

November 24, 2015

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, December 3, 2015
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

REVISED

A G E N D A

ITEM 1: Request to revise and change the pay grade of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
2803	County Records Specialist III	C09 (\$40,990.56 - \$52,509.60)	C12 (\$45,579.04 - \$58,383.52)

ITEM 2: Request to delete the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
2836	Board of Equalization Specialist (C13)

ITEM 3: Request to change the pay grade of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
0351	Operations Manager	E19 (\$58,383.52 - \$74,784.32)	E20 (\$60,486.40 - \$77,473.76)

ITEM 4: Request for appeal hearing - Nancy Weber - County Attorney

ITEM 5: Miscellaneous Discussion

pc: Dan Nolte
Joe Kelly
Nancy Wynner
Nancy Weber
Don Taute
Kristy Bauer

LANCASTER COUNTY
COUNTY RECORDS SPECIALIST III

NATURE OF WORK

~~This is highly responsible clerical work coordinating County Board meeting agendas, transcribing meeting minutes and preparing follow-up correspondence.~~

~~Work primarily involves publicizing and preparing County Board meeting agendas; taking general meeting notes and monitoring recording equipment; transcribing recording tapes of meeting activity; and performing follow-up correspondence for subsequent meeting minute dissemination per office guidelines and format. Work also involves assisting the public with marriage licenses, partnerships, military discharges and tax protests. General supervision is received from an administrative superior with work reviewed in the form of accuracy, promptness and compliance with office standards.~~

This is responsible administrative work coordinating meetings of the Lancaster County Board of Commissioners and Lancaster County Board of Equalization and facilitating the property valuation protest process.

Work involves coordinating various County Board meetings, including referee and Board of Equalization hearings and preparing meeting agendas and minutes, miscellaneous correspondence, reports and property valuation protest packets. Work also includes verifying official documents for completion and accuracy, assisting with electronic records management, website maintenance, administering the protest database and assisting the public. General supervision is received from the Deputy County Clerk and County Clerk with work being reviewed in the form of accuracy, compliance and results achieved.

EXAMPLES OF WORK PERFORMED

~~Observe public meeting notice requirements for publication of County Board meeting agendas; prepare meeting room, equipment and materials for County Board and Board of Equalization meetings; file agenda exhibits/documents and submit agenda for Internet access; transcribe minutes and audio tapes; review documentation for necessary signatures, dates, seals and/or notaries; prepare follow-up correspondence and certifications and process associated incoming mail; copy and distribute meeting minutes; may assign subordinate work in absence of administrative superiors.~~

~~Assist the public in filing marriage licenses, partnerships, military discharges and tax protests; determine and collect appropriate fees; reconcile cash receipts and prepare bank deposit statements; ensure proper documentation/validation prior to providing requested information; access historical files and records; screen and forward incoming telephone calls providing direct assistance when possible.~~

~~Operate scanning equipment in order to index and file County documents; locate documents for City/County employees and the general public as requested; assist in developing and maintaining the departmental web site; assist in developing and revising office protocols and procedures; maintain office reference manuals; perform physical and computerized filing tasks.~~

Observe statutory public notice, filing and deadline requirements related to official county business.

Attend Board of Commissioners, Board of Equalization and other meetings as assigned; prepare and maintain meeting agendas and minutes, miscellaneous correspondence, reports and property valuation protest case files.

Maintain official county documents; verify documents to include necessary signatures, dates, seals and/or notaries.

Assist with electronic records management to ensure accurate and efficient document storage, retrieval and retention.

Utilize scanning equipment to capture data and preserve documentation; enter, update and dispose of electronic and paper records per office policy; properly classify electronic documents by following established record types, classifications and retention schedules.

Audit electronic records and prepare paper documents for transfer to Records Warehouse.

Assist in developing and maintaining the County Clerk's web site.

Assist citizens with filing property valuation protests, military discharges, marriage licenses and other miscellaneous licenses and documents.

Respond to public records requests and make referrals when necessary; perform records research; provide notary services.

Collect appropriate fees, reconcile individual cash receipts and prepare daily deposits.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Thorough knowledge of modern office equipment, protocols and practices.~~

~~Considerable knowledge of personal computers systems, audio recording and transcription equipment, including knowledge of building Internet web sites, HTML or similar language including website and storage maintenance.~~

Considerable knowledge of organizational and administrative policies and procedures.

Considerable knowledge of records and information management equipment and systems software.

Ability to interpret rules, regulations and policies to make decisions in accordance with established precedent.

Ability to efficiently prioritize work assignments and complete work within identified timelines.

~~Ability to gather data, synthesize information and interpret and follow detailed instructions.~~

Ability to index, file and maintain accurate records.

Ability to interact with the general public in a professional and courteous manner ~~tactful and courteous manner through direct communication, telephone and mail contact.~~

Ability to communicate effectively both orally and in writing including the ability to take extensive notes and transcribe lengthy communications.

