

September 17, 2012

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, September 20, 2012
2:30 p.m., Council Chambers
County-City Building

NOTE: NEW MEETING TIME

A G E N D A

ITEM 1: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
5100	Fire Air Technician	N16 (\$32,651.84 - \$41,897.44)

ITEM 2: Request ordinance reflecting pay increase of 2% to be effective August 16, 2012 for pay ranges prefixed by 'E'.

ITEM 3: Miscellaneous Discussion.

PC: Joan Ross, City Clerk
John Huff

FIRE AIR TECHNICIAN

NATURE OF WORK

This is semi-skilled work in the maintenance, repair, and testing of all respiratory protection equipment.

Work involves the performance of semi-skilled level maintenance, repair, and testing in one or more of the following areas including PAPR and SCBA testing, cleaning, general maintenance and related disciplines. An employee in this classification should have some familiarity with practices in the respiratory protection for fire fighters and the NFPA standards and governing documents. Instructions are received from a supervisor regarding work to be performed. Work is inspected in progress and upon completion in order to ensure conformance with specifications, policies, and procedures.

EXAMPLES OF WORK PERFORMED

Performs annual fit testing for all respiratory protection equipment and fire fighting gear.

Provides general maintenance for all pieces of associated equipment to ensure compliance with NFPA standards.

Performs recalibration of air quality testing equipment.

Maintains record keeping for all maintenance schedules, repairs, and testing.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Some knowledge of the methods, practices, tools, equipment and materials utilized in the repair and servicing trade.

Some knowledge of work standards and practices associated with the maintenance, repair and testing of respiratory protection equipment.

Some knowledge of safety hazards involved in maintenance and repair activities as well as precautionary methods to be taken.

Ability to repair respiratory protection equipment.

Ability to keep routine records.

Ability to understand and effectively carry out routine oral and written instructions.

Ability to successfully perform the duties to which assigned.

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

Skill in the use and care of required tools and equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus some experience in a variety of maintenance repair and testing activities for all components for respiratory protection and related services.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus some experience in a variety of maintenance repair and testing activities for all components for respiratory protection and related services; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

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

Factory or manufacturer certification for the performance of SCBA repair and maintenance will be required within 12 months of hire.

9/12

PS5100

EXCLUDED PAY PLAN - E RANGES

Reflects 2% increase
Effective August 16, 2012
2.75% Between Steps

CLASS CODE	CLASS TITLE	PAY										
		RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
0609	COMPENSATION TECHNICIAN I	E05	19.491	20.028	20.577	21.144	21.726	22.323	22.938	23.568	24.217	24.883
0610	COMPENSATION TECHNICIAN II	E15	25.566	26.270	26.992	27.735	28.498	29.281	30.087	30.914	31.764	32.637
0613	EMPLOYMENT TECHNICIAN I	E05	19.491	20.028	20.577	21.144	21.726	22.323	22.938	23.568	24.217	24.883
0614	EMPLOYMENT TECHNICIAN II	E15	25.566	26.270	26.992	27.735	28.498	29.281	30.087	30.914	31.764	32.637
0630	EXECUTIVE SECRETARY	E09	21.726	22.323	22.938	23.568	24.217	24.883	25.566	26.270	26.992	27.735
0631	EXECUTIVE AIDE	E02	17.968	18.462	18.970	19.491	20.028	20.577	21.144	21.726	22.323	22.938
0634	PERSONNEL OPERATIONS SPECIALIST	E15	25.566	26.270	26.992	27.735	28.498	29.281	30.087	30.914	31.764	32.637
0655	OMBUDSMAN	E02	17.968	18.462	18.970	19.491	20.028	20.577	21.144	21.726	22.323	22.938
1130	PAYROLL SUPERVISOR	E11	22.938	23.568	24.217	24.883	25.566	26.270	26.992	27.735	28.498	29.281
1321	WORKERS' COMPENSATION CLAIMS SPEC	E07	20.577	21.144	21.726	22.323	22.938	23.568	24.217	24.883	25.566	26.270
1550	GRANT COORDINATOR I	E04	18.970	19.491	20.028	20.577	21.144	21.726	22.323	22.938	23.568	24.217
1551	GRANT COORDINATOR II	E09	21.726	22.323	22.938	23.568	24.217	24.883	25.566	26.270	26.992	27.735

