

January 27, 2022

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, February 3, 2022
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Approval of Minutes from the December 2, 2021 meeting

ITEM 2: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY GRADE</u>
0361	Grant Specialist	C08 (\$46,107.36 - \$59,063.68)
2843	Accountant I	C11 (\$51,276.16 - \$65,669.76)
2844	Accountant II	C13 (\$55,028.48 - \$70,489.12)

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

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
2845	Accountant	Accountant III	(C21)

ITEM 4: Request to revise the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
0360	Grant Coordinator	(C14)
2449	Records Courier	(A16)
7192	Records Coordinator	(C19)
9853	Engineering Technician II	(C13)

ITEM 5: Request to change the pay grade and revise of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
2840	Accounting Specialist	C06 (\$42,962.40 - \$55,028.48)	C08 (\$46,107.36 - \$59,063.68)

ITEM 6: Request to amend County Rule 18.1 – Compensation for Absence on Holidays

ITEM 7: Request to amend the Workplace Response to COVID-19 Human Resources Policy Bulletin

ITEM 8: Miscellaneous Discussion

PC: Department Heads
Kristy Bauer

LANCASTER COUNTY GRANT SPECIALIST

NATURE OF WORK

This is complex work maintaining federal, state and local grant monies within a department.

Work involves maintaining budget records, maintaining revenue and expense account documentation and records, reconciling ledgers, grant reporting to ensure progress report timelines are met, and monitoring compliance with grant requirements and all federal funds requirements. Supervision is received from an administrative superior with work reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Maintain accurate accounting of grant revenues and expenditures; prepare and/or receive financial grant reports.

Work closely with granting authorities, monitor and document compliance with grant requirements.

Develop, monitor and reconcile budgetary revenue and expense accounts; maintain revenue and expense account documentation and records; and generate periodic budgetary reports and reconcile with expense accounts.

Utilize the County's accounting system to properly account for grant and federal funds activity; maintain necessary records related to grants and federal funds; and account for indirect costs and matching funds.

Assist in preparation of grant applications by supplying data and relevant financial information, as necessary.

Assist with accounting reports or other activities as requested.

Process medical invoices; convert to Medicaid pricing, process for payment and complete appropriate entries; reconcile any discrepancies with provider.

Enter and maintain non-medical reimbursements; coordinate with caseworkers to ensure timely processing of rent payments.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the fundamental principles and practices of grant acquisition and management including direct and indirect cost accounting and matching funds accounting.

Knowledge of governmental accounting procedures.

Knowledge of the Office of Management and Budget (OMB) Compliance Supplement.

Ability to perform in an independent manner under the direction of a superior.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data and to make accurate mathematical calculations.

Ability to communicate effectively both orally and in writing with elected and appointed officials, community representatives, co-workers, and the general public.

Ability to maintain comprehensive records and filing systems.

MINIMUM QUALIFICATIONS

Associates degree with major coursework in public or business administration or accounting plus six months of experience in grant management and accounting or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

LANCASTER COUNTY
ACCOUNTANT I

NATURE OF WORK

This is highly responsible professional accounting work within the Lancaster County Clerk's Office and/or Budget and Fiscal Office involving the maintenance and review of fiscal records as well as initiating vendor payments.

Work involves maintaining and reviewing expense documentation and records as well as ensuring compliance with various federal and State regulations and County policies. Work also involves auditing payment requests for accuracy and completeness, generating and reconciling weekly financial reports for approval by the County Board, as well as submitting payments to vendors in an accurate and timely manner. Work is performed with established guidelines and procedures and under the general supervision of the Accounting Operations Manager or their designee.

EXAMPLES OF WORK PERFORMED

Maintain and update the general ledger accounts in the County's accounting system.

Provide general ledger, payment, and accounting support to County Departments.

Review payment vouchers submitted by County Departments to ensure compliance with County policies and standards.

