

April 14, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, April 21, 2022
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the March 11, 2022 meeting.

ITEM 2: Request to create the following classifications:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
3161	Communications Coordinator	M05 (\$83,145.92 - \$113,320.48)
3609	Health Fiscal Manager	M03 (\$72,456.80 - \$98,750.08)
5125	City Fleet Manager	M06 (\$89,069.76 - \$121,392.96)

ITEM 3: Request to change 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>
4115	Library Service Supervisor	A04 (\$41,537.60 - \$55,411.20)	A06 (\$45,801.60 - \$61,089.60)

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

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
0631	Executive Aide	E02 (\$45,972.16 – 58,691.36)	E12 (\$60,299.20 - \$76,982.88)

ITEM 5: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
1550	Grant Coordinator I (E04)

ITEM 6: Request to delete the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
3147	Crime Analysis Technician (N65)

ITEM 7: Miscellaneous Discussion

PC: City Clerk
Pat Lopez
Pat Leach
Jennifer Brinkman
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 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.

COMMUNICATIONS COORDINATOR

NATURE OF WORK

This is responsible administrative and technical work supervising and coordinating the total operation of the Emergency Communication (911) Center and the City-wide communication system. This is a civilian position.

Work involves responsibility for planning, developing, implementing and coordinating emergency communication procedures to provide efficient and accurate emergency service dispatching of police, fire, and sheriff services as well as emergency medical and rural fire services. Work also involves responsibility for developing, implementing, directing and coordinating the City-wide radio communication system. Work also includes analyzing communication equipment and systems needs; ensuring proper maintenance of system components; ensuring adherence to Federal Communications Commission rules, regulations and licensing requirements; and preparing and administering the divisional budget. An employee in this class is expected to exercise considerable independent judgment in accordance with established policies and procedures. Work is performed under the general supervision of an administrative superior with work being reviewed in the form of the effectiveness of communications operations. Supervision is exercised over subordinate dispatching and technical employees.

EXAMPLES OF WORK PERFORMED

Plans, develops, implements and coordinates emergency communication policies and procedures to ensure accurate and efficient dispatching of emergency services to the general public.

Plans, develops, implements and coordinates the installation, operation, maintenance and repair of the City-wide radio communication system.

Meets and confers with user members and regional partners to review modifications in operational procedures, enhancements in communication equipment components and systems and to resolve any operating problems among the agencies served.

Supervises subordinate Emergency Service Dispatchers engaged in the dispatching of emergency services; supervises subordinate technical employees involved in the installation, maintenance and repair of the City-wide radio communication system; develops training programs to ensure employee proficiency; evaluates employee performance; staffs and schedules employees to meet mission requirements; interviews, hires, and disciplines employees.

Analyzes systems and equipment needs and recommends changes as deemed appropriate; supervises the development and administration of equipment maintenance contracts; reviews and evaluates proposals and bids for new equipment.

Ensures adherence to FCC rules, regulations and licensing requirements.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of communication systems (preferably 800 megahertz system) and component equipment.

Considerable knowledge of FCC rules, regulations and licensing requirements.

Considerable knowledge of the services provided by the Lincoln Police and Fire Departments, the Lancaster County Sheriff's Department and rural fire districts.

Considerable knowledge of the physical layout of Lincoln and Lancaster County.

Ability to plan, assign, supervise and evaluate the work of subordinate Emergency Service Dispatchers and technical employees.

Ability to develop training programs to ensure employee proficiency.

Ability to analyze communication systems and to evaluate component equipment.

Ability to coordinate operations and information between various governmental entities.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, public safety and governmental officials and the general public.

MINIMUM QUALIFICATIONS

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

HEALTH FISCAL MANAGER

NATURE OF WORK

This is responsible professional work involving the preparation and management of the biennial Council approved budget, grants and contracts for the Health Department budget; study and make recommendations for administrative systems, policies, procedures and organization.

Work involves responsibility of the Health Department budget which includes tracking and reporting department expenses; analyzing the health department programs, projects and activities as they pertain to efficient utilization of resources, materials and personnel. Work also involves coordinating numerous grants at a time. Employees in this class are expected to exercise considerable independent judgment and initiative in performing assigned duties, incorporating sound governmental budgeting and accounting principles into the budget process. Supervision is received from the Health Director with work being reviewed in the form of reports, conferences, department budget and accuracy of results obtained. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Directs and monitors expenditures and revenues for all budgeted funds by division and section including the development and on-going implementation of tracking tools for specific expenditures and revenues.

Prepares Health department budget; coordinates grants and contracts; communicates with the Health Director throughout the budget process.

Assists the division and program managers in ensuring that all areas of the grants and contracts meet the requirements of the funders and the department.

Plans and directs all activities of Fiscal Office in the execution of biennial budget and contract budgets.

