5/21

PS5305

2.76.175 Compensation Plan; Promotion, Transfer, Demotion, or Temporary Promotion.

(a) In the case of promotion for an employee with a pay range prefixed by “N”, “X”, “E”, or “M”, the rate of the promoted employee shall be increased to that step in the higher range next above his rate of pay prior to promotion. In the case of promotion for an employee with a pay range prefixed by “W”, such increase is intended to be at least five percent. In the case of transfer, the employee’s rate will remain unchanged at the time of transfer. In the case of an involuntary demotion for an employee with a pay range prefixed by “W”, the rate of pay shall be reduced at least four and one-half percent. Under no circumstances shall the new rate exceed the maximum rate for the lower class in the variable merit pay plan.

In the case of a voluntary demotion for an employee with a pay range prefixed by “W”, the employee concerned shall normally be paid at the same rate in the lower pay range. If the employee’s rate of pay exceeds the maximum rate of the lower pay range, the employee’s rate of pay shall be frozen (red-circled) until such time that the maximum rate, through general increases, makes sufficient upward movement so that it exceeds the employee’s rate of pay. When the maximum rate meets or exceeds the employee’s frozen (red-circled) rate through general increases, the employee’s frozen rate of pay shall then increase to the maximum rate. However, if after one year the maximum rate does not meet or exceed the employee’s frozen (red-circled) rate of pay, the employee’s rate of pay will be reduced four and one-half percent (4.5%) or to the maximum rate, whichever results in the smallest decrease in pay. Each year thereafter, the employee’s rate of pay shall be reduced an additional four and one-half percent (4.5%) or to the maximum rate, whichever results in the smallest decrease in pay.

(b) In the case of demotion for an employee with a pay range prefixed by “N”, “X”, “M” or “E”, the rate of the demoted employee shall be reduced to the next lower step for the lower class and under no circumstances shall the new rate exceed the maximum rate for the lower class in the merit pay plan.

(c) A promotion of any employee during such employee's probationary period shall have the effect of ending the probationary period for that employee and making such employee a regular employee. However, a reclassification of a probationary employee to a position in a newly created class with a higher pay range will not terminate the probationary period.

(d) Any regular employee with a pay range prefixed by "P" or "W" may be temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than provided by such employee's current pay range. Such temporary promotion must first be approved in writing by the director only after the department head demonstrates that the employee is qualified for the vacant position. Once granted, the employee must perform the duties of the vacant position and shall be paid at the rate of at least five percent above the employee's current base salary, or at the minimum rate of the established range of the vacant position, whichever is greater, but any increase in pay greater than five percent must be approved in writing by the Director. No temporary promotion shall be granted for less than forty hours or continue longer than one year from the date of the original assignment and approval by the Director. In the event an employee is temporarily promoted to a higher classification and requests and receives approval for paid leave, or there is a Legal Holiday, such paid leave or Legal Holiday shall be compensated at the employee's rate of pay prior to being temporarily promoted to the higher classification.

(e) Any regular employee with a pay range prefixed by "A" may be temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than provided by such employee's current pay range. Such temporary promotion must first be approved in writing by the director only after the department head demonstrates that the employee is qualified for the vacant position. Once granted, the employee must perform the duties of the vacant position and shall be paid at the rate of at least the next higher step above the employee's current rate of pay which results in at least a 3.25% increase, or at the minimum rate of the established range of the vacant position, whichever is greater, but any increase in pay greater than

two steps must be approved in writing by the Director. No temporary promotion shall be granted for less than forty hours or continue longer than one year from the date of the original assignment unless specifically authorized by the Human Resources Director for a longer period of time. In the event an employee is temporarily promoted to a higher classification, and requests and receives approval for paid leave, or there is a Legal Holiday, such paid leave or Legal Holiday shall be compensated at the employee's rate of pay prior to being promoted to the higher classification.

(f) Any regular employee, with a pay range prefixed by "M" may be temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than provided by such employee's current pay range. Such temporary promotion must first be approved in writing by the director only after the department head demonstrates that the employee is qualified for the vacant position. Once granted, the employee must perform the duties of the vacant position and shall be paid at the rate of at least the next higher step above the employee's current rate of pay which results in at least a 3.50% increase, or at the minimum rate of the established range of the vacant position, whichever is greater, but any increase in pay greater than two steps must be approved in writing by the Director. No temporary promotion shall be granted for less than forty hours or continue longer than one year from the date of the original assignment unless specifically authorized by the Human Resources Director for a longer period of time. In the event an employee is temporarily promoted to a higher classification and requests and receives approval for paid leave, or there is a Legal Holiday, such paid leave and Legal Holiday shall be compensated at the employee's rate of pay prior to being temporarily promoted to the higher classification.

2.78.020 Management Compensation Plan; Annual Leave.

(a) Effective with ~~the beginning of the first pay period after~~ January 1 of each year, each department head and each administrative assistant to an elected official shall be entitled to annual leave equivalent to 160 hours per year. Department heads and administrative assistants to elected officials may carry over unused annual leave to a maximum of forty hours, but any leave, over the maximum of forty hours, unused by ~~the last day of the first complete pay period in January of the following~~ December 31 of the current calendar year shall be forfeited. Any accumulated leave earned by a department head and unused as of January 15, 1982, shall be retained by the department head and may be used at any future time, and for any remaining upon termination of employment with the city, shall be compensated for such unused accumulated vacation leave.

Any department head or administrative assistant to an elected official entering the management compensation plan at any time after the first day of ~~the second complete pay period in~~ January of any year shall be entitled to and shall receive only a pro-rated portion of the otherwise authorized management leave for that year.

(b) Vacation payout. Any employee who separates from the city service shall be compensated for vacation leave accrued and accumulated to the date of separation. The vacation payout shall occur with the paycheck immediately following separation. In the event the separation is the result of retirement, as defined by the applicable retirement plan, an employee may elect to utilize vacation until all accrued vacation has been exhausted. (Ord. 19976 §1; January 6, 2014: prior Ord. 19620 §1; September 19, 2011: Ord. 19369 §1; April 5, 2010: Ord. 19146 § 2; September 22, 2008: Ord. 18505 §1; February 28, 2005: Ord. 18478 §2; December 13, 2004: Ord. 15988 §2; October 14, 1991: Ord. 15488 §116; March 12, 1990: P.C. § 2.58.610; Ord. 15011 §1; October 10, 1988: Ord. 13295 §3; January 11, 1982).