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PAY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
E01	ANNUAL	36,375.04	37,373.44	38,400.96	39,457.60	40,541.28	41,658.24	42,800.16	43,979.52	45,190.08	46,431.84
	MONTHLY	3,031.25	3,114.45	3,200.08	3,288.13	3,378.44	3,471.52	3,566.68	3,664.96	3,765.84	3,869.32
	BIWEEKLY	1,399.04	1,437.44	1,476.96	1,517.60	1,559.28	1,602.24	1,646.16	1,691.52	1,738.08	1,785.84
	HOURLY	17.488	17.968	18.462	18.970	19.491	20.028	20.577	21.144	21.726	22.323
E02	ANNUAL	37,373.44	38,400.96	39,457.60	40,541.28	41,658.24	42,800.16	43,979.52	45,190.08	46,431.84	47,711.04
	MONTHLY	3,114.45	3,200.08	3,288.13	3,378.44	3,471.52	3,566.68	3,664.96	3,765.84	3,869.32	3,975.92
	BIWEEKLY	1,437.44	1,476.96	1,517.60	1,559.28	1,602.24	1,646.16	1,691.52	1,738.08	1,785.84	1,835.04
	HOURLY	17.968	18.462	18.970	19.491	20.028	20.577	21.144	21.726	22.323	22.938
E03	ANNUAL	38,400.96	39,457.60	40,541.28	41,658.24	42,800.16	43,979.52	45,190.08	46,431.84	47,711.04	49,021.44
	MONTHLY	3,200.08	3,288.13	3,378.44	3,471.52	3,566.68	3,664.96	3,765.84	3,869.32	3,975.92	4,085.12
	BIWEEKLY	1,476.96	1,517.60	1,559.28	1,602.24	1,646.16	1,691.52	1,738.08	1,785.84	1,835.04	1,885.44
	HOURLY	18.462	18.970	19.491	20.028	20.577	21.144	21.726	22.323	22.938	23.568
E04	ANNUAL	39,457.60	40,541.28	41,658.24	42,800.16	43,979.52	45,190.08	46,431.84	47,711.04	49,021.44	50,371.36
	MONTHLY	3,288.13	3,378.44	3,471.52	3,566.68	3,664.96	3,765.84	3,869.32	3,975.92	4,085.12	4,197.61
	BIWEEKLY	1,517.60	1,559.28	1,602.24	1,646.16	1,691.52	1,738.08	1,785.84	1,835.04	1,885.44	1,937.36
	HOURLY	18.970	19.491	20.028	20.577	21.144	21.726	22.323	22.938	23.568	24.217
E05	ANNUAL	40,541.28	41,658.24	42,800.16	43,979.52	45,190.08	46,431.84	47,711.04	49,021.44	50,371.36	51,756.64
	MONTHLY	3,378.44	3,471.52	3,566.68	3,664.96	3,765.84	3,869.32	3,975.92	4,085.12	4,197.61	4,313.05
	BIWEEKLY	1,559.28	1,602.24	1,646.16	1,691.52	1,738.08	1,785.84	1,835.04	1,885.44	1,937.36	1,990.64
	HOURLY	19.491	20.028	20.577	21.144	21.726	22.323	22.938	23.568	24.217	24.883

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E06	ANNUAL	41,658.24	42,800.16	43,979.52	45,190.08	46,431.84	47,711.04	49,021.44	50,371.36	51,756.64	53,177.28
	MONTHLY	3,471.52	3,566.68	3,664.96	3,765.84	3,869.32	3,975.92	4,085.12	4,197.61	4,313.05	4,431.44
	BIWEEKLY	1,602.24	1,646.16	1,691.52	1,738.08	1,785.84	1,835.04	1,885.44	1,937.36	1,990.64	2,045.28
	HOURLY	20.028	20.577	21.144	21.726	22.323	22.938	23.568	24.217	24.883	25.566
E07	ANNUAL	42,800.16	43,979.52	45,190.08	46,431.84	47,711.04	49,021.44	50,371.36	51,756.64	53,177.28	54,641.60
	MONTHLY	3,566.68	3,664.96	3,765.84	3,869.32	3,975.92	4,085.12	4,197.61	4,313.05	4,431.44	4,553.47
	BIWEEKLY	1,646.16	1,691.52	1,738.08	1,785.84	1,835.04	1,885.44	1,937.36	1,990.64	2,045.28	2,101.60
	HOURLY	20.577	21.144	21.726	22.323	22.938	23.568	24.217	24.883	25.566	26.270
E08	ANNUAL	43,979.52	45,190.08	46,431.84	47,711.04	49,021.44	50,371.36	51,756.64	53,177.28	54,641.60	56,143.36
	MONTHLY	3,664.96	3,765.84	3,869.32	3,975.92	4,085.12	4,197.61	4,313.05	4,431.44	4,553.47	4,678.61
	BIWEEKLY	1,691.52	1,738.08	1,785.84	1,835.04	1,885.44	1,937.36	1,990.64	2,045.28	2,101.60	2,159.36
	HOURLY	21.144	21.726	22.323	22.938	23.568	24.217	24.883	25.566	26.270	26.992
E09	ANNUAL	45,190.08	46,431.84	47,711.04	49,021.44	50,371.36	51,756.64	53,177.28	54,641.60	56,143.36	57,688.80
	MONTHLY	3,765.84	3,869.32	3,975.92	4,085.12	4,197.61	4,313.05	4,431.44	4,553.47	4,678.61	4,807.40
	BIWEEKLY	1,738.08	1,785.84	1,835.04	1,885.44	1,937.36	1,990.64	2,045.28	2,101.60	2,159.36	2,218.80
	HOURLY	21.726	22.323	22.938	23.568	24.217	24.883	25.566	26.270	26.992	27.735
E10	ANNUAL	46,431.84	47,711.04	49,021.44	50,371.36	51,756.64	53,177.28	54,641.60	56,143.36	57,688.80	59,275.84
	MONTHLY	3,869.32	3,975.92	4,085.12	4,197.61	4,313.05	4,431.44	4,553.47	4,678.61	4,807.40	4,939.65
	BIWEEKLY	1,785.84	1,835.04	1,885.44	1,937.36	1,990.64	2,045.28	2,101.60	2,159.36	2,218.80	2,279.84
	HOURLY	22.323	22.938	23.568	24.217	24.883	25.566	26.270	26.992	27.735	28.498