Participates in planning and quality improvement activities for the department, division, and section.

Maintains quality control and assures systems and controls are maintained by section and department staff to protect assets.

Analyzes expenditures and revenue in relation to impact on department and program; makes recommendations on corrective actions when indicated.

Coordinates meetings to develop reporting mechanisms to meet the needs of the Health Director, Division Managers, Section Supervisors and Grant Managers.

Supervise subordinate staff.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods and procedures of budgeting and of the principles of management and organization as they pertain to the budgeting process.

Considerable knowledge of the principles and practices of public administration, budget preparation and administration, and organization and management analysis techniques.

Ability to prepare comprehensive analyses, evaluations and recommendations pertaining to the Health department budget.

Ability to organize, prepare and present effective oral and written recommendations and reports.

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

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, public finance, accounting or related field plus four years of experience in public finance, management and administrative analysis, as well as accounting and fiscal operations; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4/22

PS3609

CITY FLEET MANAGER

NATURE OF WORK

This is highly responsible administrative and supervisory work directing the overall management, coordination and direction of a large municipal fleet system. This position is distinguished from the Superintendent of Fleet Services classification by its extent of responsibility over the citywide administration of the fleet system. Work involves responsibility for the development and administration of municipal fleet-related programs, policies, procedures, and for the supervision of personnel responsible for fleet operations and maintenance. Supervision is exercised over professional, administrative, technical, and clerical employees. Work is performed under the general supervision of the City Finance Director with work being reviewed through reports and results received.

EXAMPLES OF WORK PERFORMED

Oversees the administration, acquisition, maintenance, and management of all vehicles, equipment, and vehicle related services on behalf of the city.

Directs the development and implementation of integrated, citywide fleet solutions providing strategic and operational leadership to fleet superintendents and teams.

Analyzes trends in advanced vehicle technology, assessing the climate and environmental benefits of emerging technology to reduce greenhouse gas and pollutant emissions, and provides strategic solutions to address infrastructure and equipment challenges.

Develops administrative procedures and policies for city fleet operations, planning and/or programs; reviews current programs and policies and recommends improvements.

Prepares, recommends and administers operating budgets and capital improvement programs; monitors expenditures for operating budgets and capital improvement projects.

Initiates, reviews and evaluates city fleet operations studies and plans; initiates special fleet or fueling related studies or updates; develops and implements citywide programs to monitor fleet services.

Develops and implements major fleet planning and operations projects, evaluates existing fleet systems; recommends program and procedural changes.

Collaborates with city fleet personnel, city department representatives, or other interested customers pertaining to fleet policies, services or programs.

Provides and/or coordinates fleet personnel training. Oversees the skill and competency development of fleet personnel based on emerging technologies and/or business strategies needed to support work initiatives. Work collaboratively with fleet superintendents and staff to correct deficiencies.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the modern principles and practices of administration, organization, planning, and operations as applied to the development and implementation of municipal fleet services and programs.

Considerable knowledge of the principles and methods of municipal finance, budgeting, and accounting.

Knowledge of local government fleet management.

Knowledge of regulatory compliance under Federal Motor Carrier Safety rules and regulations and training to prevent unsafe carrier and driver behaviors.

Ability to analyze changing municipal fleet trends within city government and to develop and implement plans and programs to meet city needs.

Ability to plan, organize and monitor fleet spending, pricing models, and use of expenditures to meet business strategies and service delivery.

Ability to express ideas and communicate clearly and effectively, in both oral and written form; and to discuss and convey fleet concepts and terminology with both technical and non-technical staff at all levels within and outside the city.

Ability to establish and maintain effective working relationships with government officials, coworkers, city fleet personnel, and departmental customers.

Ability to plan, assign, coordinate and evaluate the work of administrative, professional and technical employees.

Ability to develop high quality services while preserving safe, clean, functional and well-maintained facilities and vehicles.

MINIMUM QUALIFICATION

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

EXECUTIVE AIDE

NATURE OF WORK

This is responsible administrative work organizing and supervising business operations and constituent services ~~the work performed by subordinate clerical staff~~ within the office of the Mayor.