~~Skill in the operation of a computer, transcription devices and related office equipment.~~

DESIRABLE TRAINING AND EXPERIENCE

~~Completion of an Associate's Degree or equivalent in the area of general~~ Graduation from an accredited four year college or university with major course work in public or business or office administration or related field and considerable two years of experience in managing public records and/or public information ~~transcription or stenography.~~

MINIMUM QUALIFICATIONS

~~Completion of an Associate's Degree or equivalent in the area of general~~ Graduation from an accredited four year college or university with major course work in public or business or office administration or related field and one year of experience in managing public records and/or public information ~~transcription or stenography~~ or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Must qualify for appointment as a notary public in the State of Nebraska.



DEMARS · GORDON · OLSON
ZALEWSKI · WYNNER

LAW FIRM

CITY-COUNTY RECORDS
2015 APR 13 PM 4 02

Hand Delivered

April 13, 2015

Mr. Douglas J. McDaniel
Human Resources Director for the
City of Lincoln and Lancaster County
Human Resources Department
555 South 10th Street, Room 302
Lincoln, NE 68508

RE: **Nancy Weber - Notice of Appeal** of Lancaster County Attorney's Decision
dated April 7, 2015 to Suspend Ms. Weber Without Pay for One (1) Day

Dear Mr. McDaniel:

I represent Nancy Weber in the above-referenced matter. Pursuant to Lancaster County Personnel Rule 12 - Complaint, Grievance and Appeal Procedure (Rule 12.3), this letter serves as official notice that Ms. Weber is appealing the Lancaster County Attorney's decision dated April 7, 2015 to suspend her without pay for one (1) day — today, Monday, April 13, 2015.

If you need anything further at this time, please let me know.

Sincerely,

Nancy R. Wynner

NRW:sks

cc: Joe Kelly, County Attorney
Kristy Bauer, Deputy County Attorney
Nancy Weber

RECEIVED APR 07 2015

LM
PK
MM

JOE KELLY
LANCASTER COUNTY ATTORNEY
575 South 10th Street
Lincoln, NE 68508-2810
402.441.7321/FAX 402.441.7336

April 7, 2015

Nancy Weber
5810 South 32nd Street
Lincoln, NE 68516

Dear Ms. Weber:

On March 26, 2015, you received a letter proposing to suspend you without pay for one (1) day pursuant to Lancaster County Personnel Rule 11.2. On March 31, 2015, a pre-disciplinary meeting was held and attended by Eileen LeGrande, Jessica Murphy, and yourself. I have determined that there were no mitigating factors, and therefore, it is my decision to suspend you without pay for one (1) day, on Monday, April 13, 2015. The following rules, policies and provisions were violated:

1. Lancaster County Personnel Rule 11.2(h)(5), "The employee has violated any department, division, or institution regulation or order, or failed to obey any proper direction made and given by a supervisor"; and
2. Lancaster County Personnel Rule 11.2(h)(8), "The employee has been incompetent or inefficient in the performance of the duties of her position."

I have made my decision based on the facts set forth below:

While you were on vacation during the period March 2, 2015, through March 12, 2015, caseworkers who were covering your caseload discovered several cases that had no action taken on them for weeks or months. As of March 16, 2015, there were at least four new cases that had been referred from DHHS and awaiting action by you for over a month. Two of these cases, involving Eric Goodson and Luke Gormley, were referred five weeks ago and the oldest case involving Steven Fulton had been referred seven weeks prior to the date it was found.

It is the stated policy of this office that no case should be at your desk, or any case worker's desk, for more than two weeks. When you left for vacation on March 2nd, all three cases had been awaiting action for over three weeks.

Another outstanding case discovered during your absence involved Johnathan Gray. The Child Support division received a request to register an intergovernmental case for Mr. Gray on September 24, 2014, and as of March 16, 2015, no documented action had been taken. When you were asked about the case, you reported that you had not proceeded to register the case because Mr. Gray was incarcerated. However, this is not an acceptable reason to not pursue an intergovernmental registration. The registration should have been processed and filed so that Mr. Gray could be served while he was incarcerated.

In addition to not processing the Gray registration in a timely manner, you did not report this pending registration on your monthly stat report. The Gray case was included in the report for the end of September, 2014, but was not reported again thereafter. All cases awaiting action by a case worker must be reported in her end-of-month statistics. In accordance with your direction by Eileen LeGrande, the Gray case should have appeared in your stat report until you had prepared the registration packet.

Finally, according to your end of February stats, you had 31 cases and 72 ticklers still needing action at the end of the month. For comparison, in the month of February, the other single case owners ranged from 0 to 12 cases and 2 ticklers still needing attention. Additionally, in February, you prepared 4 orders to show cause, when most other case workers prepared 12.

You have the right to appeal this unpaid suspension to the Lancaster County Personnel Board in accordance Lancaster County Personnel Rule 11.2(d).

Sincerely,



Joe Kelly
Lancaster County Attorney

cc: Doug McDaniel, Personnel Director ✓
Kristy Bauer, Deputy County Attorney