

ORDINANCE NO. _____

1 AN ORDINANCE amending the chapter title of Lincoln Municipal Code Chapter 2.28 as
2 “Human Resources Department” and amending Sections 2.28.010, 2.28.020, and 2.28.030 of the
3 Lincoln Municipal Code to redesignate the Personnel Department as the Human Resources
4 Department and the Personnel Director as the Human Resources Director; and repealing Sections
5 2.28.010, 2.28.020, and 2.28.030 of the Lincoln Municipal Code as hitherto existing.

6 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

7 Section 1. That the title of Chapter 2.28 of the Lincoln Municipal Code be and the
8 same is hereby amended to read as follows: “~~Personnel~~ Human Resources Department”.

9 Section 2. That Section 2.28.010 of the Lincoln Municipal Code be amended to read
10 as follows:

11 **2.28.010 Director; Appointment; Duties Generally.**

12 The Mayor shall appoint, with approval of the City Council, the ~~Personnel~~Human Resources
13 Director. The ~~Personnel~~Human Resources Director shall be the secretary of the Personnel Board
14 and the administrative head of the ~~Personnel~~Human Resources Department. The ~~Personnel~~Human
15 Resources Director shall be responsible for the proper conduct of all administrative affairs of the
16 ~~Personnel~~Human Resources Department and for the execution of the personnel program prescribed
17 in the charter and in the ordinances and resolutions consistent therewith. The ~~Personnel~~Human
18 Resources Director shall be responsible for administrative supervision of all divisions of the
19 executive branch assigned or attached to the ~~Personnel~~Human Resources Department.

1 The ~~Personnel~~Human Resources Director shall:

2 (a) Maintain the classification plan so that it reflects the current duties, responsibilities,
3 and nature of work of positions of the city service.

4 (b) Administer the compensation plan in accordance with the provisions of the charter
5 and these rules.

6 (c) Develop and administer such recruiting and examination programs as may be
7 necessary to obtain an adequate supply of competent applicants to meet the needs of the city service.

8 (d) Encourage and exercise leadership in the development of effective personnel
9 administration within the several departments of the city government and make available the
10 facilities of the ~~Personnel~~Human Resources Department to this end.

11 (e) Foster and develop, in cooperation with department heads and others, programs for
12 the improvement of employee effectiveness, including training, safety, health, counseling and
13 welfare.

14 (f) Provide for the establishment and maintenance of a roster of all employees in the city
15 service.

16 (g) Provide a system of checking payrolls, so as to determine that all persons in the city
17 service have been appointed and are being paid in accordance with these rules.

18 (h) Prepare and adopt such forms and procedures as may be necessary or desirable to
19 carry out the city's personnel program.

20 (i) Apply and carry out the provisions of the charter and the rules adopted thereunder.

21 (j) Attend meetings of the Personnel Board and provide secretarial services for the Board
22 and for the keeping of minutes of its meetings.

1 (k) Investigate, from time to time, the operations and effects of the charter and rules
2 adopted thereunder and report findings and recommendations to the Personnel Board.

3 (l) Perform any other lawful acts which may be necessary and desirable to carry out the
4 purposes and provisions of the charter and these rules.

5 Section 3. That Section 2.28.020 of the Lincoln Municipal Code be amended to read
6 as follows:

7 **2.28.020 Office; Custody of Documents.**

8 The ~~Personnel~~Human Resources Director shall keep an office in the rooms provided by the
9 City Council which shall be kept open to the public during usual business hours. The ~~Personnel~~
10 Human Resources Director shall have charge and control of all the necessary public charts, graphs,
11 plans, books, documents, and other records pertaining to the office which shall be carefully
12 preserved in the director's office as the property of the city.

13 Section 4. That Section 2.28.030 of the Lincoln Municipal Code be amended to read
14 as follows:

15 **2.28.030 Reports to Council.**

16 The ~~Personnel~~Human Resources Director shall furnish the City Council with such reports
17 as it may from time to time request.

18 Section 5. That Sections 2.28.010, 2.28.020, and 2.28.030 of the Lincoln Municipal
19 Code as hitherto existing be and the same are hereby repealed.

20 Section 6. Pursuant to Article VII, Section 7 of the City Charter, this ordinance shall
21 be posted on the official bulletin board of the City, located on the wall across from the City Clerk's
22 office at 555 S. 10th Street, in lieu of and in place of newspaper publication with notice of passage
23 and such posting to be given by publication one time in the official newspaper by the City Clerk.

1 This ordinance shall take effect and be in force from and after its passage and publication as herein
2 and in the City Charter provided.

Introduced by:

Approved as to Form & Legality:

City Attorney

Approved this ___ day of _____, 2014:

Mayor