Approve and post payment vouchers in the County's accounting system; follow up with appropriate personnel to correct deficiencies or errors.

Review all charges made on County Purchasing Cards (P-Cards) and trace to supporting documentation to ensure compliance with County policies and standards.

Identify claims that are not in compliance with County policies and report such claims to the County Board as a claim for review.

Prepare weekly claims reports for approval by the County Board.

Update vendor information including bank account information in the County's accounting system.

Verify and submit electronic payment files to the bank and send payment advice to vendors receiving payments.

Generate and distribute paper checks.

Prepare and/or post various journal entries to record cash disbursements, correct prior entries, or adjust account balances.

Perform other accounting related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices including their application to governmental accounting.

Considerable knowledge of computer and data processing software programs.

Knowledge of government regulations regarding payments including the County Purchasing Act.

Knowledge of automated financial systems and their application to public accounting.

Ability to apply accounting principles to the maintenance of computerized and written fiscal and accounting records.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, co-workers, and the general public.

Ability to organize and analyze various financial and statistical data with speed and accuracy.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to efficiently prioritize and complete assigned work to meet designated deadlines.

Ability to organize and maintain a variety of accounting records and reports.

Ability to maintain and protect confidential and sensitive information.

Ability to understand and carry out complex verbal and written instructions.

Ability to communicate effectively both verbally and in writing.

Ability to work under pressure and/or with frequent interruptions.

MINIMUM QUALIFICATIONS

Associate degree with coursework in accounting, finance, business administration, public administration or related field and two years of experience working with automated financial systems or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

LANCASTER COUNTY
ACCOUNTANT II

NATURE OF WORK

This is highly responsible professional accounting work within the Lancaster County Clerk's Office and/or Budget and Fiscal Office performing advanced accounting functions.

Work involves maintaining and reviewing complex expense documentation and records to ensure compliance with various federal and state regulations and County policies. Work also involves maintenance and reconciliation of the encumbrance and fixed asset subsidiary ledgers. In addition, work will include a variety of reporting and compliance responsibilities required by State Statutes and/or County Resolutions. Work is performed with established guidelines and procedures and under the general supervision of the Accounting Operations Manager. Supervision may be exercised over subordinate clerical or accounting staff. This position will provide back up to the Accounting Operations Manager regarding various accounting functions.

EXAMPLES OF WORK PERFORMED

Serve as primary back up and overflow of duties assigned to Accountant I.

Maintain the encumbrance subsidiary ledger and process payments against prior year encumbrances.

Resolve payment discrepancies reported by bank to ensure timely payment to vendor and reduce the likelihood of fraudulent disbursements.

Review Fixed Asset Information Forms submitted by various County Departments to ensure compliance with the County's property Control Manual.

Enter fixed asset information into County's fixed asset software.

Coordinate annual County Inventory (Fixed Asset) Certification process including preparation of the annual report for County Board approval.

In coordination with the Accounting Operations Manager, reconcile reports from fixed asset software to general ledger and prepare necessary year-end journal entries.

Maintain and update records in the County's accounting system to ensure efficient and accurate 1099 preparation at year end.

Prepare County Clerk's monthly revenue report and reconcile to daily cash receipts and general ledger.

Provide County Clerk's monthly revenue report and reconcile to daily cash receipts and general ledger.

Provide back up to the Accounting Operations Manager related to accounting responsibilities.

Complete special projects including financial reporting and account reconciliations as assigned by the Accounting Operations Manager.

Assist Accounting Operations Manager in providing requested supporting documentation to outside auditors.

Assist with fulfilling public records requests specific to financial records under the County Clerk's jurisdiction.

Serve as the designated Records Management liaison for the County Clerk's Accounting Division to ensure compliance with County records management policies and State retention schedules.

Perform other accounting related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices including their application to governmental accounting.

Considerable knowledge of government regulations regarding payments including the County Purchasing Act.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of automated financial systems and their application to public accounting.

