

January 12, 2023

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, January 19, 2023  
1:30 p.m., Council Chambers  
County-City Building

NOTE: New  
Agenda Item

### AGENDA

ITEM 1: Approval of Minutes from the December 15, 2022 meeting.

ITEM 2: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
3610	Registered Dietitian II	A11 (\$60,216.00 - \$80,315.04)

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

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
3605	Registered Dietitian	Registered Dietitian I	(A09)

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

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
0608	Human Resources Specialist	Senior Human Resources Specialist	(E15)
0634	Human Resources Operations Manager	Human Resources Service Center Manager	(W01)
1322	Claims & Insurance Coordinator	Claims & Insurance Administrator	(W01)
1324	Safety & Training Coordinator	Safety Program Administrator	(W01)

ITEM 5: Request to change the title and pay range of the following classifications:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
0607	Human Resources Generalist	Human Resources Specialist	E05 (\$51,615.20 - \$65,892.32)	E11 (\$60,746.40 - \$77,542.40)
0612	Human Resources Clerk	Human Resources Representative	X11 (\$45,034.08 - \$56,239.04)	E05 (\$51,615.20 - \$65,892.32)

ITEM 6: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
0615	Benefits Specialist (W01)

ITEM 7: Miscellaneous Discussion

PC: Barb McIntyre  
Pat Lopez  
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.*

## REGISTERED DIETITIAN II

### NATURE OF WORK

This is professional work providing nutritional services to the Women, Infant, and Children (WIC) Program within the Lincoln-Lancaster County Health Department. Work also includes facilitating and/or leading teams within the WIC program and participating in community coalitions relevant to the objectives of the WIC Program.

Work involves responsibility for providing health and nutritional assessments and nutritional education and counseling to WIC clients. Work includes developing, implementing, and evaluating health, educational, and lifestyle change programs and services within the WIC program including breastfeeding program/team, peer counseling or other public health programs and services related to WIC. An employee in this class is expected to exercise independent judgement and personal initiative within the framework of established WIC policies, laws, and regulations and Department policies and procedures. Work is performed under the general supervision of the WIC Program Manager, Division Manager, or other administrative superior and reviewed through reports, conferences, and outcomes achieved.

### EXAMPLES OF WORK PERFORMED

Conducts nutritional and health assessments on WIC clients using established WIC guidelines.

Analyzes client information to assess the health or nutritional risk of the client, and develop, in conjunction with the client, a plan to improve their nutritional and health status.

Provides nutrition information and counseling to WIC clients; maintains appropriate client records reflecting nutritional and health assessments, education, counseling, and referrals.

Develops plans for education and follow-up for WIC clients; provides needed referrals to community resources for services and/or health care; documents all assessment results, education, referrals, and all other relevant information.

Develops and provides leadership to internal breastfeeding program/team and participates in community breastfeeding coalition/agencies; collects and monitors data regarding breastfeeding including initiation and duration.

Provides leadership and facilitates a team approach to case management, care coordination, referral and follow-up to WIC individuals and families.

Organizes schedules and daily work assignments of team members where appropriate.

Assists in the collection, analysis, and interpretation of WIC programmatic data, recommending opportunities for improvement in the delivery of WIC services; assures accurate and timely data collection processes for team in assigned program area.

Assists in the training, orientation, and education of staff, students, and other professionals in the community regarding the WIC program including purpose, scope, clientele, outcomes, and benefit to the community.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of current dietetic principles and nutritional guidelines for the population; knowledge of pediatric and maternal nutrition.

Considerable knowledge of the policies and guidelines of the Women, Infant, and Children Program.

Some knowledge of program management.

Ability to establish and maintain effective internal and external working relationships.

Ability to create effective community partnerships and collaborations; build and sustain teams, networks, and coalitions.

Ability to communicate effectively orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in nutrition or related field with two years of experience working in a WIC program; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Current registration as a dietitian or ability to obtain registration within four months of hire.

Must possess and maintain a valid driver's license.

## REGISTERED DIETITIAN I

### NATURE OF WORK

This is professional work providing nutritional services to the Women, Infant and Children (WIC) Program within the Lincoln-Lancaster County Health Department.

Work involves responsibility for providing health and nutritional assessments and nutritional ~~counseling and~~ education ~~and counseling on both an individual and a group basis~~ to WIC clients. An employee in this class is expected to exercise independent judgment with work being performed according to established WIC guidelines as well as department policies and procedures. General supervision is received from a professional or an administrative supervisor with work being reviewed in the form of reports, conferences, public comments and program effectiveness.

