

entered 9/23/02

City of Lincoln Appointment Application

The purpose of this form is to obtain general information for use in the nomination and confirmation process for appointments by the Mayor and to assist the Mayor in making inquiries concerning the qualifications of applicants for appointments. If you have recently prepared a biography or resume, PLEASE ATTACH IT TO THIS FORM.

Complete both sides and return to: Mayor's Office, 555 South 10th Street, Lincoln NE 68508. FAX: 441-7120

PERSONAL INFORMATION

NAME (please type or print last name, first name, and middle initial)

Mr. Ms. Miss Mrs.

Flagel, Jill D.

2241 Atwood Lane Lincoln NE 68521 Lancaster
Legal Residence Street City State Zip County

128 Admin. City Campus Lincoln NE 68588 Lancaster
Business Address Street City State Zip County

Residence Telephone (402) 476-0501

Business Telephone (402) 472-2322

Applicant Occupation: Director Faculty Staff

Employer: UNIV. of NE-LINCOLN

E-mail Address: jflagel@unl.edu

To assist in the selection, you are asked to voluntarily provide information which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Sex Male Female Racial/Ethnic Background White

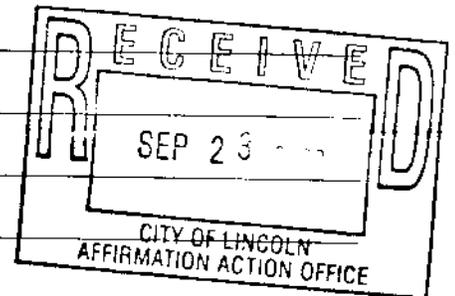
EDUCATION

Schools attended including High School

Please See Attached Resume

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

Please See Attached Resume



EMPLOYMENT

Please See Attached Resume

Employer Location Dates

RECEIVED

SEP 23 2002

CITY OF LINCOLN

City Boards, Task Forces & Commissions

Please check City boards, task forces or commissions for which you would like to be considered for appointment.
Please number your selections in order of interest.

ADMINISTRATION

- Emergency Medical Services Board
- Lincoln City Library Board
- Lincoln Electric System Administrative Board
- Lincoln Housing Authority Board
- Personnel Board

BUILDING & SAFETY

- Building Code Board of Appeals
- Code Study Committee
 - Building Code Task Force
 - Electrical Code Task Force
 - Mechanical Code Task Force
 - Plumbing Code Task Force
 - Uniform Code Task Force
- Dangerous Building Code Board of Appeals
- Electrical Advisory, Appeals & Examining Board
- Examining Board of Plumbers
- Fire Sprinkler & Chemical Examining Board
- Gas Piping Exam Board
- Heating, Ventilating & Cooling Advisory & Appeals Board
- Heating, Ventilating & Cooling Examiners Board
- Housing Advisory & Appeals Board
- Plumbing Code Board of Appeals
- Uniform Fire Code Board of Appeals
- Water Conditioning Board of Examiners

ENVIRONMENT

- Air Pollution Advisory Board
- Water Conservation Task Force

GENERAL GOVERNMENT SERVICES

- Auditorium Advisory Board
- Cable Advisory Board
- Charter Revision Commission
- Government Access & Information Committee
- Workforce Investment Act Board
- City Personnel Board

HEALTH & HUMAN SERVICES

- Community Health Endowment Board of Trustees
- Commission on Human Rights
- Lincoln Area Agency on Aging Advisory Council
- Lincoln-Lancaster Women's Commission
- Lincoln-Lancaster County Board of Health

PARKS & RECREATION

- Parks & Recreation Advisory Board
- Community Forestry Advisory Board
- Veterans Memorial Gardens Council

PLANNING & DEVELOPMENT

- Board of Zoning Appeals
- Community Development Task Force
- Downtown Business Area Improvement Board
- Economic Development Loan Committee
- Historic Preservation Commission
- Lincoln-Lancaster County Planning Commission
- Nebraska Capital Environs Commission
- Urban Design Committee

TRANSPORTATION

- StarTran Advisory Board
- Taxicab Review Board
- Pedestrian/Bicycle Advisory Committee

OTHER

- Citizen Handicapped Parking Patrol
- Citizen Police Advisory Board
- Mayor's Committee for International Friendship
- Mayor's Multicultural Advisory Committee
- Relocation Assistance Appeal Board
- Procurement Appeals Board

Jill D. Flagel
2241 Atwood Lane
Lincoln, NE 68521-5014
(402) 476-0501

EDUCATION: Bachelor of Science in Home Economics, University of Nebraska, Lincoln, December, 1988.