Knowledge of auditing techniques and concepts.

Knowledge of statutory requirements governing records retention.

Ability to apply advanced accounting principles to the maintenance of computerized and written fiscal and accounting records.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, coworkers, and the general public.

Ability to organize and analyze various financial and statistical data with speed and accuracy.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to efficiently prioritize and complete assigned work to meet designated deadlines.

Ability to organize and maintain a variety of accounting records and reports.

Ability to maintain and protect confidential and sensitive information.

Ability to understand and carry out complex verbal and written instructions.

Ability to communicate effectively both verbally and in writing.

Ability to work under pressure and/or with frequent interruptions.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting, finance, business administration, or public administration and two years of experience working with automated financial systems or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

2/22

PS2844

LANCASTER COUNTY
ACCOUNTANT III

NATURE OF WORK

This is professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, collecting and recording detailed fiscal records, preparing and analyzing fiscal reports including financial statements; and reviewing and reporting on internal controls. An employee in this class will assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance, and is subject to periodic audit. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant state and federal regulations and statutes; explore and plan financial and accounting information system improvements; monitor changes to and interpret appropriate federal and state laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Prepare adjusting year end journal entries along with financial statements and footnotes for the Lancaster County, Crisis Center and Lancaster County Correctional Facility Joint Public Agency audits.

Serve as project manager for information flow from county departments during external audit process to ensure timely issuance of statements.

Monitor financial activity in the accounting system, ensure accounting system is utilized at highest capacity as possible by county departments and act as liaison with software vendor and Information Services.

Develop and distribute budget information to county departments throughout the budget process.

Prepare adjusting year end journal entries along with financial statements and footnotes for the audit of the Public Building Commission and provide accounting assistance throughout the fiscal year.

Prepare financial reports and provide accounting support for the Railroad Transportation Safety District and other areas as assigned.

Prepare annual Statement of Revenues and Expenditures.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and procedures.

Considerable knowledge of professional auditing principles and procedures.

Knowledge of governmental accounting procedures.

Ability to apply professional accounting principles to the maintenance of fiscal and accounting records.

Ability to perform audits in an independent manner under the direction of an administrative superior.

Ability to prepare reports containing audit results and recommendations on improvements to internal control procedures.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports including financial statements.

Ability to develop modifications and improvements in existing account maintenance procedures.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting and ~~two~~four years of experience working with governmental accounting and/or auditing procedures or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~10/18~~2/22

PS2845

LANCASTER COUNTY GRANT COORDINATOR

NATURE OF WORK

This is professional work in accounting and maintaining federal, state and local grant monies under the direction of the Budget and Fiscal Officer.

Work involves gathering program/project data, forecasting, and completing program budgets and maintaining budget records, grant reporting to ensure progress report ~~time lines~~timelines are met, and monitoring compliance with grant requirements and all federal funds requirements. Supervision is received from an administrative superior with work reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Maintain accurate accounting of grant revenues and expenditures; prepare and/or receive grant reports both financial and narrative as required; prepare for annual audits; recommend and assist in the development of policies relating to grants.

Work closely with granting authorities, departments and agencies receiving grants; monitor and document compliance with grant requirements.

Utilize the County's accounting system to properly account for grant and federal funds activity; maintain necessary records related to grants and federal funds; and account for indirect costs and matching funds.

Set up proper accounting procedures for all grants received; supervise and monitor the County's Grants Fund.

Work closely with the County Budget and Fiscal Officer, the County Treasurer's Office, and the County Clerk's Office to ensure accuracy of accounting.

Assist in preparation of grant applications by supplying data and relevant financial information, as necessary.

Assist the County Board and Fiscal Officer with accounting reports or other activities as requested.

Prepare the Schedule of Expenditures of Federal Awards for audit purposes; respond to questions from the audit firm in regard to the Single Audit.

