TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting

Thursday, April 6, 2017
1:30 p.m., Commissioners Hearing Room
County–City Building, Room 112

AGENDA

ITEM 1: Request to create the following classification:

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CLASS TITLE</th>
<th>PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5362</td>
<td>Technology Support Technician</td>
<td>C15 ($51,950.08 - $66,541.28)</td>
</tr>
</tbody>
</table>

ITEM 2: Request to revise the following classification:

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5361</td>
<td>System Programmer</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CURRENT CLASS TITLE</th>
<th>PROPOSED CLASS TITLE</th>
<th>CURRENT PAY GRADE</th>
<th>PROPOSED PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2837</td>
<td>Budget &amp; Fiscal Payroll Specialist</td>
<td>Payroll Specialist</td>
<td>C10 ($43,528.16 - $55,756.48)</td>
<td>C11 ($45,098.56 - $57,761.60)</td>
</tr>
</tbody>
</table>

ITEM 4: Request to revise the classification and title of the following classification:

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CURRENT CLASS TITLE</th>
<th>PROPOSED CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4524</td>
<td>Fuel Truck/ Paint Striper Operator</td>
<td>Traffic Sign Worker (G10)</td>
</tr>
</tbody>
</table>

ITEM 5: Request for grievance hearing - Chris Fisser - County Engineer.

ITEM 6: Miscellaneous Discussion

pc: Dan Nolte
Pam Dingman
Andy Stebbing
Tom McCarty
Kristy Bauer
Chris Fisser
NATURE OF WORK

This is responsible technical work providing support services to departmental personnel who use computer hardware, software and networks in the performance of their duties.

Work involves responsibility for providing on-site maintenance and trouble-shooting to departmental personnel for personal computer hardware, software network connections and other equipment. Work also may include the installation and use of new hardware and software. General supervision is received from an administrative superior with work being reviewed through effectiveness of programs.

EXAMPLES OF WORK PERFORMED

Provides on-site maintenance and trouble-shooting for personal computer hardware, software and network connections and other equipment; diagnoses the cause of personal computer operation problems and takes or recommends appropriate action to solve those problems.

Designs and develops applications for the department's computers; meets with co-workers to determine program requirements; prepares documentation and related information.

Installs new hardware and software packages in order to upgrade existing systems; trains co-workers in the use of hardware and software.

Performs regular security audits on all computers and hardware.

Acts as a liaison between department users and Information Services.

Researches and resolves reported problems; diagnoses computer and word processing problems in hardware and software; performs repairs as needed.

Confers with management and staff regarding hardware needs; researches hardware; provides hardware setup, configuration, installation and technical support; assists in the evaluation of new systems software packages.

Maintains data integrity by ensuring backup of server is completed daily; scans for possible viruses; maintains internal passwords and security systems; maintains an inventory database of computer hardware.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the functions and capabilities of department's computer hardware.
Considerable knowledge of software installation and maintenance.

Considerable knowledge of database management, systems and technology.

Considerable knowledge of assigned department functions, procedures, policies and organization as they relate to computer support services.

Knowledge of HTML development.

Ability to establish and maintain effective working relationships with supervisors, co-workers and users of the department's system.

Ability to communicate effectively both orally and in writing.

Ability to manage multiple responsibilities concurrently.

Ability to utilize technical manuals relating to programming languages, systems operations and database management.

MINIMUM REQUIREMENTS

Associate’s degree with coursework in computer science, business administration or related field plus four years of experience managing a complex computer system or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

3/2017

PS5362
NATURE OF WORK

This is advanced level, highly technical/administrative work managing the overall operations of the department's computer system.

Work involves responsibility for coordinating and monitoring the development, maintenance, modification and implementation of the department's data processing system. An employee in this classification exercises considerable independent judgment in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed for conformance with established departmental policies and procedures through reports, conferences and attainment of goals.

EXAMPLES OF WORK PERFORMED

Manages the department's Criminal Justice Information System (CJIS); ensures that the system interfaces with city, county and state agencies and provides required information.

Manages the program and computer system needs of the department; ensures that the system interfaces and provides required information for daily operations.

Coordinates and monitors the development of database requirements for new and modified systems design in order to determine if they meet the guidelines established by the department.

Evaluates long range administrative data requirements of the department; recommends revisions in standard, guidelines, hardware, software and training techniques.

Develops, monitors, modifies and ensures that applications software is implemented in a fashion that is easily maintained and operates in an acceptable manner; develops new applications programs as needed.

Evaluates the hardware needs of the department as it relates to the system being used; identifies and orders equipment.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of research techniques, methods and procedures.

Thorough knowledge of the principles, methods and techniques of computer programming language used by the department.

