

May 12, 2023

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, May 18, 2023  
1:30 p.m., Council Chambers  
County-City Building

### AGENDA

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

ITEM 2: 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>
2028	Parking Manager	M04(\$80,333.76 - \$109,487.04)	M05(\$86,055.84 - \$117,287.04)

ITEM 3: Request to revise, 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>
3668	Public Health Accreditation Coordinator	Public Health Performance Management Coordinator	A15(\$73,195.20 - \$97,624.80)	M04(\$80,333.76 - \$109,487.04)

ITEM 4: Miscellaneous Discussion

PC: City Clerk  
Barb McIntyre  
Pat Lopez  
Dan Marvin

### 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.*

## PARKING MANAGER

### NATURE OF WORK

This is a highly responsible professional, administrative, and technical and supervisory position coordinating the activities of the Parking Services Division of the Urban Development Department. managing the public parking garages and lots of the City of Lincoln.

Work involves responsibility for management and oversight of the contractor selected to manage the public parking garages, lots and on-street parking facilities; management and oversight of the parking citation management system; selection and management of design consultants and construction consultants for the construction of new parking facilities; selection and management of engineering consultants and contractors for continuing restoration and repair of existing facilities; establishment of recommended user fees; coordination of the marketing and promotion of the parking system; formation of the annual budgets and capital improvement programs for the construction and operation of all public parking facilities; selection and management of parking consultants to evaluate the demand, supply and location of new parking facilities in the City. Supervision may be exercised over subordinates.

### EXAMPLES OF WORK PERFORMED

Manages and oversees the contractor selected to manage all parking garages, parking lots, and on street parking facilities and special event activities; conducts regularly scheduled weekly meetings with contractor, and individual garage managers, and office managers to address employee issues, customer concerns, parking programs, etc.

Manages the selection of design consultants and contractors for construction of parking garages; prepares requests for proposals and serves on selection committees; arranges and conducts design meetings for all new parking facilities to gain public input regarding design of facilities; holds regular progress meetings during construction of the parking facility with contractor and all affected parties.

Prepares annual operational budget for parking facilities and annual capital improvement program for the construction and maintenance of parking facilities; annually reviews and recommends changes to parking enterprise user fees; reviews all invoices for the construction and operation of all parking facilities.

Manages the selection of engineering consultants and contractors for repair and restoration of existing parking garages; prepares requests for proposals and serves on selection committees; holds regular progress meetings during restoration and repair work of the parking facility with contractor and all affected parties.

Assists in the preparation of data needed to issue parking revenue bonds.

Conducts, or manages a consultant's to prepare preparation of, a comprehensive downtown parking occupation and demand study every four to five years or as needed-; conducts or manages a consultant to prepare a comprehensive structural conditions assessment every five years or as needed.

Selects and manages a consultant to prepare and update the Parking Services Strategic Plan every seven years or as needed.

Conducts meetings with groups of parking customers to assess needs or explain details of parking programs; works with various downtown management associates, garage managers and various political entities in the establishment of new parking programs; reviews efficiency and effectiveness of parking programs on an annual basis.

Communicates with community and neighborhood organizations, including the Downtown Lincoln Association and the Lincoln Haymarket Development Corporation, State of Nebraska, University of Nebraska-Lincoln, federal government, major hotels and others to ensure efficient use of all parking facilities and to coordinate parking programs.

Administers the City's on-street parking programs including citations, collections and rates.

Responds to City Council, administrative and customer requests for information regarding parking facilities.

Recommends changes to the Lincoln Municipal Code to ensure that all ordinances pertaining to parking operations remain current.

Maintains regular and reliable attendance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles of contract management.

Thorough knowledge of the parking programs of the City of Lincoln or cities of comparable size.

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

Knowledge of garage design and construction.

Ability to establish and maintain effective working relationships with government officials, citizen groups, professional organizations, co-workers and the general public.

Ability to plan, organize and monitor a variety of activities.

Ability to communicate effectively both orally and in writing.

#### ~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in construction management, architecture, engineering, planning, public or business administration or related field and considerable experience managing public parking garages and lots or designing public parking.~~  
DESIRABLE QUALIFICATIONS

Possession of public parking administrator (CAPP) certification.

#### MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field and four years of experience managing public parking ~~systems; garages and lots;~~ or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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## PUBLIC HEALTH PERFORMANCE MANAGEMENT ACCREDITATION COORDINATOR

### NATURE OF WORK

This is highly responsible professional work coordinating and/or facilitating the components of the Lincoln-Lancaster County Health Department's Public Health Accreditation requirements and the Lincoln and Lancaster County Community Health Improvement Plan (CHIP).~~determining the overall effectiveness and quality of care within the Health Department.~~

This position is responsible for coordination and on-going assurance of the department's compliance with all requirements of the public health accreditation/re-accreditation process as identified by the Public Health Accreditation Board (PHAB). Work includes workforce development planning and implementation around public health competencies as well as performance improvement/quality improvement for the department and department programs. Work also includes coordination of staff training needs as they relate to performance improvement/quality improvement and assistance with analyzing and updating the standards of public health practices within the department. This position is responsible for coordination of the elements of the Community Health Improvement Plan (CHIP) including providing leadership in development, community engagement, assurance of implementation and on-going effort, continuous evaluation of progress, and recommendations for change. This position works with dozens of community partners to establish strategies and action steps to impact identified community health priorities. The CHIP is created in conjunction with the Department's Community Health Assessment (CHA) and with significant input from the community including the health care system. An employee in this class is expected to exercise considerable independent judgement and personal initiative within the framework of the established departmental, City, State, and Federal policies and regulations. Supervision is received from an administrative superior. This position may supervise professional, technical, and clerical subordinates.