Monitor budget throughout the fiscal year; attend budget meetings and complete budget forms and enter information into OpenGov.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the fundamental principles and practices of grant acquisition and management including direct and indirect cost accounting and matching funds accounting.

Considerable knowledge of governmental accounting procedures.

Considerable knowledge of OpenGov software for budgeting, accounting and financial management.

Considerable knowledge of the Office of Management and Budget (OMB) Compliance Supplement.

Ability to perform in an independent manner under the direction of a superior.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data and to make accurate mathematical calculations.

Ability to communicate effectively both orally and in writing with elected and appointed officials, community representatives, co-workers, and the general public.

Ability to maintain comprehensive records and filing systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or accounting plus two years ~~six months~~ of experience in grant management and accounting or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

2/224/21

PS0360

LANCASTER COUNTY RECORDS COURIER

NATURE OF WORK

This is entry level manual and clerical work receiving, storing and distributing records.

Work involves receiving, storing and distributing records. Work may also include maintaining inventory and location of records; disposing of eligible records; performing a daily delivery route; and maintaining a clean, orderly and secure records storage facility. An employee in this class may be responsible for the operation of a records storeroom. General supervision is received from an administrative or technical superior with work being reviewed in the form of accuracy, thoroughness, and compliance with written policies and standard operating procedures.

EXAMPLES OF WORK PERFORMED

Fill user requests for records, deliver the requested records and re-file the records when they return.

Transfer records to storage and record location information for each box using a bar code reader.

Upon approval from agencies, dispose of eligible records by using on-site shredder.

Utilize a computer database of records in storage to print reports for requested records, to look up records and to verify index of records in storage.

Maintain security of records storage facility; maintain a clean and orderly environment

Use a county vehicle to perform a daily delivery route; deliver boxes, files and mail to County and City departments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of records inventory processes and procedures.

Knowledge of basic accounting principles and practices pertaining to the operation of a storeroom or inventory system.

Knowledge of proper storage and distribution procedures for records.

Ability to maintain statistical information and reports.

Ability to maintain routine records inventory.

Ability to perform heavy lifting.

Ability to communicate effectively both orally and in writing.

Ability to perform routine mathematical calculations.

Ability to establish and maintain effective working relationships with co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six months of experience in records inventory or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees must possess a valid driver's license.

~~12/13~~2/22

PS2449

LANCASTER COUNTY RECORDS COORDINATOR

NATURE OF WORK

This is administrative work relating to records management and storage services for the City of Lincoln and Lancaster County departments.

Work involves managing City and County records requirements by providing electric scanning, microfilming, hard copy storage, retrieval, records destruction, and consultation to all County departments and contracted City departments; and establishing and supervising policies and procedures for each service area.

Work is performed under the general supervision of the Chief Administrative Officer. Supervision is exercised over subordinate technical and clerical staff.

EXAMPLES OF WORK PERFORMED

Assists City and County departments in developing records management strategies including electronic imaging and microfilming options, hard copy storage and retention/disposition of information; prepare proposals and conduct demonstrations in order to market records management services to County and City departments; coordinate and supervise all record transfers to the Records Center; prepare and maintain all departmental record storage indexed; consult with the County Board regarding current and future record and information management issues when requested.

Supervise, assign and evaluate the work of technical and clerical records personnel; develop, revise and communicate departmental policies and procedures; schedule and assign record scanning and microfilming procedures; determine work supply usages and maintain inventory levels; prepare budget documents/ reports and monitor departmental expenditures and contracts.

Maintain effective working relations with contracted service providers and governmental officials; research and investigate new technology for electronic and paper record storage and retrieval; plan for program developments and improvements.

Use a county vehicle to perform a daily delivery route; deliver boxes, files and mail to County and City departments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of records and information management systems and applications.

Considerable knowledge of micrographics equipment, electronic image capture equipment, and electronic imaging software.

Considerable knowledge of State and municipal requirements related to record maintenance and retention.

Knowledge of public budgeting principles and methods.

