

August 11, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, August 18, 2022
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the June 27, 2022 meeting.

ITEM 2: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
3130	Police Business Manager	A16 (\$76,847.68 - \$102,498.24)
1453	Technology Project Manager	W02 (\$77,365.60 - \$129,538.24)

ITEM 3: Request to change the title and pay range of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
0634	Human Resources Operations Specialist	Human Resources Operations Manager	E15 (\$67,704.00 - \$86,428.16)	W01 (\$62,266.88 - \$104,262.08)

ITEM 4: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
0617	Senior Human Resources Business Partner (W02)

ITEM 5: Request to delete the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
5031	Landfill Operator I (N29)
5032	Landfill Operator II (N43)
5033	Landfill Operator III (N48)

ITEM 6: Request to amend Section 2.76.145 of the Lincoln Municipal Code – Compensation Plan; Merit Pay Plan; Administration and Requirements for Advancement

ITEM 7: Request to amend Section 2.76.160 of the Lincoln Municipal Code – Compensation Plan & Variable Pay Plan – W Pay Ranges

ITEM 8: Election of Chair

ITEM 9: Election of Vice-Chair

ITEM 10: Miscellaneous Discussion

PC: City Clerk
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.

POLICE BUSINESS MANAGER

NATURE OF WORK

This is responsible administrative work leading and managing business operations for the Police Department.

Work involves responsibility for budget and procurement activities, payroll and human resources, service vendor contracts compliance and grant financial tracking and reporting. Work includes developing improved methods and procedures for department operation; participating in the preparation, presentation and administration of the budget; preparing and submitting a variety of statistical and operational reports; preparation, routing and record keeping of various Human Resources responsibilities including payroll, executive orders, director's orders, FMLA, training/travel processing and the respective personnel orders associated; assistance with contracts, billing and payments of outside employment requests; and serves as grant manager. Work is performed independently with work being reviewed by an administrative superior in the form of written reports, direct reporting and results achieved. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Supervises, directs, and evaluates assigned staff, including establishing workloads; prioritizes work assignments; evaluates employee performance; develops, interprets, and enforces policies and procedures; resolves staff issues.

Coordinates the accounting payments, auditing and reporting of City Special Funds for use by multiple agencies.

Oversees the payroll functions of the department, ensuring information is correct and properly shared with City Finance staff; assists in the administration of outside employment including contract and insurance compliance, posting and payment for department staff.

Monitors and ensures compliance with all requirements for awarded grants; serves as a grant fund manager ensuring the effective reimbursement, payments and accounting of funds in accordance with grant requirements; ensures that financial reports are submitted according to grant guidelines, payment records are verified, and invoices are reviewed for accuracy.

Oversees the development and implementation of various departmental projects; participates in the analysis and identification of current and future needs; develops analysis methodology and reporting forms; provides direction and acts as a resource to other divisions.

Develops, prepares, and manages the Police Department budget, including collaborating with the Chief of Police and the leadership team to establish budgetary goals, coordinating expenditures, initiating budget adjustment, and assisting with budget presentations.

Completes or assists in the completion of executive/director's orders and other Human Resources related documents.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of police department policies and procedures, federal and state law enforcement policies and procedures, city ordinances, and union contracts.

Considerable knowledge of the principles of management and organization.

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

Considerable knowledge of grant processing including on-line reporting processes, problem solving and administration.

Knowledge of research techniques, methods, and procedures.

Ability to coordinate, manage, and/or correlate data including referencing data analysis to determine necessity for revision of organizational components and in the formulation of operational strategy.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to build partnerships and work collaboratively with others across the organization to achieve shared objectives.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field plus six years of experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

8/22

PS3130

TECHNOLOGY PROJECT MANAGER

NATURE OF WORK

This is professional work leading initiatives aimed at planning and establishing information technology projects across the City of Lincoln and Lancaster County to be a force multiplier in inspiring leading edge project management.