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PAY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
E11	ANNUAL	47,711.04	49,021.44	50,371.36	51,756.64	53,177.28	54,641.60	56,143.36	57,688.80	59,275.84	60,904.48
	MONTHLY	3,975.92	4,085.12	4,197.61	4,313.05	4,431.44	4,553.47	4,678.61	4,807.40	4,939.65	5,075.37
	BIWEEKLY	1,835.04	1,885.44	1,937.36	1,990.64	2,045.28	2,101.60	2,159.36	2,218.80	2,279.84	2,342.48
	HOURLY	22.938	23.568	24.217	24.883	25.566	26.270	26.992	27.735	28.498	29.281
E12	ANNUAL	49,021.44	50,371.36	51,756.64	53,177.28	54,641.60	56,143.36	57,688.80	59,275.84	60,904.48	62,580.96
	MONTHLY	4,085.12	4,197.61	4,313.05	4,431.44	4,553.47	4,678.61	4,807.40	4,939.65	5,075.37	5,215.08
	BIWEEKLY	1,885.44	1,937.36	1,990.64	2,045.28	2,101.60	2,159.36	2,218.80	2,279.84	2,342.48	2,406.96
	HOURLY	23.568	24.217	24.883	25.566	26.270	26.992	27.735	28.498	29.281	30.087
E13	ANNUAL	50,371.36	51,756.64	53,177.28	54,641.60	56,143.36	57,688.80	59,275.84	60,904.48	62,580.96	64,301.12
	MONTHLY	4,197.61	4,313.05	4,431.44	4,553.47	4,678.61	4,807.40	4,939.65	5,075.37	5,215.08	5,358.43
	BIWEEKLY	1,937.36	1,990.64	2,045.28	2,101.60	2,159.36	2,218.80	2,279.84	2,342.48	2,406.96	2,473.12
	HOURLY	24.217	24.883	25.566	26.270	26.992	27.735	28.498	29.281	30.087	30.914
E14	ANNUAL	51,756.64	53,177.28	54,641.60	56,143.36	57,688.80	59,275.84	60,904.48	62,580.96	64,301.12	66,069.12
	MONTHLY	4,313.05	4,431.44	4,553.47	4,678.61	4,807.40	4,939.65	5,075.37	5,215.08	5,358.43	5,505.76
	BIWEEKLY	1,990.64	2,045.28	2,101.60	2,159.36	2,218.80	2,279.84	2,342.48	2,406.96	2,473.12	2,541.12
	HOURLY	24.883	25.566	26.270	26.992	27.735	28.498	29.281	30.087	30.914	31.764
E15	ANNUAL	53,177.28	54,641.60	56,143.36	57,688.80	59,275.84	60,904.48	62,580.96	64,301.12	66,069.12	67,884.96
	MONTHLY	4,431.44	4,553.47	4,678.61	4,807.40	4,939.65	5,075.37	5,215.08	5,358.43	5,505.76	5,657.08
	BIWEEKLY	2,045.28	2,101.60	2,159.36	2,218.80	2,279.84	2,342.48	2,406.96	2,473.12	2,541.12	2,610.96
	HOURLY	25.566	26.270	26.992	27.735	28.498	29.281	30.087	30.914	31.764	32.637