

March 11, 2010

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, March 18, 2010
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to create the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
0621	Labor Relations Administrator	(M03) \$61,228.96 – \$119,394.08

ITEM 2: Request to change the pay range of the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
3143	Crime Analysis Manager	(A10) \$43,422.08 – \$57,915.52	(A13) \$50,265.28 – \$67,046.72

ITEM 3: Request to revise the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	
3020	Fire Captain	(F06)

ITEM 4: Request to amend Section 2.76.380 of the Lincoln Municipal Code — Sick Leave with Pay.

ITEM 5: Request to amend Section 2.76.395 of the Lincoln Municipal Code — Vacation Leave with Pay.

ITEM 6: Miscellaneous Discussion.

PC: Joan Ross, City Clerk
Directors

LABOR RELATIONS ADMINISTRATOR

NATURE OF WORK

This is administrative and supervisory work coordinating the activities of the City and County Labor Relations and Classification and Compensation Division of the City-County Personnel Department. Works with the County Board of Commissioners, City and County Department Heads, City Council and Mayor as an Assistant to the Personnel Director.

Work involves responsibility for developing and administering the policies and procedures related to labor relations and classification and compensation. Work may also include oversight and administration of the Police and Fire Pension Plan; assisting the Personnel Director in labor relations and negotiations; and code and contract interpretation and administration. An employee in this classification is also responsible for recommending new, and interpreting existing, personnel policies, rules and regulations. Work is performed with considerable independence and is reviewed by the Personnel Director through conferences and results achieved. Supervision is exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Interprets the rules, policies, practices, and labor contracts to departmental officials, employees, professional groups, and the public; confers with departmental officials regarding personnel-related needs and problems; evaluates suggested policies offered by departments and employees.

Assists the Personnel Director in employee and public relations programs and in the establishment of standards, procedures, forms, and regulations relative to the Classification and Compensation Division; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.

Negotiates, or assists in negotiating, labor contracts and agreements with recognized bargaining units covering conditions of employment, management rights, employee rights, wage increases and benefits; develops proposals and compiles statistics for each bargaining unit.

Researches and interprets provisions of union contracts, City ordinances, County rules, Department of Labor rulings (FLSA), Commission of Industrial Relations rulings, and other judicial rulings.

Supervises and coordinates the activities of the Classification and Compensation Division; supervises and evaluates subordinate employees.

Interprets the County Rules, City Code, policies and labor contracts to department officials, employees, professional groups and the public; confers with department officials regarding personnel related needs and problems.

Consults with department heads, division supervisors, employees and unions concerning interpretations of personnel rules and regulations, City Code, County Rules, and labor contracts; consults with supervisors or union representatives to determine ways of alleviating personnel and contract issues.

Oversees the Police and Fire Pension Administration and operations.

Develops and implements the Management Academy to train and develop new leaders and managers for City Departments.

Attends meetings of the City Council and County Board of Commissions as necessary or as requested by the Personnel Director.

Acts as the Departmental expert with regard to the Commission of Industrial Relations with issues relating to potential exhibits and testimony.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of personnel administration as they relate to job analysis, salary and benefit administration, labor negotiations, Fair Labor Standards Act, Nebraska Commission of Industrial Relations, and other appropriate federal, state, and local laws and regulations.

Thorough knowledge of the organization of city and county government and of the types and content of the wide variety of positions utilized.

Thorough knowledge of the principles of supervision, organization and administration.

Thorough knowledge of statistical methods and concepts as they apply to compensation and benefits.

Considerable knowledge of current trends, developments and modern techniques in the fields of classification and compensation administration, and labor relations.

Ability to effect public policy through contract negotiations and implementation of rules, policies and procedures.

Ability to research and perform detailed analysis on program, policy or contract changes to estimate cost and/or operational impacts.

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 coordinate, assign, and evaluate the work of paraprofessional employees.