Work collaboratively in an agile environment with leadership, management and employees by directing and coordinating the activities, tasks and deliverables required from the project team. This position provides centralized leadership to manage Information Technology projects including developing processes, project guidance and requirement documents. Work is performed with considerable independence and is reviewed by the Chief Information Officer. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Leads project plans, ensures adherence to project schedules, and sets technology priorities and conducts long term planning.

Provides leadership and recommendations in the design, development, and automation of information technology business processes to support City and County objectives.

Establishes clear responsibilities and processes for monitoring work and measuring results.

Develops and implements quality improvement planning, measurement and improvement cycles related to information technology projects.

Recognizes, respects and incorporates a supportive environment that fosters new ideas and improvement cycles related to information technology platforms and system projects.

Identifies the scope, goals, objectives, requirements and limitations of information technology projects and Information Services business initiatives.

Fosters partnerships, open communication and best practice sharing with Information Services leader, team members, customers, and policy committees to achieve shared objectives in the development and/or implementation to meet the customer's needs.

Empowers teams in a productive, accountable environment where each team member is expected to learn and continually grow.

Advances work knowledge by participating in continuing education and seeking ongoing development opportunities.

Collaborates with executive level stakeholders and acts as an organizational change agent and process improvement lead.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge developing, maintaining and revising proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding and staffing.

Thorough knowledge of managing assigned information technology projects to ensure adherence to budget, schedule and scope of project.

Through knowledge of project management principles and planning.

Ability to analyze business processes and system technologies in order to develop, incorporate, and enhance systems and functional process to meet organizational requirements.

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

Ability to adhere to all information technology policies, procedures and practices regarding confidentiality and security of information at all times.

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

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

DESIRABLE QUALIFICATIONS

Possession of project management certifications including, but not limited to Project Management Professional (PMP) certification, Projects IN Controlled Environments' (PRINCE2) certification, or a Computing Technology Industry Association (CompTIA) certification, or equivalent.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Project Management, Computer Science, Business Administration or related field and five years of experience in information technology; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

8/22

PS1453

SENIOR HUMAN RESOURCES BUSINESS PARTNER

NATURE OF WORK

This is highly responsible administrative and supervisory work developing and implementing innovative and effective people strategies that support business and operational objectives with the Employee Engagement Division Leader, senior leadership, employees, and other stakeholders. ~~coordinating the activities of the Employment Division of the City County Human Resources Department. Work includes overseeing employee relations and recruitment and selection for all City and County departments. Works with the City Council, Mayor, County Board of Commissioners, City and County Department Heads as an assistant to the Human Resources Director.~~

Work involves responsibility for working closely with leaders in building effective and trusting working relationships, coaching them to be better leaders, and ensuring Human Resource programs and services support department strategies. ~~developing and administering the City and County Human Resources policies and procedures related to employee relations, performance management, employee recruitment, selection and layoff, the Employee Assistance Program and the Drug and Alcohol Programs. The position will also have responsibilities for providing management and employee training related to these areas of responsibility. An employee in this class also is responsible for recommending new, and interpreting existing, human resource rules and regulations, City Code and labor contracts to subordinates and department heads. Work is performed with considerable independence and is reviewed in terms of results obtained and total effectiveness of programs. Solutions to unusual problems and suggested improvements and modifications of human resource practices are made after conferences with, and upon approval of, the Human Resources Director. Supervision is exercised over subordinate employees.~~

EXAMPLES OF WORK PERFORMED

~~Assists the Human Resources Director in the supervision of human resource programs covering employee recruitment, selection and layoff, employee training and organizational development related to assigned areas and expertise, the Employee Assistance Program and the Drug and Alcohol Programs; reviews results of work performed by professional, paraprofessional and clerical employees.~~

Partners directly with leaders and generates solutions to their people and organizational challenges.

~~Promotes and maintains positive employee relations throughout the city and county; responds to grievances; resolves disputes through mediation; counsels supervisors and employees in areas of discipline and appeal procedure. Assists department directors and managers in work performance issues, disciplinary process and related documentation.~~

Coaches business leaders and managers on critical issues such as performance management, providing constructive feedback, talent assessment, development and succession, organization health and effectiveness, and team dynamics.

