

September 9, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, September 15, 2022
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the August 18, 2022 meeting.

ITEM 2: Request to revise the pay ranges and classification assignments prefixed by 'W'

ITEM 3: Request to create the following classifications:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
0624	Human Resources Manager	W03 (\$92,705.60 - \$134,422.08)
2002	Unmanned Aircraft Systems Coordinator	C34 (\$64,750.40 - \$82,680.00)
3122	Police Lieutenant	W02 (82,771.52 - \$120,020.16)

ITEM 4: Request to change the title of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
5600	Transit Manager	Assistant Director of Transit	(W05)

ITEM 5: Miscellaneous Discussion

PC: Directors

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.

EXCLUDED - W RANGES

PAY RANGE		MINIMUM	MAXIMUM
W01	Annual	73,904.48	107,161.60
	Monthly	6,158.71	8,930.13
	Biweekly	2,842.48	4,121.60
	Hourly	35.531	51.520
W02	Annual	82,771.52	120,020.16
	Monthly	6,897.63	10,001.68
	Biweekly	3,183.52	4,616.16
	Hourly	39.794	57.702
W03	Annual	92,705.60	134,422.08
	Monthly	7,725.47	11,201.84
	Biweekly	3,565.60	5,170.08
	Hourly	44.570	64.626
W04	Annual	103,829.44	150,552.48
	Monthly	8,652.45	12,546.04
	Biweekly	3,993.44	5,790.48
	Hourly	49.918	72.381
W05	Annual	116,288.64	168,619.36
	Monthly	9,690.72	14,051.61
	Biweekly	4,472.64	6,485.36
	Hourly	55.908	81.067
W56	Annual	92,706.43	134,420.83
	Monthly	7,725.54	11,201.74
	Biweekly	3,565.63	5,170.03
	Hourly	31.836	46.161

EXCLUDED PAY PLAN - W RANGES

CLASS CODE	CLASS TITLE	PAY RANGE	MINIMUM	MAXIMUM
0615	BENEFITS SPECIALIST	W01	35.531	51.520
0617	SENIOR HUMAN RESOURCES BUSINESS PARTNER	W03	44.570	64.626
0618	COMPENSATION MANAGER	W03	44.570	64.626
0620	PENSION OFFICER	W03	44.570	64.626
0621	DIVERSITY, EQUITY, AND INCLUSION MANAGER	W01	35.531	51.520
0622	LEARNING AND ORGANIZATIONAL DEVELOPMENT DIVISION LEADER	W04	49.918	72.381
0623	HUMAN RESOURCES INFORMATION SYSTEM DIVISION LEADER	W04	49.918	72.381
0624	EMPLOYEE ENGAGEMENT DIVISION LEADER	W04	49.918	72.381
0625	TALENT ACQUISITION DIVISION LEADER	W04	49.918	72.381
0626	TOTAL REWARDS DIVISION LEADER	W04	49.918	72.381
0627	HUMAN RESOURCES INFORMATION SYSTEMS ANALYST	W01	35.531	51.520
0633	EXECUTIVE ASSISTANT	W01	35.531	51.520
0705	ATTORNEY I	W01	35.531	51.520
0706	ATTORNEY II	W03	44.570	64.626
0707	SENIOR ATTORNEY	W04	49.918	72.381
0708	CHIEF ASSISTANT CITY ATTORNEY	W05	55.908	81.067
1127	CITY CONTROLLER	W04	49.918	72.381
1169	BUDGET OFFICER	W05	55.908	81.067
1320	RISK MANAGEMENT DIVISION LEADER	W04	49.918	72.381
1322	CLAIMS & INSURANCE COORDINATOR	W01	35.531	51.520
1324	SAFETY & TRAINING COORDINATOR	W01	35.531	51.520
1326	WORKERS' COMPENSATION CLAIMS COOR	W01	35.531	51.520
1450	CHIEF INFORMATION OFFICER	W05	55.908	81.067
1453	INFORMATION SECURITY OFFICER	W03	44.570	64.626
1646	CHIEF COMMUNICATIONS OFFICER	W03	44.570	64.626
2020	ASSISTANT DIRECTOR OF TRANSPORTATION (CITY ENGINEER)	W05	55.908	81.067
2021	ASSISTANT CITY ENGINEER	W04	49.918	72.381
2023	DEPT LIAISON & COMPLIANCE ADMINISTRATOR	W03	44.570	64.626
2024	ASSISTANT DIRECTOR OF UTILITIES	W05	55.908	81.067
2026	FIBER NETWORK & RIGHT-OF-WAY MANAGER	W04	49.918	72.381
2207	ASST DIRECTOR OF URBAN DEVELOPMENT	W04	49.918	72.381
2255	HUMAN RIGHTS MANAGER	W02	39.794	57.702
2415	ASSISTANT DIRECTOR OF AGING PARTNERS	W02	39.794	57.702
3002	ASSISTANT FIRE CHIEF	W05	55.908	81.067
3008	BATTALION CHIEF	W03	44.570	64.626
3017	BATTALION CHIEF	W56	31.836	46.161
3019	DIVISION CHIEF OF TRAINING	W03	44.570	64.626
3024	DIVISION CHIEF OF LOGISTICS	W03	44.570	64.626
3123	POLICE CAPTAIN	W03	44.570	64.626
3125	ASSISTANT CHIEF OF POLICE	W05	55.908	81.067
3239	BUILDING & SAFETY MANAGER	W03	44.570	64.626
3602	ASSISTANT HEALTH DIRECTOR	W05	55.908	81.067
3604	RESOURCE & PROGRAM DEVELOP COOR	W03	44.570	64.626
5530	PARKS & REC FACILITIES/OPERATIONS MANAGER	W03	44.570	64.626
5531	ASST DIRECTOR OF PARKS & RECREATION	W04	49.918	72.381
5600	ASSISTANT DIRECTOR OF TRANSIT	W05	55.908	81.067