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

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in personnel, public or business administration or related field and considerable experience coordinating the classification and compensation activities in a centralized personnel department at the municipal level of

government. An accredited master's degree in an appropriate field may be substituted for a proportionate amount of experience requirements.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in personnel, public or business administration, or related field and experience involving the administration of a classification and compensation system; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Approved by: _____
Personnel Director

11/2009

PS0621

FIRE CAPTAIN

NATURE OF WORK

This is technical work ~~instructing firefighting personnel supporting fire department programs and projects, as assigned,~~ within the Fire Department ~~training program.~~

Work involves assisting the ~~Deputy Fire Chief of Training Officers of the department~~ in the planning and development of ~~the overall fire department training programs,~~ and projects including: conducting classroom and drill activities fire department and urban search and rescue training at training sites and fire stations, urban search and rescue equipment management, geographic information system management, and other assigned projects. Work also involves evaluating fire department personnel in the performance of drills; assisting in the administration of examinations to fire department personnel; maintaining daily training records and examination scores reflecting each employee's individual performance; and coordinating a variety of public awareness and public education programs. Supervision is received from ~~the Deputy Fire a Chief of Training Officer~~ with work being reviewed in the form of the overall effectiveness of the delivery of firefighting, medical emergency services, ~~and ambulance services,~~ and other services as assigned.

EXAMPLES OF WORK PERFORMED

Assists ~~the Deputy Fire a Chief of Training Officer~~ in the planning and development of the overall fire department and urban search and rescue training program.

Assists in researching, developing and implementing curriculum for desired training programs; conducts research on assigned subjects and prepares reports based on findings.

Conducts classroom training and simulated drill activities at training sites and fire stations.

Assists in the development of public awareness and public educational programs; assists in the research and development of educational and informational materials.

Assists in evaluating fire department and urban search and rescue personnel in the performance of drills; assists in administering examinations to fire department personnel.

Maintains daily training records and examination scores for each member of the Fire Department and urban search and rescue.

Maintains urban search and rescue equipment and assets and documents for ongoing readiness of a FEMA task force.

Develops GIS data and maps as directed to support the mission of the department.

Performs related work as assigned and required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of firefighting methods, fire equipment and fire prevention.

Considerable knowledge of the use and maintenance of modern firefighting equipment.

Considerable knowledge of departmental policies and regulations, as well as the laws and ordinances affecting fire department operations.

Considerable knowledge of Geographic Information Systems and supporting data bases.

Considerable knowledge of the operation and responsibilities as a member of a FEMA US&R task force team.

Considerable knowledge of fire prevention codes, policies and practices.

Considerable knowledge of emergency medical treatment as well as skill in its application.

Knowledge of modern educational, training and research techniques, methods and procedures.

Ability to analyze and interpret data and to submit and review reports upon analysis.

Ability to communicate effectively both orally and in writing.

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

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in fire science, fire technology, education, public administration, business administration or related field and considerable experience performing firefighting activities at a level above that of a firefighter. Experience as a member of a FEMA US&R task force. Experience with data bases and geographic information systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, and experience performing firefighting activities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements as well as length and type of fire service requirements as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

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

Possession of a valid Nebraska Emergency Medical Technician or Paramedic certification at time of appointment is necessary to the satisfactory performance of assigned duties.

Possession of a valid Nebraska Instructor's Certificate, or equivalent certification, within six (6) months of appointment.

Approved by: _____
Department Head

Personnel Director

8/97

Title Change: 08/01

~~Revised: 04/02~~

Title Change: 8/2004

Revised: 8/2009

PS3020

2.76.380 Sick Leave with Pay.

Subsections (a) through (h) shall apply to employees not represented by a bargaining unit.

(a) Amount. Sick leave shall be earned by each employee at the factored hourly equivalent of eight hours for each full month of service or twelve hours for each full month of service for an employee with a pay range prefixed by "M" who works a fifty-six hour work week. Earnings shall be computed only for those hours when an eligible employee is in a pay status, excluding overtime.

(b) When taken. Sick leave will be paid only when an employee is unable to perform work duties due to actual personal illness, noncompensable bodily injury, pregnancy, or disease, exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by attendance on duty, or to keep a medical or dental appointment and for no other reason. A sick leave pay account will be established and funds appropriated for that reason only. Sick leave with pay is intended to be paid on account of sickness rather than a continuation of salary.