### EXAMPLES OF WORK PERFORMED

~~Interviews clients to obtain a diet history on adults, children and infants.~~

Conducts nutritional assessments on WIC clients, including but not limited to food frequency assessments, calorie consumption assessments, and calorie needs assessments.

~~Collects physical measurements of adults, children and infants to assess nutritional status.~~

Conducts health assessments, such as height/weight measurements and hemoglobin measurements.

Analyzes client information to determine the health or nutritional ~~risk status~~ and develops with the client a plan to improve their nutritional and health status.

Provides nutrition information and ~~teachings~~counseling to WIC clients. ~~on a one-to-one basis and in a group setting.~~

Maintains appropriate client records reflecting nutritional and health assessment ~~and teaching~~ education, counseling and referrals.

Develops, prioritizes and documents plans for education follow-up based on participant's medical and nutritional findings.

Refers WIC clients to other community sources for services and/or healthcare. Document referrals and conduct follow-up of referrals made.

Assists in data collection procedures and in developing and coordinating statistical records and reports; participates in community outreach projects to maximize effectiveness of the program.

Reviews, selects or produces appropriate nutrition education materials for client and program use.

~~Assists in developing and implementing the annual education plan.~~

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of current dietetic principles and nutritional guidelines.

Knowledge of the policies and guidelines of the Women, Infant and Children Program.

Knowledge of pediatric and maternal nutrition.

Ability to accurately assess and document the nutritional status of clients using appropriate physical measurements, diet history and physical characteristics.

Ability to maintain accurate client records.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers and clients.

Ability to effectively use educational methods in teaching nutritional guidelines to both individuals and groups.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four year college or university with major coursework in nutrition or related field and some experience in maternal/child nutrition.~~

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in nutrition or related field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skill.

## NECESSARY SPECIAL REQUIREMENTS

Current registration as a dietitian or ability to obtain registration within four months of hire.

Must possess and maintain a valid driver's license.

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PS3605

## BENEFITS SPECIALIST

### NATURE OF WORK

This is responsible personnel work coordinating the City-County benefit plans.

Work involves responsibility for coordinating the health, dental, and life insurance plans, pension plans, and FEBA (Flexible Employee Benefits Account) plans and employee leave of absence and accommodation programs for the City and County. Work includes acting as liaison between carriers and employees to handle enrollment and claim problems. Work requires the application of professional knowledge and personal judgment to a variety of technical personnel problems. Considerable initiative and judgment is applied in all areas within the framework of established departmental policies and rules. Provides technical assistance to City and County employees in the area of group benefit plans and leave of absence programs. Work is normally reviewed for completeness and accuracy through evaluation of reports and conferences with a professional or an administrative supervisor.

### EXAMPLES OF WORK PERFORMED

Coordinates City and County group benefit plans including health, dental, and life insurance, long-term disability, pension, deferred compensation, and FEBA; explains plans and benefits to new and current employees; answers questions for employees, carriers, and the general public; acts as liaison between carriers and employees to handle enrollment and claim problems; monitors claims experience for group benefit plans.

Coordinates open enrollments and participation of new and current employees; schedules and conducts meetings in order to explain coverage and any changes to plans.

Coordinates modifications to benefit plans resulting from labor negotiations with plan carriers, Data Processing, and employees.

Assists employees in completing enrollment applications, claim forms, change of coverage forms, etc.; coordinates the data entry of applications and other forms in order to ensure accuracy.

Keeps current on federally mandated benefit changes; investigates new plan designs; makes recommendations to supervisor, director, and committees regarding modifications.

Manages administration and process flows for all protected leave including Family Medical Leave, Protected Family Leave and Disability programs and provides strong expertise as it relates to legislation, education, policy and practice.

Communicates with employees regarding their needs for leave and/or modified work schedules, disability accommodations and returning to work from leave to ensure understanding these benefits and the processes.

Acts as a resource to employees and management on leave of absence policies, procedures, and federal and state requirements; as well as to aid in employee and manager's understanding of benefits offered and eligibility requirements through individual and group meetings or training sessions.

Assists Human Resources Business Partners to address escalated employee leave matters.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles and practices of public personnel administration particularly as they relate to benefits administration.

Knowledge of employee benefit programs including pension, health, dental, and life insurance, and long term disability as related to a government agency.

Knowledge of current trends, developments and modern techniques in the field of benefit administration.

Ability to make professional and administrative decisions within the framework of overall department policy.

Ability to present ideas clearly and concisely both orally and in writing.

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

Ability to interpret and explain group benefit plans and the type of coverages available.

### ~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in public or business administration, personnel management, or related field and experience coordinating and administering a variety of group benefit plans.~~

### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, personnel management, or related field and ~~some~~ two years of experience in group benefit or leave of absence administration; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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