

December 8, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, December 15, 2022
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the November 17, 2022 meeting.

ITEM 2: Request to change the title of the following classification:

<u>CLASS</u> <u>CODE</u>	<u>CURRENT</u> <u>CLASS TITLE</u>	<u>PROPOSED</u> <u>CLASS TITLE</u>
2031	Utilities Security Manager	Transportation and Utilities Security Manager (M03)

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

<u>CLASS</u> <u>CODE</u>	<u>CURRENT</u> <u>CLASS TITLE</u>	<u>PROPOSED</u> <u>CLASS TITLE</u>	
3144	Victim/Witness Assistant	Victim Assistance Advocate	(C13)
3146	Victim/Witness Manager	Victim Assistance Manager	(A11)

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

<u>CLASS</u> <u>CODE</u>	<u>CURRENT</u> <u>CLASS TITLE</u>	<u>CURRENT</u> <u>PAY RANGE</u>	<u>PROPOSED</u> <u>PAY RANGE</u>
5604	Transit Dispatcher	C18 (\$43,940.00 – \$56,110.08)	C21 (\$47,226.40 – \$60,305.44)

ITEM 5: Miscellaneous Discussion

PC: Liz Elliott
Teresa Ewins

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.

VICTIM~~WITNESS~~ ASSISTANT~~ASSISTANCE~~ ADVOCATE

NATURE OF WORK

This is complex and responsible advocacy work assisting in the activities of the Victim~~Witness~~ Assistance unit.

Work involves assisting in the supervision~~direction~~ and training of volunteers and interns; providing direct services to crime victims; and collaborating with community partners regarding victim referrals and criminal justice participation~~meeting with various community organizations involved in crime victim issues~~. Supervision is received from the Victim~~Witness~~ Assistance Manager in the form of conferences, reports and results achieved. Supervision is exercised over volunteers and interns.

EXAMPLES OF WORK PERFORMED

Assists in providing direct services to crime victims in the form of outreach and advocacy in the following ways: outreach following report of victimization by via mail and phone; criminal justice advocacy and accompaniment to court hearings, depositions, parole hearings, sentencing, and trials.

Assists walk-in clientele with protection order affidavits or other presenting concerns; promotes safety planning and supplies safety plan information as appropriate; provides referrals and trauma support as appropriate; de-escalates crises when necessary. following areas: completing documents for protection orders; accompanying to court hearings, trials and parole hearings; providing information related to compensation of medical expenses; assisting victim through the court process and protection order hearings.

Researches and develops training for victim advocates in victim rights legislation, victim issues, the criminal court process, the Domestic Violence Abuse Act, protection orders, post conviction process, victim's role, compensation, referral agencies, criminal and civil law.

Supervises~~Directs~~ interns and volunteers to ensure assigned tasks are completed.

Makes presentations to civic organizations, schools, law enforcement agencies and service organizations; p~~Participates in various collaborative meetings on behalf of the Victim~~Witness~~ Manager Assistance Unit to represent victim perspectives and the unit's goals.~~

Collaborates with criminal justice partners on behalf of crime victims.

Compiles and maintains statistics ~~and correspondence~~ as required for grants, victim cases and the Police Department.

Makes presentations to civic organizations, schools, law enforcement agencies and community partners as assigned.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of current best practice related to victim advocacy, mental health, trauma informed care, secondary trauma, threat assessment, domestic violence, sexual assault, human trafficking child abuse, elder abuse, vulnerable adult abuse and/or another related topic.

Knowledge of current victim rights ~~issues~~ and legislation ~~affecting~~ impacting crime victims; ~~victim rights~~ and victim service programs.

Knowledge of ~~current~~ human service agencies community partners providing services to crime victims ~~of crime~~.

Ability to communicate professionally and effectively both orally and in writing with co-workers, outside agencies, the general public and those experiencing trauma and/or are in crisis.

Ability to make presentations before a variety of organizations.

Ability to establish and maintain effective working relationships with co-workers, volunteers and other ~~human service agencies~~ community partners.

Ability to maintain commitment to confidentiality and compassion related to crime victims and sensitive departmental information. ~~deal sensitively with victims of violent crime, sexual assault, domestic violence, robber, burglary, homicide, etc.~~

Skill in critical thinking in high stress situations.

Skill in de-escalation tactics and trauma informed practices.