~~Monitors and analyzes employment practices in accordance with the affirmative action plan objectives and equal employment policies; investigates and researches discrimination charges;~~

~~disseminates Affirmative Action and Equal Employment Opportunity information; supervises the compilation of the federal EEO-4 report and other documents to appropriate agencies.~~

Leverages the Human Resources Divisions of Talent Acquisition, Learning and Organizational Development, Total Rewards, HRIS and Risk Management to develop and implement programs that foster employee engagement and support employee retention.

~~Designs strategies and collaborates with other departments to further diversity hiring and insuring cultural competency and the elimination of unintended bias' in the hiring process.~~

Ensures proper interpretation and implementation of union contracts, policies, laws and regulations and provides guidance to leadership and management.

~~Interprets County Rules, City Code, policies, practices and labor contracts to department officials, employees, professional groups, and the public; confers with department officials regarding human resources/employment related needs and problems; evaluates suggested policies offered by departments and employees.~~

Guides and coaches leaders and managers on how to handle a variety of Human Resource issues, ensuring proper interpretation and implementation of union contracts, Personnel Rules, policies, laws and regulations.

~~Assists the Human Resources Director in employee and public relations programs and in the establishment of standards, procedures, policies, forms and regulations; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.~~

Works with diverse stakeholders in a complex government environment.

~~Supervises subordinate employees performing hiring, separation review, disciplinary actions, recognition programs and drug testing.~~

Assists with the preparation of the department expense budget.

~~Designs and delivers training programs and devises new and improved procedures, techniques and systems to increase the effectiveness and economy of the City and County Human Resources programs.~~

Attends meetings of the City Council and County Board of Commissioners as assigned; drafts and reviews communications and requests for actions.

~~Consults with department heads, division supervisors, and employees concerning interpretation of human resource rules and regulations, City Code and labor contracts; consults with supervisors to determine ways of alleviating personnel problems.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of human resource as they relate to labor negotiations, Nebraska Commission of Industrial Relations and other appropriate federal, state and local laws and regulations, administration including the Uniform Guidelines on Employee Selection Procedures, civil rights legislation, Fair Labor Standards Act, and other appropriate federal, state and local laws and regulations pertaining to human resource administration.

~~Considerable knowledge of the merit principles and their application to employee selection and promotion procedures.~~

Considerable knowledge of governing federal, state, and local law including but not limited to FLSA, FMLA, ADA, USERRA, and NFEPA.

Considerable knowledge of principles and practices of human resource management.

~~Considerable knowledge of the organization, structure, functions, and type and content of jobs typically found in local government.~~

Considerable knowledge of current trends, and ~~developments and techniques~~ in the field of employee engagement and relations, ~~labor relations, recruitment and selection, talent management and human resource administration.~~

~~Some knowledge of adult education and training principles and techniques.~~

~~Ability to make professional and administrative decisions within the framework of department policy and to present ideas concisely and effectively both orally and in writing.~~

~~Ability to plan, assign, and coordinate the work of professional, paraprofessional and clerical employees.~~

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

~~Ability to establish and maintain effective relationships with subordinates, City-County officials, employees, representatives of other agencies and the general public.~~

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.

~~Ability to assess HR processes and institute changes to enhance customer service and efficiency.~~

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, public or business administration, or related field and at least ~~four~~4 years of experience involving progressively responsible human resources administration including employment and employee relations; ~~four~~4 years of supervisory experience of professional level staff; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

~~3/2019~~8/22

PS0617

2.76.145 Compensation Plan; Merit Pay Plan; Administration and Requirements for Advancement.

- a. **Advancement** by an employee through the merit pay steps in the merit pay plan shall be on the basis of performance as determined by the employee's department head. In making the decision as to whether or not an employee deserves and shall receive a merit pay step increase, the department head must find that the employee being considered has performed in a commendable or outstanding manner.