HUMAN RESOURCES MANAGER

NATURE OF WORK

This is professional work that focuses on a specific Human Resources area of expertise of the City-County Human Resources Department.

Work collaboratively with leadership, management and employees across the City of Lincoln and Lancaster County to be a force multiplier in the Human Resources Department. Work includes running a program such as Benefits, Classification and Compensation, Talent Acquisition or Leave Administration. This position serves as a key resource for advising employees and leaders in an assigned area of expertise. Work is performed with considerable independence and is reviewed by their supervisor through conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Oversees and plans the operations of group benefits programs; research new benefits programs, improves existing programs and monitors benefits administration.

Analyzes current benefits, evaluates the use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs; evaluates service providers.

Directs data collection and analysis processes for market, pay equity and other compensation studies; develops pay plans for City and County including represented and unrepresented employee groups.

Develops classification descriptions; reviews and revises existing descriptions for accuracy, completeness and quality; evaluates draft documents and makes classification recommendations.

Provides modeling for excellence in candidate and employee experience for customers; implements the talent acquisition process by developing improvement strategies and initiatives.

Builds strong formal and informal talent acquisition networks; leads the staffing process, including recruiting, interviewing, hiring and onboarding; attracts and selects diverse and high caliber talent; prepares metrics, analytical and statistical reports to measure performance, and to improve quality of hire and business outcomes.

Oversees and administers leave requests and accommodations requiring specialized attention, including those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), state and local leave laws and short-term or long-term disability plans.

Provides appropriate and required leave information to employees, verbally and in writing; advise employees on the interaction of leave laws with paid time off; determines leave eligibility, designating leave as FMLA-qualifying, requests medical certification as needed.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of human resource management.

Considerable knowledge of the principles and practices used in benefits, compensation, leave administration and talent acquisition.

Considerable knowledge of governing federal, state and local law.

Considerable knowledge of the functions of government in a municipality.

Ability to recommend alternatives relating to compensation, benefit, and pension programs.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to maneuver through complex policy, process, and people-related organizational dynamics.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

Ability to hold self and other's accountable to meet commitments.

DESIRABLE QUALIFICATIONS

Possession of Human Resources certifications including, but not limited to Society of Human Resource Management Certification and/or Professional in Human Resources.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Human Resources, Business or Public Administration, Finance or related field and four years of experience involving progressively responsible human resources administration; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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PS0616

UNMANNED AIRCRAFT SYSTEMS COORDINATOR

NATURE OF WORK

This is professional and technical work leading the Unmanned Aircraft Systems programs for the Transportation and Utilities Department for the City of Lincoln.

Work involves responsibility developing policies and procedures for the Unmanned Aircraft Systems for the department. Work includes reviewing, approving and conducting flights as related to department needs and in accordance with federal, state and local laws and regulations. Work also involves staying current with emerging technology support trends and providing summary information to the department. General supervision is received from a superior with work being reviewed through reports and procedures and achievement of stated objectives.

EXAMPLES OF WORK

Leads the Unmanned Aircraft Systems program to provide support to ensure technologies and services are provided to assist program delivery and construction projects.