Ability to plan, organize, supervise and evaluate the work of subordinate staff and contracted personnel.

Ability to evaluate work processes and formulate work policies and procedures.

Ability to plan, organize and supervise the operation of a records facility utilizing a diverse work force.

Ability to perform heavy lifting.

Ability to establish and maintain effective working relationships with government officials, contracted and service provider personnel, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in administration or public administration supplemented by coursework in records and information management or computer science/information systems plus experience in records and information management. Certified Records Manager (CRM) designation desired.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration or public administration plus some experience in public records and information management or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

~~Employees in this class working at Records and Information Management must submit to a state and national fingerprint based records check within thirty (30) days upon initial employment or assignment/access to FBI CJIS systems information.~~

Employees must possess a valid driver's license.

Revised: 6/10/22

PS7192

LANCASTER COUNTY ENGINEERING TECHNICIAN II

NATURE OF WORK

This is responsible ~~supervisory and~~ technical work in connection with the County Engineering Department.

Work responsibilities may include one or more of the following: ~~supervision of subordinate personnel;~~ performance of manual or computer aided drafting; surveying; construction inspection; right-of-way work; reviewing plans and surveys for accuracy and design function. ~~Supervision is exercised over subordinate personnel engaged in any of the above areas of responsibility.~~ Work is performed under the general supervision of a technical or administrative superior. Employees within this class routinely exercise independent judgment in the day-to-day functions of the position.

EXAMPLES OF WORK PERFORMED

~~Act as survey party chief on a survey crew, supervising all phases of field work.~~

Monitor contractor activities to ensure work is completed according to plans and specifications; review and revise construction plans to ensure accuracy and design function; act as mediator between contractor and public affected by engineering projects.

~~Supervise and~~ Train subordinate personnel in performing engineering work including drafting and surveying skills, mathematical computations, field book preparation and plan interpretation.

Coordinate ~~and supervise~~ personnel involved in establishing a control point network used to determine exact mathematical positions for all section corners including restoring lost or obliterated monuments.

~~Supervise and/or p~~ Perform quality control testing during construction projects as needed.

Perform preliminary and final drafting duties including drafting plans and profile sheets, plotting roadway cross-sections, stream meanders and flood plain sections; prepare final copies of irregular tract field note descriptions.

Research legal records to retrace previous surveys and obtain necessary information to execute land surveys.

Inspect culverts and bridges per federal inspection requirements; update structure inventory and appraisal sheets and document findings.

Prepare right-of-way plans, appraisal sketches, surveys and condemnation and sectional plats.

Write legal descriptions based on computations; traverse and compute areas of taking.

Perform general labor work related to assigned engineering and/or surveying projects.

Provide State and County officials and the general public with information prepared and/or filed by the Department.

Assist County Surveyor with providing records and data to the County Engineer, County Assessor, City Engineer, and the Registrar of Deeds office.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods and techniques of land surveying.

Considerable knowledge of the principles, procedures, and standard specifications involved in planning, designing and constructing roadway projects.

Considerable knowledge of general computer hardware and software systems including mapping and drafting applications.

Considerable knowledge of the operation and maintenance of land survey equipment and tools.

Considerable knowledge of quality control testing and inspection methods and practices utilized in engineering projects.

Ability to perform complex engineering computations and compile data into reports and concise summaries.

Ability to plan, train, ~~supervise~~ and evaluate the work of subordinate technical personnel.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret maps, legal descriptions, construction plans and specifications.

Ability to establish and maintain effective working relationships with governmental officials, contractors, co-workers and the general public.

Ability to perform heavy manual work for extended periods of time under adverse weather conditions encompassing varied terrains.

Ability to maintain a safe working environment.