Skill in the operation of various office equipment and computer software.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent and experience working in the victim/witness field plus some supervisory experience.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in criminal justice, social work or related field with ~~from a senior high school or equivalent and some~~ six months of experience in the victim/~~witness~~ advocacy or criminal justice field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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VICTIM/~~WITNESS~~ ASSISTANCE MANAGER

NATURE OF WORK

This is complex and responsible administrative work directing and coordinating the activities of the Victim/~~Witness~~ Assistance Unit.

Work involves directing and supervising the activities of subordinate personnel, interns and volunteers; serving as liaison between the department and ~~human service agencies~~ collaborative community partners~~involved with victims and witnesses~~; providing direct services to crime victims; and providing administrative direction on victim services, rights ~~issues and related training~~. Supervision is exercised over subordinate staff, interns and volunteers. Supervision is received from ~~the~~ Assistant Chief of Police in the form of conferences, reports and results achieved.

EXAMPLES OF WORK PERFORMED

Provides direct services to crime victims in the form of outreach and advocacy in the following ways: outreach following report of victimization by mail and phone; criminal justice advocacy and accompaniment to court hearings, depositions, parole hearings, sentencing and trials.

Assists walk-in clientele with protection order affidavits or other presenting concerns, promotes safety planning and supplies safety plan information as appropriate; provides referrals and trauma support as appropriate; de-escalates crisis when necessary. to include assistance in filing for protection orders and victim compensation; accompanying victims to court and parole hearings; explaining the criminal justice system and services provided by the Victim/Witness Unit.

Coordinates resources and efforts of the unit in cooperation with other collaborative community partners~~agencies~~ involved with the Criminal Justice System and Crime Victim Services.

~~Maintains liaisons with service agencies for the purpose of referral; ensures that all needed and appropriate contacts as defined by procedure are made with eligible victims.~~

Maintains knowledge of national and state legislation affecting victims and assists the department in developing policy positions.

~~Maintains contact and involvement with appropriate Federal and State organizations for the purpose of advocating for victims.~~

~~Provides the media with appropriate materials for the purpose of enhancing victim programs and the advocacy of victim rights.~~

Researches and writes grants for additional staffing and programs to assist crime victims.

Supervises advocates, interns and volunteers; ~~and~~ develops programs to recruit and train volunteers.

Participates on appropriate boards and committees as deemed relevant to unit and department goals.

Compiles and maintains daily and quarterly statistics as required for grants, victim cases and the Police Department annual report; compiles and maintains documentation and information for law enforcement accreditation reports as directed.

Provides trauma informed, victim-centered training to law enforcement and dispatch academies and community partners as requested.

Completes community outreach projects as assigned related to victim rights, awareness campaigns, enhanced collaborations, etc.

~~Represents the department at meetings of various organizations involved in victim/witness issues.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of victim rights and legislation impacting crime victims and victim service programs. ~~issues, new laws and programs.~~

Thorough knowledge of community partners~~human service agencies~~ providing services to crime ~~victims of crime.~~

Thorough knowledge of grant writing and reporting procedures and requirements necessary to obtain and maintain funding for the program.

Thorough knowledge of best practice related to victim advocacy, mental health, trauma informed care, secondary trauma, threat assessment, domestic violence, sexual assault, human trafficking, child abuse, elder abuse, vulnerable adult abuse and/or another related topic.

Ability to establish and maintain effective working relationships with co-workers, volunteers and other community partners~~human service agencies.~~

Ability to communicate professionally and effectively both orally and in writing with co-workers, outside agencies, the general public and those experiencing trauma and/or are in crisis.

~~Ability to deal sensitively with victims of violent crime, sexual assault, domestic violence, robbery, burglary, homicide, etc.~~

Ability to make presentations and represent the department before a variety of organizations~~involved in victim/witness issues.~~

Ability to maintain commitment to confidentiality and compassion related to crime victims and sensitive departmental information.

Ability to multitask and prioritize in highly unpredictable environments.

Skill in the operation of various office equipment and computer software.

Skill in critical thinking in high stress situations.

Skill in de-escalation tactics and trauma informed practices.

Skill in networking and maintaining effective partnerships to mutually benefit agency goals and crime victims.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in criminal justice and considerable experience writing grants and working in the victim/witness field plus experience in a supervisory capacity.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in criminal justice, social work or related field and two years of experience writing grants and working in the victim/~~witness~~ advocacy field plus ~~some~~six months of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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