Thorough knowledge of the principles and techniques of program planning, computer programming and processing, including direct access programming and control requirements.
Thorough knowledge of software development methodologies.

Ability to analyze problems and to organize their component parts into logical systems.

Ability to exhibit independent judgment and initiative in analyzing data processing systems and to make sound recommendations and modifications.

Ability to utilize technical manuals relating to programming languages, system operations and database management.

Ability to communicate effectively both orally and in writing.

Ability to effectively manage multiple responsibilities concurrently.

Ability to establish and maintain effective working relationships with co-workers, subordinates.

Ability to implement applications systems in a structured environment.

**DESIRED TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major coursework in systems analysis and programming, software design, software engineering, or similar coursework with thorough experience managing a complex computer system.

**MINIMUM QUALIFICATIONS**

Graduation from a senior high school or equivalent supplemented by vocational or college-level coursework in systems analysis and programming, software design, software engineering, or similar coursework, and considerable experience managing a complex computer system; Graduation from a four year college of university with major coursework in systems analysis and programming, software design, software engineering, or similar coursework with six years of experience managing a complex computer system; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.
LANCASTER COUNTY
BUDGET AND FISCAL ASSISTANT
PAYROLL SPECIALIST

NATURE OF WORK

This is responsible accounting and fiscal record maintenance administrative work performing for the centralized payroll operations within the County Clerk's Office.

Work involves responsibility coordinating centralized payroll functions for County employees including processing time sheets and payroll personnel action forms; and auditing payroll personnel action forms and transaction validation reports to verify miscellaneous and routine employee deductions; and processing and distributing employee paychecks by department. Work also involves acting as a liaison with other County departments concerning with regard to processing and executing employee payroll; completing governmental reports; and maintaining County and departmental payroll records. Work also involves assuring compliance with local, State and Federal regulations. General supervision is received from a technical superior with work being reviewed in the form of accounting reports, conferences and work accuracy. Work is performed within established guidelines and procedures and under the general supervision of the Accounting Operations Manager.

EXAMPLES OF WORK PERFORMED

Responsible for accuracy accurately in processing payroll time sheets and payroll personnel action forms; audit payroll personnel action forms and transaction validation reports to verify miscellaneous and routine employee deductions; and verify, calculate, and process and distribute employee paychecks by department.

Act as liaison with other County departments concerning the processing and execution of employee payroll; answer employee payroll questions.

Execute computer programs to generate budget worksheets, governmental reports and labor cost distribution reports; prepare required personnel withholding and statistical reports for governmental entities; calculate and prepare employee deduction payments for appropriate entities; maintain County payroll deduction records; maintain department's employee attendance records, time sheets and payroll personnel action forms for employees of the County Clerk’s Office.

Review new hire paperwork submitted by departments; follow-up regarding incomplete or incorrect paperwork.

Balance bi-weekly payroll utilizing various control reports, error reports and payroll register; correct errors as necessary.

Review and process monthly billings for health, dental, vision and life insurance; identify and correct billing discrepancies.

Complete and file Federal (bi-weekly) and State (monthly) tax withholding reports.
Complete and file quarterly 941 and State withholding reports.

Process garnishments, child support orders and tax liens against employee wages.

Ensure accuracy, promptness and delivery of the bi-weekly direct deposit tape.

Perform various accounts payable functions.

Provide advice and assistance regarding payroll issues.

Provide backup to Accounting Operations Manager as needed.

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**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of public budgeting, payroll and accounting procedures.

Considerable knowledge of modern office procedures, equipment, and practices.

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

Considerable knowledge of current payroll practices and procedures.

Considerable knowledge of government regulations regarding payroll taxes.

Knowledge of auditing techniques and concepts.

Considerable knowledge of modern office procedures, equipment, and practices.

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Ability to establish and maintain effective working relationships with elected officials, administrative staff and co-workers.

Ability to organize and analyze varied financial and statistical detail with speed and accuracy.

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

Ability to communicate effectively both orally and in writing.

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**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major coursework in computer science, accounting, business or public administration or related field and experience working with automated financial or personnel systems.
MINIMUM QUALIFICATIONS

Graduation from a senior high school or Completion of an Associate’s Degree or equivalent supplemented by coursework in computer science, accounting, business or public administration or related field and some two years of experience in working with automated financial or personnel payroll systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 2/97 3/2017

PS2837
LANCASTER COUNTY

FUEL TRUCK/PAINT STRIPER OPERATOR TRAFFIC SIGN WORKER

NATURE OF WORK

This is skilled work in the installation, operation and maintenance of the paint striping truck, the fuel truck, and the traffic signs.

