

CITY PERSONNEL BOARD

January 19, 2023

MEETING

Meeting was held Thursday, January 19, 2023, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, Nicholette Seigfreid, Shannon Rowen, Christy Abraham. Human Resources department resource staff attending: Malerie McNair.

The meeting was opened at 1:30 p.m. by Chair Shannon Rowen.

Agenda Item 1 was to approve the minutes from the December 15, 2022 meeting. It was moved by Christy Abraham and seconded by Ryan Dale to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to create the classification 3610 – Registered Dietitian II – A11. Barb McIntyre of the Human Resources department explained the creation of this classification is being requested by the Health department. They have significant responsibilities working with the Wic Dietitians, specifically breast-feeding mothers, so this will add more responsibilities to work case management and coordination of care. Nicole Gross of the Human Resources department added that this is a new class. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the creation as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise and change the title of the classification 3605-Registered Dietitian to Registered Dietitian I –(A09). Barb McIntyre of the Human Resources department explained that this reflects creating the higher role above for Registered Dietitian II and that the new title reflects the duties, since some of the duties moved up. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the revisions and title change as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to change the title of the classifications 0608-Human Resources Specialist to Senior Human Resources Specialist (E15), 0634-Human Resources Operations Manager to Human Resources Service Center Manager (W01), 1322-Claims & Insurance Coordinator to Claims & Insurance Administrator (W01) and 1324-Safety & Training Coordinator to Safety Program Administrator (W01). Barb McIntyre of the Human Resources department explained that this reflects title changes only, that better reflect what we have people in Human Resources actually doing. Following discussion, it was moved by Maggie Schiefen and seconded by Ryan to approve the title changes as presented. Motion unanimously carried by roll call vote.

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Agenda Item 5 was the request to change the title and pay range for the classifications 0607 – Human Resources Generalist – E05 to Human Resources Specialist – E11 and 0612 – Human Resources Clerk – X11 to Human Resources Representative – E05. Barb McIntyre of the Human Resources department explained that the title changes reflect the actual work being done in Human Resources. There are Human Resources Specialists throughout Benefits, Classification & Compensation and Talent Acquisition. These jobs reflect a specialist and not a generalist. Human Resources Clerks take all the general questions and would like to call them representatives, as a customer service component. Barb McIntyre stated that a market place study was done to reflect the new pay range change. Maggie Schiefen asked if this will result in any immediate increases. Barb McIntyre confirmed once City Council approves, there will be immediate pay increases for three people within Human Resources for these positions. Barb McIntyre confirmed no budget concerns. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the title and pay range change as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to revise the classification of 0615 – Benefits Specialist (W01). Barb McIntyre of the Human Resources department explained that they created a Leave Manager position at a higher level, advertised for it, and the candidates they are getting are not out there. The leave responsibilities are being added to this lower-level position, so they can be developed from within. When they are fully developed, they could potentially promote them into the Leave Manager position. Barb McIntyre stated that the position is currently vacant, but would report to Shannon Anderson, Risk Management Division Leader. Nicole Gross of the Human Resources department stated the pay range for this class is \$73,904-\$107,161. Barb McIntyre noted that this was a last-minute addition to the Agenda. Ryan Dale added a revision to the last sentence, but Amy Sadler of the Human Resources department stated that it has already been revised to the correct version. Following discussion, it was moved by Christy Abraham and seconded by Ryan Dale to approve the revision as presented. Motion unanimously carried by roll call vote.

There being no further business, the meeting adjourned at 1:47 p.m.

The next regularly scheduled meeting is tentatively set for February 16, 2023.

Malerie McNair
Human Resources Executive Assistant

PC: Barb McIntyre
Pat Lopez
City Clerk