~~Work involves development and coordination of the accreditation process and activities for the department; workforce development planning and implementation around public health competencies and quality improvement and performance improvement for the department and department programs. This includes evaluation of the quality and appropriateness of services; creating monitoring tools for the purpose of internal audits of service provision and policy adherence; coordinating staff training needs as they relate to quality improvement and performance improvement; assisting with analyzing and updating the standards of public health practices within the department. An employee in this class exercises independent judgment and personal initiative within the framework of established departmental, State and Federal policies and regulations. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and program effectiveness. May assist in the supervision of subordinate staff.~~

### EXAMPLES OF WORK PERFORMED

~~Develops and coordinates a department wide quality improvement program that evaluates the quality, outcomes and effectiveness of public health services; analyzes and prepares related reports for administrative review.~~

Serves as the Department expert on the requirements of maintaining national accreditation status

by the Public Health Accreditation Board (PHAB); ensures that all elements of the requirements are being addressed and documented by Department leaders including division managers and program supervisors.

~~Promotes and ensures department compliance with applicable federal and state regulations and accreditation requirements related to quality improvement, performance improvement and workforce development; coordinates quality improvement and performance improvement plans to reflect department needs, trends, etc.~~

Monitors, and facilitates where appropriate, activity and progress on department operational plans including Work Force Development, Performance Improvement, Strategic, Communication, Quality Improvement, and Emergency Preparedness.

~~Assess staff for core competencies and identifies deficiencies.~~

Coordinates and implements department-wide performance and quality improvement processes that evaluate the quality, outcomes, and effectiveness of public health services considering needs and trends; analyzes and prepares related reports for administrative review.

~~Assists Divisions in developing workforce development plans and coordinates department wide initiatives.~~

Coordinates staff training needs pertaining to performance and quality improvement~~and performance improvement~~; communicates the information to staff.

Coordinates department-wide workforce development efforts to meet identified needs; assists divisions in creating and ensuring workforce development opportunities for staff.

~~Provides input to division managers and supervisors regarding staff performance; assists in staff orientation; participates as a team member/leader on special projects.~~

Develops and implements a plan, in partnership with the Epidemiology Team, that assures active involvement of members representing all segments of the community in the Community Health Improvement Plan (CHIP).

~~Collaborates with Epidemiology to coordinate community health assessment; maintains community involvement through work on community projects, task forces and committees in order to identify community needs and assist in developing plans to meet those needs.~~

Facilitates, in conjunction with Epidemiology, the CHIP process to ensure on-going community involvement in identification of health priorities, health improvement goal setting, identification of public health strategies and action options, program development and implementation, monitoring and evaluation, and recommendations for change.

~~Assists in development of performance metrics.~~

Ensures staff engagement in CHIP strategies consistent with the work/mission of their

program/coalition and the Department.

Collaborates with internal and external partners on special projects as assigned.

Maintains regular and reliable attendance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Considerable knowledge of the delivery of public health services including nursing, dental, environmental, health promotion and animal control.~~

Thorough knowledge of the principles, methods, and objectives of public health.

~~Considerable knowledge of state and federal regulations pertaining to public health.~~

Considerable knowledge of community health assessment processes, analysis, and implementation of actions to accomplish desired outcomes.

Considerable experience in facilitation of large/small groups to reach a desired outcome.

Ability to participate successfully in professional development opportunities and translate into leading methods, practices, and processes to benefit that individual and the department.

~~Ability to read and interpret federal, state and local statutes and standards related to public health quality improvement, performance improvement and workforce development.~~

Ability to communicate effectively both orally and in writing.

~~Ability to identify specific training needs and provide training for staff within the parameters of an established accredited public health department.~~

Ability to use sound judgement in day-to-day operations that supports the philosophy and mission of the department.

Ability to establish and maintain effective communication and working relationships with superiors, co-workers, community partners, city and county leaders, and others with whom the department has close working relationships. ~~co-workers and the general public.~~

Ability to write reports that are an accurate reflection of the status of the work.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in ~~P~~ublic ~~H~~health or related field plus ~~five~~<sup>two</sup> years of experience in public health with emphasis in such areas as performance and quality improvement, community engagement/planning, education, public health accreditation, facilitation, epidemiology; the development and implementation of a quality-assurance program; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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