Sick leave must be earned before it can be granted, and advancing sick leave is prohibited. An employee may utilize no more than his accrued balance of sick leave. When an employee finds it necessary to be absent for any of the reasons specified herein, the employee shall cause the facts to be reported to his department head in accordance with departmental rules and regulations.

Sick leave shall be earned, but not be granted, during the probationary period occurring after original appointment. An employee must keep his department head informed of his condition. This shall be on a daily basis unless waived by the department head or designated representative. An employee may be required by the Personnel Director to submit a medical certificate for any absence. Failure to fulfill these requirements may result in denial of sick leave. No refund of vacation time shall be allowed due to illness incurred while on vacation leave. Sick leave shall not accrue during any period of leave of absence without pay.

(c) Accumulated sick leave. The accumulation of unused sick leave is unlimited.

(d) Unused sick leave. Upon retirement, death or reduction in force, an employee with a pay range prefixed by "E" or "M", or the employee's beneficiary, shall be paid ~~one-half~~ sixty-five percent of his accumulated sick leave. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

Upon retirement, death or reduction in force, an employee with a pay range prefixed by "A", "C", "E", "N" or "X", or the employee's beneficiary, shall be paid one-half of his accumulated sick leave. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

2.76.395 Vacation Leave with Pay.

(a) Amount. Each employee with a pay range prefixed by "E" shall earn vacation leave credit annually as follows:

After original appointment -- at the factored hourly equivalent of 88 hours per year.
After five years of service -- at the factored hourly equivalent of 120 hours per year.
After ten years of service -- at the factored hourly equivalent of 136 hours per year.
After fifteen years of service -- at the factored hourly equivalent of 168 hours per year.
After twenty years of service -- at the factored hourly equivalent of 195 hours per year.
After twenty-five years of service -- at the factored hourly equivalent of 200 hours per year.

Each employee with a pay range prefixed by "N" or "X" shall earn vacation leave credit annually as follows:

After original appointment -- at the factored hourly equivalent of 80 hours per year.
After five years of service -- at the factored hourly equivalent of 116 hours per year.
After ten years of service -- at the factored hourly equivalent of 130 hours per year.
After twelve years of service -- at the factored hourly equivalent of 148 hours per year.
After fifteen years of service -- at the factored hourly equivalent of 160 hours per year.
After twenty years of service -- at the factored hourly equivalent of 196 hours per year.
After twenty-five years of service -- at the factored hourly equivalent of 200 hours per year.

The department head may require that vacation leave be taken not less than one day at a time. Vacation leave credit shall not accrue during a leave of absence without pay.

(b) Vacation leave shall not be granted during the first six months of employment. Each department head shall keep records on vacation leave credit and use and shall schedule vacation leave with particular regard to the seniority of employees, to accord with operating requirements, and insofar as possible, with requests of employees.

(c) Accumulated leave. An employee may accumulate vacation leave to a maximum of ~~forty~~ eighty hours over and above the employee's maximum annual earning rate, for employees with a pay range prefixed by 'E' or 'X'. ~~An employee may accumulate vacation leave to a maximum of eighty hours over and above the employee's maximum annual earning rate for employees with a pay range prefixed by 'X'.~~

(d) Vacation payout. Any employee who separates from the city service shall be compensated for vacation leave accrued and accumulated to the date of separation. The vacation payout shall occur with the paycheck immediately following separation. In the event the separation is the result of retirement, as defined by the applicable retirement plan, an employee may elect to utilize vacation until all accrued vacation has been exhausted.

(e) Waiving vacation. For the purpose of maintaining necessary personnel on duty to accomplish city work, a department head, with approval of the Mayor, may waive accumulated vacation leave in excess of eighty hours. Waived vacation will be paid to the employee at the employee's usual rate of pay as of the last January 1, provided there are sufficient funds in the department's budget for salaries.

(f) Vacation bank payout. For employees maintaining a vacation bank, excluding ranges prefixed by "B" or "F", the employee may request to sell all or part of their bank at the first full pay period in July each year. Such request for payment shall be made in writing and approved by the employee's department head and the Mayor, provided there are sufficient funds in the department's budget for salaries. Payment for requested hours will be paid at the employee's usual rate of pay as of the last January 1.