Major: Human Development and the Family

Program Emphasis: Family Rehabilitation / Independent Living

UNIVERSITY HONORS: Dean's List, University of Nebraska, Lincoln, Summer, 1988

HIGH SCHOOL HONORS: McCool Junction High School
Senior Class President 1983
Salutatorian - Senior Class, 1983
National Honor's Society Charter Member

**EMPLOYMENT
EXPERIENCE:**

EMPLOYER: UNIVERSITY OF NEBRASKA-LINCOLN
POSITION: Director of Faculty/Staff Disability Services (Feb. 2000 - Present)
RESPONSIBILITIES:

- Coordinate faculty/staff accommodation procedure by providing information and support to the University community concerning accommodation. Implement the accommodation procedure (send informational letters to faculty/staff, communicate with medical and counseling personnel, secure job descriptions accommodation requests, consult with the ADA/504 Compliance Officer regarding drafting the accommodation and provide recommendations to the Accommodation Resource Center).
- Provide support in the implementation of faculty/staff accommodation plans including meeting and speaking on the phone with human resources personnel, supervisors, faculty and staff as necessary and ensuring the implementation of accommodation plans by the appropriate supervisor or administrator by appropriate follow-up.
- Serve as a resource to faculty/staff with disabilities that are seeking assistance from the University (University Health Services, Accommodation Resource Center, etc.) or community resources (Vocational Rehabilitation, Nebraska Library for the Blind and Visually Impaired, etc.).
- Maintain accommodation planning files and mailing lists for faculty/staff.
- Serve as a resource for the University and the community regarding disability awareness issues and be available for presentations.

EMPLOYER: Self -Employed-Avon Products, Incorporated
POSITION: Sales Representative (1991 - Present)
RESPONSIBILITIES: Manage and coordinate sales and distribution of Avon health and beauty products.

EMPLOYER: UNIPAC SERVICE CORPORATION
121 S. 13th St. Suite 400
Lincoln, NE 68508
(402) 434-7140
POSITION: Skip Tracer (May, 1999 to Feb., 2000)

RESPONSIBILITIES:

- Processed incoming information and reports to obtain current mailing and phone information for borrowers.

EMPLOYER: UNIPAC SERVICE CORPORATION
POSITION: Customer Service Representative (Aug., 1997 – May, 1999)

RESPONSIBILITIES:

- Provided the first source of information for customers' questions regarding their student loans.
As student loan recipients call or write requesting information on their loans, all requested information is provided through the customer service center. All information is accurately returned by phone or by written correspondence.
- Documented all official inquiries for student loans under service contract. Unipac services student loans for the lender. The customer service representatives complete documentation of all inquiries by phone or letter/fax from the borrower, credit agencies, or schools. All borrower information is retrieved and updated via computerized database.
- Provided assistance to Consolidation and Aversions Departments
Customer Service Representatives assist in processing loan consolidation requests and tracing borrowers for whom Unipac databases have inaccurate contact information.

EMPLOYER: LINCOLN ACTION PROGRAM, INC.
210 "O" Street
Lincoln, NE 68508
(402) 471-4515
POSITION: Housing Resources Specialist (Jan., 1992 – July, 1994)

RESPONSIBILITIES:

- Processed claims for rent or deposit assistance, repayments to Lincoln Housing Authority, and claims for utilities assistance by Lincoln / Lancaster County low income residents.
Requests for assistance via mail, telecommunication, or in person were processed. Applicants were screened and appropriate recommendations for approval or rejection were given to the supervisory committee. Supervised the completion of money transfer to assigned applicants if approval for assistance was granted.

- Maintained and provided information regarding the Coalition of Landlords and Tenants (COLT).
Provided information to the public regarding their rights and responsibilities as either landlords or tenants based upon the Landlord / Tenant Act. Appropriate referrals were given to clients regarding various community-based agencies. Detailed records regarding the information requested and referrals provided were produced and presented to the local Housing and Urban Development office.
- Assisted in program design, changes, and implementation of housing related programs.
As new grants were awarded, new and existing programs were created or modified to utilize the new funding.

EMPLOYER: UNIVERSITY OF NEBRASKA-LINCOLN
Housing Office
1115 North 16th Street
Lincoln, NE 68588
(402) 472-3561

POSITION: Student Assistant (Jan., 1989 - Dec., 1989)

RESPONSIBILITIES:

- Served as a peer counselor to undergraduate and graduate students in the Residence Hall system on a one-to-one basis.
- Acted as official liaison between the Office of University Housing Administration and residents.
Enforced and upheld official University and University Housing Office policies and regulations. Administered and maintained inventory records and progress reports for the assigned resident hall.
- Coordinated and implemented education, social and recreational programs.