Skill in the operation and maintenance of surveying and inspection equipment, tools and testing materials.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Associate's Degree or equivalent in Engineering Technology or related field plus experience~~

~~supervising drafting, surveying or engineering work.~~
MINIMUM QUALIFICATIONS

Graduation from ~~a senior~~ high school or equivalent supplemented by coursework in Engineering Technology or similar field plus two years of experience as an Engineering Technician; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

~~11/12/22~~

PS9853

LANCASTER COUNTY ACCOUNTING SPECIALIST

NATURE OF WORK

This is complex accounting and fiscal work preparing, documenting, reconciling and maintaining departmental budgetary and trust accounts.

Work involves coordinating, revising and monitoring the departmental budget, maintaining revenue and expense account documentation and records; and reconciling cash, receipts and bank statements with account balances. Work also involves auditing vouchers, correspondence and civil process billing for accuracy and completeness; generating and reconciling financial reports; and receipting and forecasting varied departmental revenues. Supervision may be exercised over subordinate clerical or accounting staff. General supervision is received from an administrative superior with work reviewed in the form of reports, conferences and overall accuracy. ~~This position may provide back-up to the Accounting Operations Manager.~~

EXAMPLES OF WORK PERFORMED

Develop, monitor and reconcile budgetary revenue and expense accounts; maintain revenue and expense account documentation and records; receipt and forecast departmental contract, grant and revenue fund accounts; generate periodic budgetary reports and reconcile with expense accounts; prepare and coordinate annual budget correspondence and reports.

Maintain attorney trust accounts by reconciling receipts and account balances with statements, check registration and computer/written ledger systems; process expense vouchers; open and close accounts; compose and process necessary correspondence to ensure procedural compliance and account accuracy; maintain all account documentation.

Audit vouchers, correspondence and civil process billing for accuracy and completeness; follow-up with appropriate personnel to correct deficiencies or errors; provide computer hardware/software support and assistance to co-workers regarding accounting and budgetary issues; complete special projects as assigned by supervisor or requested by County Sheriff.

Audit, post and approve payment vouchers to the financial system; inform the County Board if a request for payment does not meet County standards; communicate with Information Service to generate checks and direct deposit for accounts payable; ~~provide back-up for the Accounting Operations Manager.~~

May plan, assign and supervise the work of subordinate clerical or accounting staff; assist co-workers in departmental functions when needed; perform general clerical and reception tasks including data entry, photocopying, sorting and filing records and communicating with field personnel via two-way or portable radio equipment; receive and assist the public providing civil process and departmental information as necessary.

Supervise accounting or clerical staff; train personnel in procedures used; organize, monitor and evaluate work or subordinate staff.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices including their application to governmental and budgetary accounting.

Considerable knowledge of modern office practices, procedures and equipment.

Knowledge of the County Purchasing Act.

Knowledge of automated financial systems and their application to public accounting.

Ability to plan, assign and supervise the work of subordinate employees.

Ability to apply advanced accounting principles to the maintenance of computerized and written fiscal and accounting records.

Ability to make complex and varied mathematical computations with speed and accuracy.

Ability to efficiently prioritize and complete assigned work to meet designated time deadlines.

Ability to establish and maintain effective working relationships with legal and law enforcement representatives, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of computer hardware and software applications, radio dispatch equipment and common office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by coursework in accounting, finance, business or public administration or related field and ~~two~~four years of experience organizing and maintaining budgetary and trust accounts or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~10/08~~2/22

PS2840

RULE 18 - HOLIDAYS

18.1 Compensation for Absence on Holidays (Revised ~~11/20~~ 02/22)

(a) All full-time and part-time status and probationary employees shall receive holiday pay for one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours for the following legal holidays or any other day proclaimed by the County Board as a holiday:

New Year's Day

Labor Day

Martin Luther King Jr.'s Day

Veteran's Day

President's Day

Thanksgiving Day

Memorial Day

Day After Thanksgiving

Juneteenth

Christmas Day

Fourth of July

Holiday pay shall not be considered hours worked for the purposes of calculating overtime.

