

September 15, 2023

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, September 21, 2023
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the July 20, 2023 meeting.

ITEM 2: Request to create the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
2003	Information Technology Security Specialist	A15(\$75,391.68 - \$100,553.44)

ITEM 3: Request to change the pay range of the following classifications:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5339	Utility Supervisor	C28(\$57,757.44 - \$73,752.64)	C32(\$63,498.24 - \$81,090.88)
5511	Park Horticulturist	A10(\$59,057.44 - \$78,771.68)	A11(\$62,023.52 - \$82,723.68)
5601	Bus Operations Superintendent	A13(\$68,365.44 - \$91,191.36)	A14(\$71,793.28 - \$95,763.20)
5605	Bus Maintenance Superintendent	A13(\$68,365.44 - \$91,191.36)	A14(\$71,793.28 - \$95,763.20)

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

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>NEW CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5010	Labor Supervisor I	Labor Supervisor	C26(\$55,007.68 - \$70,231.20)	C30(\$60,536.32 - \$77,307.36)

ITEM 5: Request to revise the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>
3695	Animal Control Dispatcher (N27)

ITEM 6: Election of Chair

ITEM 7: Election of Vice - Chair

ITEM 8: Miscellaneous Discussion

PC: Maggie Stuckey-Ross
Liz Elliott
Pat Lopez
Barb McIntyre
City Clerk

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.

INFORMATION TECHNOLOGY SECURITY SPECIALIST

NATURE OF WORK

This is responsible technical work securing the Information Technology systems for the Transportation and Utilities Department for the City of Lincoln.

Work involves analyzing current security status of the department systems including developing and revising Information Technology security policies and procedures. Work also involves coordinating efforts of vendors and staff to implement solutions and ensure systems are secured, staying current with industry best practices and emerging threats to department IT security. General supervision is received from a superior with work being reviewed through reports and procedures and achievement of stated objectives.

EXAMPLES OF WORK PERFORMED

Provides application and product support related to security status and requirements; develops and revises Information Technology security plans for departmental systems; performs reviews of system access to ensure only authorized users have access; coordinates with city networking staff to ensure network access controls to department systems meet security needs.

Develops efficient work operations and promotes innovation; reviews any proposed changes to SCADA systems for potential security issues prior to implementation; develops educational resources for staff on IT security best practices; assesses emerging security threats and recommends action for resolution.

Determines security violations and inefficiencies by conducting periodic audits; uses security tools to identify vulnerabilities in department systems; responds to security incidents on department systems and prepares after-action report.

Researches new technologies and how to integrate with existing security infrastructure; provides security reports for audits and compliance.

Provides excellent customer service; identifies customer requirements to anticipate problems and recommends actions; resolves questions, issues and complaints by applying policies and procedures, and consulting with other staff to develop answers or solutions.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of information security concepts, protocols, industry best practices and strategies.

Knowledge of system technology security testing.

Knowledge of operating system internal and network protocols.

Ability to analyze emerging threats for departmental IT systems and provide recommendations.

Ability to communicate effectively both orally and in writing.

Ability to prepare written directives and reports.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in information technology or related field and four years of experience working with computer software, hardware, system design, and IT security; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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ANIMAL CONTROL DISPATCHER

NATURE OF WORK

This is responsible ~~clerical~~ work which includes dispatching calls and maintaining records pertaining to the activities of the Animal Control Division.

Work involves responsibility for dispatching calls; responding to telephone calls from the public; providing service and to the walk-in public; entering and inputting and maintaining a variety of information on the computer and in general data in electronic files. Employees are responsible for making personal work determinations, but such decisions are made in accordance with established precedent, departmental policy, and the exercise of judgment based on knowledge gained through experience. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Dispatches calls to Animal Control Officers; provides information necessary to respond in an efficient manner; enters all information on computer completes data entry for all animal-related calls using a computer aided dispatch (CAD) system.

Responds to telephone calls from the public, other agencies and other City departments regarding a variety of subjects pertaining to Animal Control; explains ordinance requirements answers questions pertaining to animal control; inputs dispatches calls for service and enters service call information into the computer.

Records all pertinent information regarding bite and attack reports; dispatches Animal Control Officer to investigate; follows up to ensure investigation is completed and required observation time for animal is completed; notifies victim of results.

Issues licenses to walk-in public; verifies that rabies vaccination and all other pertinent information is current.

Assists the public with on-line services, pet licensing, permits and general animal care.

Processes mail-in license requests; verifies payments received with the amount due; follows up any problems with the application; matches license tags with corresponding receipts and prepares for mailing.

Balances cash and receipts for animal licensing and animal trap rentals.

May act as secretary provide staff support and minutes for monthly Animal Control Advisory Committee meeting.

Rents traps to walk-in clients; explains use and collects fees.

Works with animal shelter staff to verify animal impounds and animal dispositions.

Maintains a record of all pet licenses sold and rabies vaccinations administered.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office equipment, practices and procedures.

Some knowledge of animal licensing, ~~noisierabies~~ vaccinations, barking, sanitation and other related ordinances.

Some knowledge of data management and ability to accurately enter data.

Ability to maintain complex clerical records.

~~Ability to make mathematical computations with speed and accuracy.~~

Ability to make sound judgments in accordance with Lincoln Municipal Code and departmental-
~~rules, regulations and~~ policies.

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

Ability to ~~deal work~~ with ~~irate citizens~~ community members tactfully and courteously.

Ability to operate a radio dispatch system in order to dispatch and receive calls from Animal Control Officers.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus ~~six months~~ one year of experience in an office setting; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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