Completes missions by reviewing, approving and conducting flights; post-processes data in proper format to achieve the defined objectives of the person requesting the flight.

Performs analysis on proposed flight areas to ensure operations can safely be performed per federal, state and local laws and regulations.

Maintains aircraft and associated equipment readiness; performs maintenance, updates firmware, tests equipment functionality, and prepares equipment for dispersal to other staff.

Develops and modifies Standard Operating Procedures, Flight Manual, Training Manual, and mission and maintenance logs.

Trains additional staff on proper program and mission specific procedures.

Prepares the budget and coordinates purchases related to the UAS Program.

Maintains documentation of UAS flights and prepares a comprehensive annual report of the program.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of federal and state laws, city ordinances and administrative directives related to unmanned aircraft operations.

Knowledge of transportation and utilities infrastructure.

Knowledge of organizational and administrative policies and procedures.

Ability to establish and maintain effective working relationships with community partners.

Ability to communicate effectively both orally and in writing.

Ability to prepare written directives and reports.

Ability to respond quickly to threatening conditions that develop during operations.

Ability to analyze emerging trends for technology support and provide summary information.

Ability to exercise independent judgement and initiative in analyzing mission objectives and to make sound recommendations and modifications.

Ability to manage multiple responsibilities concurrently.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, engineering, public or business administration or related field; four years of experience working with computer software, hardware and operations systems 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.

Possession of a valid FAA Remote Pilot certification as required by 14 CFR, Part 107.

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PS2002

POLICE LIEUTENANT

NATURE OF WORK

This is responsible administrative and supervisory police work, assisting in the direction of department personnel and/or in the direction of an organizational unit of the police department.

Work involves responsibility for planning, instructing, and assisting duties to subordinates, providing leadership, and monitoring conduct and proficiency of subordinates' work. Work may be performed on an assigned shift and requires the exercise of considerable independence in the performance of duties and general guidance is received from a superior. Work is performed in accordance with departmental rules and regulations and general instructions from superior officers who review work through written documents, conferences and observations.

EXAMPLES OF WORK PERFORMED

Acts as Shift Commander for community-based teams and related units; conducts briefings at the beginning of each shift; reviews investigative reports of staff; assigns follow-up investigations; supervises at critical incidents, special or major events.

Acts as a ranking officer of community-based teams or specialty units; assigns and monitors follow-up investigations; liaisons with criminal investigations personnel as needed; attends meetings both internally and externally; calculates statistics regarding unit activity; supervises at major crime scenes involving fatalities or other serious crimes.

Performs Unit inspections; manages departmental accreditation files; drafts general orders, policies and procedures concerning department management; assists with monitoring and reporting of grant activities.

Supervises and plans public engagement activities; coordinates veteran, recruit and civilian training opportunities; allocates and tracks activities for the Unit.

Monitors expenditures to remain within approved budgetary limits; authorizes overtime; assists in the development and oversight of unit policies and procedures; evaluates assigned subordinates formally on an annual basis and informally as needed; reviews incidents and subordinates through personal observation, report and video monitoring; maintains and participates in the discipline process.

Enforces Federal, State and City laws and ordinances which may involve an element of personal danger; prepares for and testifies in court when needed; collects evidence, obtains and analyzes information; effects arrests for all types of incidents.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, methods, and written rules/regulations of the department as well as other written guidance pertinent to the assigned position.

Thorough knowledge of the principles and practices of law enforcement.

Thorough knowledge of Federal and State laws and City Ordinances applicable to community law enforcement and the provisions of the police bargaining agreement, city code, and personnel rules and regulations.

Thorough knowledge of modern methods and practices in criminal investigation.

Thorough knowledge of the geography of the city including the location of major buildings, landmarks and sensitive sites.

Ability to analyze complex situations quickly and calmly, and to determine the proper course of action.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign, and supervise the work of subordinates.

Ability to secure necessary and pertinent information through interviews and varied investigative methods.

Ability to communicate clearly and effectively both orally and in writing to effectively project the department's message in a variety of circumstances, including staff meetings, meetings of government bodies, press conferences, assemblies of citizens, and teaching situations.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to perform the role of a certified police officer in the State of Nebraska including to qualify with firearms annually, complete necessary annual training/education, drive a vehicle defensively, effect a physical arrest through the subduing of violent and/or uncooperative persons.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in Criminal Justice, Law, Public or Business Administration, Sociology, or related field and eight years of overall experience in a commissioned police role, including three years as a Police Sergeant; or any equivalent combination of training and experience which 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.

Possession of a law enforcement certification including any specialized training required for the position.