A merit step increase shall be awarded only when an employee receives the score required for an increase. In any case where a merit increase has been denied, the next eligibility date for receipt of a merit step increase will be one year from the current eligibility date, at which time the employee must receive the score required for an increase. Supplemental ratings may be done throughout a rating period, but merit step increases may not be granted other than on the employee's eligibility date.

Merit increases shall be awarded on the basis of performance only, and under no circumstances shall any department head award or deny any employee a merit step increase on the basis of personal or political favoritism or discrimination.

- b. A probationary employee shall become eligible for a one-step merit pay increase in accordance with the standards specified in subparagraph (a) above after completion of the probationary period of employment. Except as otherwise provided in subparagraph (c) below and Section 2.76.150, a one-step merit pay increase, subsequent to the first such increase after completion of the probationary period of employment, may be granted no more often than one year of service from the date the last merit step increase became effective. Merit step increases shall take effect at the beginning of the pay period in which the pay eligibility date occurs for pay ranges prefixed by "P" or "F". Merit step increases shall take effect at the beginning of the first full pay period following the established eligibility date for pay ranges prefixed by "N", "X", "E", "A", "C", or "M". Salary increases or decreases resulting from the amendment of the compensation plan in accordance with Sections 2.76.125 and 2.76.130 shall have no effect on the within-range merit step increases authorized by this section unless otherwise specified in Section 2.76.130.
- c. Upon a showing by an employee of exceptional and unusual circumstances in connection with his classification and with the recommendation of the appointing authority, the ~~Mayor~~Human Resources Director may grant permanent one- or two-step merit increases which are consistent with the spirit and purpose of the merit system provisions of the city charter. The effective date of the merit step

increase(s), granted in accordance with this subparagraph (c), shall be used to establish a new eligibility date, which shall be one year from the effective date of the merit step increase(s). This subsection applies only to ranges prefixed by “X”, “F”, “P”, “E”, “A”, or “C”.

2.76.160 Compensation Plan & Variable Merit Pay Plan – W Pay Ranges.

Notwithstanding any other section of the [Lincoln Municipal Code](#) to the contrary, the compensation plan for employees in classifications with pay ranges prefixed by the letter “W” shall provide for the awarding of merit increases within established pay ranges based upon the employee’s level of [performance](#) and shall be entitled “the variable merit pay plan.” The specific method of implementing and administering this plan shall be set out in an executive order of the Mayor which shall, among other things, provide for:

- a. Variable merit increases of between zero and five percent. Merit increases shall be effective beginning the first full pay period following the established eligibility date;
- b. A three percent increase upon successful completion of the original probationary period;
- c. Temporary exceptional service awards not to exceed two percent of the employee’s current annualized salary to be paid in two, four, or six pay periods;

Such increases shall be paid only on recommendation of the department head supported by a convincing showing in writing of exceptional service or unusual circumstances as related to specific criteria to be recommended by each department and approved by the Human Resources Director;

~~The Human Resources Director shall annually send a written report to the Mayor listing employees approved for exceptional service pay increases.~~

- d. The Human Resources Director, ~~with the approval of the Mayor,~~ may grant permanent salary increases within the employee’s pay range that are consistent with the spirit and purpose of the merit system provisions of the City Charter if a department head presents written evidence of unusual circumstances. The effective date of any increase granted in accordance with this subparagraph (d) shall be used to establish a new eligibility date, which shall be one year from the effective date of such increase.
- e. The eligibility date for evaluating performance of employees will be determined by completion of the original probationary period, and the effective date of promotion, demotion, reallocation, or layoff;

Employees in pay ranges prefixed by the letter “W” may have their eligibility dates adjusted when necessary or appropriate for proper operation of any goal-oriented employee evaluation program implemented by any department. The department head shall forward a written request for such an adjustment to the Human Resources Director who may, at his/her discretion, approve the request. The eligibility date of an employee shall not be adjusted under this subsection more often than once in any twelve-month period;

- f. Establishment of a committee to review and approve all merit increases in excess of four percent.