

February 16, 2023

NOTE: Special Meeting Date

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, February 23, 2023
1:30 p.m., Council Chambers
County-City Building

AGENDA

- ITEM 1: Approval of Minutes from the January 19, 2023 meeting.
- ITEM 2: Request to amend Lincoln Municipal Code - 2.76.335 - Appointments to Positions in the Classified Service
- ITEM 3: Miscellaneous Discussion
- PC: City Clerk
Department Heads

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.

2.76.335 Appointments to Positions in the Classified Service.

- a. Vacancies. All vacancies in the classified service shall be filled by reemployment, promotion, original appointment, transfer, or demotion as provided in these rules. Appointments to vacant positions will be made in the order indicated: (1) reemployment lists; (2) promotion lists; (3) referred applicant lists. When there are no eligible candidates on reemployment or promotion lists, a competitive selection process will be used to create a referred applicant list.
- b. Requisition Submittal. When a vacancy in the classified service is to be filled, the Department Head, or designee, shall submit a requisition to the Human Resources Department, to initiate a competitive selection process. This requisition shall state the class title, **working title**, the number of positions to be filled, **hours**, **location**, **essential qualifications**, **desirable special qualifications**, and other appropriate information.
- c. Competitive Selection Process. **Department Head, or designee, is responsible for developing a legally compliant selection criteria, in consultation with the Human Resources Department, prior to beginning the selection process for a new requisition, and providing the documentation to the Human Resources Department. The Human Resources Department is responsible for confirming all selection activities involved in the competitive selection process before applicants are referred to the Department Head, or designee.**
- d. Referred Applicant List. **The Human Resources Department will ensure that all applicants referred to departments possess the necessary competencies (i.e., knowledge, skills, abilities, education, training, licenses/certifications, etc.), to meet minimum requirements of the job classification as well as the pre-established criteria to ensure a competitive selection process.**
- e. **Department Head, or designee, must notify the Human Resources Department prior to extending an offer of employment with the City of Lincoln, except for a temporary appointment.**
- f. **The Department Head, or designee, shall return all selection documentation to the Human Resources Department.**