Work involves managing office operations including planning, organizing, assigning and supervising the work performed by subordinate clerical staff; interviewing, hiring and evaluating subordinates; implementing staff training programs; managing the processing of information and documents; preparing correspondence and reports; communicating interpreting administrative policy to departments and the general public; managing office financial and personnel services as it applies to departmental operation; and participating in budget preparation and administration. Work also involves providing and coordinating administrative support for Mayor's staff. The work requires considerable initiative, independent judgement, and close coordination with Chief of Staff and/or their assignees. ~~may include limited clerical responsibilities such as taking and transcribing oral dictation and typing. The majority of work is performed with considerable independence. Assignments are received in the form of generalized instructions with work being reviewed in the form of reports submitted and results achieved. Supervision may be exercised over subordinate clerical staff. This class is differentiated from the Executive Secretary in that the major emphasis is on coordination and supervision of clerical functions.~~

EXAMPLES OF WORK PERFORMED

Manages public contacts with the Mayor's Office and coordinates across city departments to ensure a positive constituent experience. ~~Analyzes work methods of subordinate clerical staff and develops and implements improved work procedures.~~

Communicates information to the public, city departments, and staff across multiple platforms; phone, email, in-person, other digital media, and more; coordinates with City Communications, and other departments to ensure correct and timely dissemination of information to the public. ~~Plans, organizes, supervises and assigns the work performed by clerical subordinates; coordinates work flow to and from subordinate staff; interviews, hires and evaluates subordinates.~~

Manages Mayor's office financial and personnel processes; maintains financial records and helps support office budget development; directs Mayor's office document processing. ~~Prepares correspondence and reports; maintains a large variety of complex clerical records; implements staff training programs.~~

Participates in departmental budget preparation and maintains fiscal records of budgetary expenditures.

Coordinates support for Mayoral Aides, boards, and committees. ~~Interprets administrative decisions and policies based upon explanation by superior.~~

Plans, organizes, supervises, and assigns the work performed by subordinate team members in coordination with Chief of Staff and Mayoral Aides. ~~May perform limited clerical duties such as taking and transcribing oral dictation, and typing.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the City department operations particularly constituent services and information.

Considerable knowledge of the principles, practices and procedures of office management.

Knowledge of administrative policies and procedures.

Knowledge of the ~~basic~~ principles of financial and record-keeping procedures.

Some knowledge of research techniques, methods and procedures.

Ability to plan, organize, supervise and assign the work of subordinate team members, ~~clerical and accounting subordinates.~~

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

Ability to perform routine administrative detail independently, including the preparation of letters, reports, minutes, agendas and memoranda.

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~~ proficiently both orally and in writing.

Skill in conflict resolution and problem solving.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from senior high school supplemented by coursework in business education, business management or related field plus considerable experience in a responsible supervisory or office management position.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, public policy ~~senior high school supplemented by coursework in business education, business management~~ or related field plus two years of experience in a responsible

~~administrative or~~ supervisory capacity ~~and two years of experience in constituent services, conflict resolution and problem solving~~; or any equivalent combination of training and experience that ~~would~~ provides the desir~~able~~~~ed~~ knowledge, abilities and skills.

~~4/83~~

~~Revised: 4/89~~

~~Title Change: 8/03~~

~~4/22~~

PS0631

GRANT COORDINATOR I

NATURE OF WORK

This is professional work assisting in the administration of federal, state and local grant funds for department functions. ~~This is a temporary, classified position covering the period of the grant.~~

Work involves assisting departmental personnel in any one of several areas, and may include identifying grant opportunities, submitting grant applications, data gathering, ~~preparing reports,~~ assisting in research and analysis, and grant reporting and compliance monitoring to ensure all timelines and requirements are met. ~~assisting in monitoring the goals and objectives of the grant.~~ Work is reviewed by an administrative professional, or a technical superior through conferences, written reports, and results achieved. ~~An employee is assigned to this classification only for the time specified by the grant. Once the funding ends, the employee will be subject to separation from City service.~~

EXAMPLES OF WORK PERFORMED

~~Conducts research and investigative work in the field to which assigned.~~

Identifies grant opportunities at the local, state and federal levels.

Assists in the preparation of grant applications by supplying data and relevant financial information.

Compiles and calculates statistical data for the preparation of reports.

Assists with designing~~Designs~~ and developing~~develops~~ programs to meet grant specifications and departmental needs.

~~Monitors work progress to ensure that the goals and objectives of the grant are met.~~

Works closely with granting authorities; monitors and documents compliance with grant requirements.

Recommends and creates policies and procedures necessary for the implementation of programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Knowledge of the fundamental principles and practices of the area to which assigned.~~

Knowledge of grant writing procedures and principles.

Knowledge of research and data gathering techniques, interpretations and analysis.

Knowledge of grants at the local, state and federal levels.

~~Knowledge of managerial and administrative policies and procedures.~~

Ability to analyze, interpret, and submit oral and written reports.

Ability to communicate effectively verbally~~orally~~ and in writing.

~~Ability to work directly from oral or written instructions.~~

Ability to establish and maintain effective working relationships ~~with co-workers and municipal officials.~~

Ability to perform in an independent manner under the direction of a supervisor.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from senior high school or equivalent supplemented by college level coursework in business or public administration, or coursework directly related to the purpose of the grant, and some experience directly related to the purpose of the grant or experience in some administrative capacity.~~

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by college level coursework in business or public administration plus six months of experience in grant management or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

7/8404/22