Human Resources Policy Bulletin

Lancaster County

Number: 20221- 1

Date:

September
February,
20221

Reference:	Title:
Americans with Disabilities Act, Rehabilitation Act, 29 CFR Part 1630 EEOC Guidance, “Pandemic Preparedness in the Workplace and the Americans With Disabilities Act”, Updated in Response to COVID-19 Pandemic, March 19, 2020 Supersedes Personnel Policy Bulletin 2021- 43	WORKPLACE RESPONSE TO COVID-19

I. PURPOSE

The purpose of this policy is to help prevent workplace exposures to COVID-19 and to establish criteria for daily symptom self-screening of County employees. This policy is based upon the Centers for Disease Control and Prevention’s ~~interim~~ guidance for businesses and employers responding to COVID-19¹.

II. POLICY

A. Employees with these symptoms² may be infected with COVID-19:

1. New onset of a sustained persistent nonproductive cough (a dry cough lasting longer than 24 hours)
2. Unresolved or new onset shortness of breath or difficulty breathing
3. Measured temperature of 100.4°F or higher
4. Sustained (longer than 2 hours) chills or repeated shaking with chills
5. Muscle pain or body aches
6. Headache

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html>~~https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html~~

² Symptoms are based on those the Lincoln-Lancaster County Health Department have identified are most common of those infected in Lancaster County and the CDC’s list of symptoms consistent with COVID-19, which can be found at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html.

Human Resources Policy Bulletin

Lancaster County

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Reference:	Title:
Americans with Disabilities Act, Rehabilitation Act, 29 CFR Part 1630 EEOC Guidance, “Pandemic Preparedness in the Workplace and the Americans With Disabilities Act”, Updated in Response to COVID-19 Pandemic, March 19, 2020 Supersedes Personnel Policy Bulletin 2021- 43	WORKPLACE RESPONSE TO COVID-19

7. Sore throat
8. New loss of taste or smell
9. Congestion and/or runny nose
10. Nausea or vomiting
11. Diarrhea

B. Daily Symptom Self-Screening

Regardless of vaccination status, before arriving to work, employees shall self-screen for the following symptoms:

1. A fever higher than 100.4 F or, using fever-reducing medications (i.e Tylenol®, Acetaminophen, Advil®, Ibuprofen) in the last 24 hours to control a fever higher than 100.4 F;
2. Unresolved or new onset of shortness of breath or difficulty breathing;
3. New onset of sustained persistent nonproductive cough (a dry cough lasting longer than 24 hours);
4. New onset of loss of taste or smell; and
5. Two or more of the following prolonged (symptom(s) lasting for longer than 24 hours) and unexplained (no other reasonable cause) symptoms:
 - i. Sore throat
 - ii. Sustained (longer than 2 hours) chills or repeated shaking with chills
 - iii. Headache
 - iv. Muscle pain
 - v. Congestion and/or runny nose
 - vi. Nausea, vomiting, or diarrhea

Human Resources Policy Bulletin

Lancaster County

Number: 20221- 1

Date:

September
February,
20221

Reference:	Title:
Americans with Disabilities Act, Rehabilitation Act, 29 CFR Part 1630 EEOC Guidance, “Pandemic Preparedness in the Workplace and the Americans With Disabilities Act”, Updated in Response to COVID-19 Pandemic, March 19, 2020 Supersedes Personnel Policy Bulletin 2021- 43	WORKPLACE RESPONSE TO COVID-19

If an employee has any of these symptoms, the employee shall not report to work and shall contact their personal physician. The employee should not return to work until the employee satisfies any conditions set forth by the City of Lincoln-Lancaster County Health Department, the employee’s health care provider, or the Return to Work Protocol below.

C. Exposures

An Exposure is when an employee has had close contact (been within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has a positive COVID-19 diagnosis. An Exposore does not include close contact in a custodial setting whenand at least one individual was wearing a mask or other forms of respiratoy Personal Protective Equipment (PPE).