Work involves responsibility for skilled and safe operation of the paint striping truck, the fuel truck, the boom truck, and the large dump truck. Work also includes the fabrication, installation and maintenance of traffic signs. Work is reviewed by a technical superior through personal inspection and observation for compliance with established work schedules and methods.

EXAMPLES OF WORK PERFORMED

- Drives and operates paint striping truck; paints traffic control markings on blacktop roads using striping truck, sprayer and compressor; fills machine with paint and glass spheres.

- Designs signs in accordance with accepted design standards and standard highway sign manual; prepares and cleans surfaces of signs and other equipment to be painted.

- Installs, repairs and replaces traffic signs.

- Drives and operates sign truck, the boom truck to repair lights, the double axel dump truck and plow during winter months or when needed.

- Operates fuel truck; delivers fuel to various maintenance stations in the County; computes and maintains records regarding the amount of fuel dispensed.

- Performs routine preventative maintenance on all equipment operated including fueling and washing equipment, checking and changing oil and oil filter, and checking other fluid levels.

- Assists in the painting of County bridges fuel tanks, County stations, and machinery.

- Assists in painting road stripes when needed by following sublet paint truck to ensure lines are correct.

- Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the operation and maintenance characteristics of light and heavy trucks and related automotive equipment.
Considerable knowledge of the operating hazards, and of the safety rules and precautions, applicable to the equipment being operated.

Considerable knowledge of the methods and techniques of sign painting including lettering and the preparation of metal and other surfaces.

Knowledge of, and the ability to operate, equipment used to paint traffic control markings on blacktop roads, reach street lights, building lights and building cameras.

Ability to match and contrast lettering, colors and background colors in order to secure a striking sign.

- Ability to pump fuel (gasoline or diesel) to the proper storage tank.

- Ability to measure the quantity of fuel in the storage tanks in order to properly gauge the amount of fuel needed in each storage tank.

Ability to detect needed repairs and to make minor field repairs and adjustments to service equipment.

Ability to understand and carry out oral and written instructions and to work independently in the performance of regular working duties.

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

- Skill in mixing, blending and matching paint.

- Skill in the operation of paint striping equipment, sign truck, boom truck and large dump truck.

**DESIRABLE TRAINING AND EXPERIENCE**

- Graduation from a senior high school or equivalent with considerable experience in the operation of trucks and automotive equipment heavier than pleasure vehicles or pickup trucks and experience in the fabrication and installation of traffic control signs.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or equivalent with two years of experience in the operation of trucks and automotive equipment heavier than pleasure vehicles or pickup trucks and some six months of experience in the fabrication and installation of traffic control signs; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

**NECESSARY SPECIAL REQUIREMENTS**
Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement. Employees must possess and maintain a valid Nebraska Commercial Driver’s License (CDL) and any applicable endorsements.
OFFICIAL APPEAL FORM

Name of Employee: Chris Fisser  
Department: Engineering

Classification: Operator II  
Work Location: Raymond  
Immediate Supervisor: Mike Clark

STATEMENT of APPEAL:
List applicable appeal: See attached sheet

Adjustment required: Chris would be granted a free vacation day to be used at the time of his choosing, and that the County would adhere to the CBA regarding Vacation.

I authorize the A.F.S.C.M.E Local 2468 as my representative to act for me to disposition of this appeal.

Signature of Union Representative  
Title: Union President

Date Presented to Management Representative: 1-4-17  
Signature

THIS STATEMENT OF APPEAL TO BE MADE OUT IN TRIPlicate. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO: Human Resources

COPY: Department Head

COPY: Local Union Grievance File

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.
On December 30, 2016 Chris Fisser was denied vacation leave. In the response letter by Pam Dingman dated January 23, 2017 it states that the grievance filed by the Union was based on a “snow policy” that was implemented by Mz. Dingman where a maximum of two employees per district could be gone at the same time. This was a policy that Mz Dingman had tried to implement in years past however, the policy was revoked based on the fact that any change in a vacation policy is a mandatory bargaining item. This policy has not been negotiated at the table.

It also states that Mr. Fisser never requested his leave in writing. Past practice has never requested that leave requests be in writing, and nowhere in the CBA does it say that the leave requests need to be in writing.

On December 30, 2016 there was no County emergency, no chance of snow, and the temperature that day was almost fifty degrees. On that day Chris was in his motor grader just doing road maintenance, something that he does on a routine basis.

Even though; the response letter dated January 23, 2017 offers an apology, it does state that the denial of the vacation request for December 30, which was based on the premise that only two employees per district could be gone on the same day, was not appropriate. Therefore it is AFSCME belief that there needs to be some kind of amends so that this practice does not continue to happen.