

CITY PERSONNEL BOARD

August 18, 2022

MEETING

Meeting was held Thursday, August 18, 2022, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, and Nicholette Seigfreid. Members absent: Shannon Rowen and Christy Abraham. Human Resources Department resource staff attending: Shelly Madison.

The meeting was opened at 1:30 p.m. by Chair Ryan Dale.

Agenda Item 1 was to approve the minutes from the June 27, 2022 meeting. It was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the June 27, 2022 minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to create the classifications 3130 – Police Business Manager – A16, and 1453 – Technology Project Manager – W02. Nicole Gross of the Human Resources department explained the first class was being created per the request of the Police department. This is not an added employee but would be a reallocation of a current employee. Current employee is in the Administrative Officer position but the work for this position has expanded so wanted to get this updated. Nicole Gross of the Human Resources department continued to explain that the second class was being created per the request of Information Services to update the classification to include larger emphasis on project management and to get up to date with the market. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the creations as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the title and pay range for the classification 0634 – Human Resources Operations Specialist – E15 to Human Resources Operations Manager – W01. Barb McIntyre of the Human Resources department explained that this position supervisors two team members and the job scope should be broadened accordingly and give the employee the title she's been doing for some time. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the title and pay range change as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise the classification 0617 – Human Resources Business Partner – W02. Barb McIntyre of the Human Resources department explained that she wanted to clarify the duties for the new employee who is to start this position on September 1. Following discussion, it was moved by Ryan Dale and seconded by Maggie Schiefen to approve the classification change as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to delete classifications 5031 – Landfill Operator I (N29), 5032 – Landfill Operator II (N43), and 5033 – Landfill Operator III (N48). Barb McIntyre of the Human Resources department explained that we are modernizing the classifications to be Utility Equipment Operators to include landfill work therefore no longer needing these classifications.

PERSONNEL BOARD

Meeting

August 18, 2022

PAGE 2

Following discussion, it was moved by Maggie Schiefen and seconded by Ryan Dale to approve the deletion of the classifications as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to amend Section 2.76.145 of the Lincoln Municipal Code – Compensation Plan; Merit Pay Plan; Administration and Requirements for Advancement. Barb McIntyre of the Human Resources department explained this is a clean up effort of what the actual process is. This does not go to the Mayor, but actually is sent to the HR Director for approvals. Following discussion, it was moved by Nicholette Seigfreid and seconded by Maggie Schiefen to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend Section 2.76.160 of the Lincoln Municipal Code – Compensation Plan & Variable Pay Plan – W Pay Ranges. Barb McIntyre of the Human Resources department explained this is a clean up effort of what the actual process is. This does not go to the Mayor, but actually is sent to the HR Director for approvals. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the Election of Chair and Agenda Item 9 was Election of Vice-Chair. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to re-elect Ryan Dale as Chair and re-elect Shannon Rowen as Vice-Chair. Motion unanimously carried by roll call vote.

There being no further business, the meeting adjourned at 1:45 p.m.

The next regularly scheduled meeting is tentatively set for September 15, 2022.

Shelly Madison
Human Resources Clerk

PC: City Clerk
Directors