If an employee has had an Exposore, the following protocol applies:

1. If the employee is **fully vaccinated**, they **do not need to quarantine** if they have not developed symptoms. The employee should, however, continue to monitor for symptoms, wear a well-fitting mask as required herein, and get tested 5-7 days after the exposure. **Wearing a well-fitting mask is highly recommended for 10 days after exposure.** Fully vaccinated means:

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- i. Two weeks after a second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or
- ii. Two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

A booster shot is not needed to be considered fully vaccinated; however, studies show after getting vaccinated against COVID-19, protection against the virus and the ability to prevent infection with variants may decrease over time. An employee may receive a booster shot at least 6 months after completing ~~your~~their primary Pfizer or Moderna vaccination series, or at least 2 months after completing ~~your~~ their primary Johnson & Johnson’s Janssen vaccination.

- 2. If an employee is **unvaccinated or not fully vaccinated**, they **shall not report to work** and shall contact their personal physician. The employee may not return to work until they have satisfied the conditions set by your personal physician, the City of Lincoln-Lancaster County Health Department, or the Return-to-Work Protocol as provided for below.

C.D. Return to Work

The employee may return to work as instructed by their personal physician, the City of Lincoln-Lancaster County Health Department, or if they meet the following criteria:

- 1. At least 510 days have passed since the first day symptom(s) first appeared;

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2. They have had a measured temperature < 100.4°F for at least 24 hours without the use of fever-reducing medications; ~~and~~
3. There has been improvement in the remaining symptom(s); ~~and~~
- ~~3.~~ 4. They wear a mask the first 5 days back in the office when in public areas of any office (e.g. hallways and breakroom) and when interacting with members of the public and any one 1 or more coworkers.

~~D.E.~~Masks

1. Masks shall be worn by all employees, including fully vaccinated employees, when interacting with members of the public or in group meetings larger than two (2) people when community transmission is substantial or high based on the CDC COVID Data Tracker³.
2. Employees working at the Lancaster County Department of Corrections, the Youth Services Center, and the Mental Health Crisis Center are required to wear a mask, in addition to other forms of ~~Personal Protective (PPE)~~PPE that may be required by the Department or Office policy. These County Departments may except certain non-custodial settings from this requirement; however, employees working in such non-custodial settings are required to wear masks when interacting with the public or in

³ <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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group meetings larger than two (2) people when community transmission is substantial or high based on the CDC COVID Data Tracker⁴.

3. Masks should incorporate the following conditions at a minimum:
 - i. Fit snugly against the side of the face;
 - ii. Be secured with ties or ear loops;
 - iii. Include multiple layers of fabric if made of cloth;
 - iv. Allow for breathing without restriction; and
 - v. Be able to be laundered and machine-dried without damage or change to shape if made of cloth.
4. Masks shall be appropriate for the workplace and any inappropriate depictions or materials on them will not be allowed.
5. Masks are not required in workplaces or worksites where the employee is the only occupant, including but not limited to private offices, cubicles, County vehicles or equipment. Masks are also not required in outdoor worksites that maintain adequate physical distance of at least six (6) feet between individuals.
6. If an employee believes he or she is disabled or has been diagnosed with a disability and needs a reasonable accommodation to the requirements in Section D(1) and (2),

⁴ <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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the employee should contact the City-County Human Resources Department to request a reasonable accommodation.

V. III. SANCTIONS

Employees who violate any provision of this policy may be subject to disciplinary action up to, and including, dismissal from employment.

VI. IV. DURATION

This policy is effective September 7, 2021 upon execution, and hereby rescinds and supersedes previous Workplace Response to COVID-19 Human Resources Policy Bulletin 2021-~~43~~. This policy is temporary in nature and may be terminated at any time for any reason by the Lancaster County Board of Commissioners.

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Doug McDaniel
Human Resources Director

Date

~~Riek Vest~~ Deb Schorr, Chair
Board of County Commissioners

Date

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