POSITION: Conference Assistant (May, 1989 - Aug., 1989)

RESPONSIBILITIES:

- Provided assistance in organizing and admitting various camps, clubs, and organizations to the UN-L Residence Halls for extended conventions, meetings, and seminars.
As groups arrived, housing in the UN-L Residence Halls was assigned. Briefing the respective groups on rules and regulations of the University of Nebraska, and the Office of University Housing was conducted. Maintained official front desk duties, including receiving payments, providing general information, and delivering mail.

EMPLOYER: UNIVERSITY OF NEBRASKA, LINCOLN
Services for Students with Disabilities Office
132 Administration Building
Lincoln, NE 68588
(402) 472-3787

POSITION: Office Assistant (Aug., 1988 - Dec., 1988)

RESPONSIBILITIES:

- Worked with the coordinator and other personnel to provide services to students with physical and /or learning disabilities.
Proctored exams for students not able to test during scheduled testing hours. Read to, and wrote responses from students not able to perform these tasks. Kept records of students progress and needs. Provided information to the public regarding the purpose, function, and responsibilities of the Services for Students with Disabilities office.

EMPLOYER: LEAGUE OF HUMAN DIGNITY
1701 'P' Street
Lincoln, NE 68508
(402) 441-7871

POSITION: Legislative Liaison (Internship) (Jan., 1988 - May, 1988)

RESPONSIBILITIES:

- Reported on the progression of key legislation that may affect the League of Human Dignity or its membership.
Received and reviewed legislation introduced during the Nebraska Unicameral session capable of affecting persons with disabilities. Attended hearings regarding the legislation and provided reports to the Executive Director and Board of Directors of the League of Human Dignity on the progress and standing of the proposed legislation.

MEMBERSHIPS AND ACTIVITIES:

- Aug. 2001 – Present, Presenter for various organizations on campus as well as in the community regarding the impact and importance of the ADA (Americans with Disabilities Act) on the workplace, disability awareness and disability etiquette.
- July 2002, Presenter of "A Practical Guide to Working With People with Disabilities" at the Lincoln Commission on Human Rights 5th Annual Great Plains Symposium.
- July 2001, Presenter of "A Practical Guide to Working With People with Disabilities" at the Lincoln Commission on Human Rights 4th Annual Great Plains Symposium.
- Jan. 1997 – Sept. 1999, Assimilation Committee Member, Holy Savior Lutheran Church.
- 1991, Public speaker for the League of Human Dignity regarding living successfully with a physical disability.
- 1990 - 1991, Member of Heads Together; University of Nebraska, Lincoln, group promoting disability awareness.
- 1988, Co-chairperson of the Legislative Committee of the League of Human Dignity.

- 1988, Advertising spokesperson for Nebraska Department of Vocation Rehabilitation advertising campaign portraying persons with disabilities as capable of gainful employment.
- 1988, ASUN (Association of Students at the University of Nebraska) Senator representing the College of Home Economics.
- 1988 - Present, Member of American Paralysis Association.
- 1988 - 1989, Coordinator of fund raising activities within the UN-L Residence Halls for American Paralysis Association.
- 1987 - 1989, University Foundations Classes speaker on campus life for the physically disabled.
- 1987, President of Selleck Quadrangle Residence Hall, University of Nebraska, Lincoln.
- 1987, Chairperson of F.I.N.K. (Friends Introducing New Kids), Week, 1987 for Residence Hall Association, University of Nebraska, Lincoln.
- 1986, Chairperson of the Residence Hall Association Programming Committee.
- 1985 - 1987, Residence Hall Association Senator, representing Selleck Quadrangle Residence Hall.

REFERENCES:

Christy A. Horn Ph.D., ADA/504 Compliance Officer, University of Nebraska, 230 Varner Hall, Lincoln, NE 68588, (402) 472-8404.

Linda Crump, Assistant to the Chancellor for Equity, Access & Diversity Programs, University of Nebraska, 128 Canfield Administration Building, Lincoln, NE 68588, (402) 472-3417.

Beatty Brasch, Director, Lincoln Action Program, Inc., 210 "O" Street, Lincoln, NE 68508, (402) 471-4515.

Reverend Michael G. Chaffee, Holy Savior Lutheran Church, 4710 North 10th Street, Lincoln, NE 68521, (402) 434-3325.