

October 9, 2014

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, October 16, 2014
1:30 p.m., Council Chambers
County-City Building

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>
0607	Human Resources Generalist	E05 (\$42,282.24 - \$53,980.16)

ITEM 2: Request to change the pay range of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5339	Utility Supervisor	C26 (\$44,216.64 - \$56,453.28)	C28 (\$46,425.60 - \$59,282.08)

ITEM 3: Request to amend Section 2.76.400 of the Lincoln Municipal Code - Leaves of Absence without Pay

ITEM 4: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Directors

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

HUMAN RESOURCES GENERALIST

NATURE OF WORK

This is specialized, technical and professional level work involving the performance of human resource functions across various divisions of the City County Human Resources Department.

Work involves responsibility for the performance of a variety of human resources activities related to classification, compensation, labor relations, employment and benefits. Work may also involve special projects in any of the divisions of HR. Responsibilities will involve conducting position audits and classification studies, compiling and analyzing salary information and survey data; performing tasks in recruiting applicants and examining qualifications of applicants as well as special research and report compilation; assisting with benefit questions and open enrollment, as well onboarding and orientation of new employees. Work requires initiative and independent judgment with decisions made in accordance with established policies and procedures. Day to day supervision is received from the respective Division Managers with overall supervision exercised by the Department Director.

EXAMPLES OF WORK PERFORMED

Conducts job audits and classification studies; prepares class specifications or revises existing specifications in the maintenance of the classification plan; performs other research studies involved in the administration of the classification plan.

Participates in the development and practical application of the City and County compensation systems; conducts local and regional salary and benefit surveys; reports data concerning salary and benefit differences based on analysis of salary data; completes salary and benefit surveys received from private industry and other public jurisdictions; performs other research studies involved in the administration of the pay plans.

Reviews job applications submitted on line and scores/audits supplemental questionnaires to determine applicant qualifications; may assist in the preparation, monitoring and grading of examinations; may represent the city and/or county at area events for the purposes of recruiting talent.

Develops and administers evaluation instruments in order to screen applicants; develops rating guides and supplemental questionnaires; schedules, grades and monitors testing procedures.

Assists with the explanation of benefits and benefit related questions, assists with annual benefit open enrollment.

Develops and conducts employee onboarding and orientation processes for both city and county employees.

May be assigned special projects related to HR operations, which may involve coordination of groups and implementation of systems or applications.

Performs other duties as assigned or as the situation dictates with the scope of this classification.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of Human Resources management.

Knowledge of the techniques of testing and measurement, recruitment and selection.

Knowledge of the current principles and practices associated with employee benefit plans.
Knowledge of employment discrimination issues.

Knowledge of federal and state employment, labor and wage and hour laws.

Knowledge of basic statistical concepts and methods.

Knowledge of current principles and practices in relation to employee orientation and onboarding.

Ability to apply human resources principles, practices and techniques to a wide variety of routine and moderately complex to complex problems and assignments.

Ability to explain, personnel codes, rules, policies and procedures.

Ability to perform routine mathematical computations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers and the general public.

Ability to work independently and at times work as a member of team in order to accomplish work tasks.

Ability to secure, through conferences and interviews, complete and accurate information.

Ability to perform assignments with accuracy and attention to detail, to make decisions recognizing precedents and practices.

Skill in the use of personal computer and normal office applications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in public or business administration, human resource management or related field and 4-6 years of experience in the area of recruitment and selection, compensation and classification or benefits administration. Certification in PHR or SHRM-PC highly desirable.

MINIMUM QUALIFICATIONS

Associates degree in public or business administration, human resource management or related field and 2-4 years current experience in the area of recruitment and selection, compensation and classification or benefits administration or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

2.76.400 Leaves of Absence Without Pay.

Leave of absence without pay may be granted to employees, except temporary or seasonal employees, for a period not to exceed three months by a department head, except that for leaves in excess of thirty calendar days, the approval of the director must also be obtained. Leaves of absence without pay shall not be granted until all applicable leave balances have been exhausted, with the exception of leaves for military, travel, study or temporary loss of funding.

A department head, with the approval of the director, may grant such employee leave of absence without pay for a period not to exceed one year for travel or study. Such leave shall be granted only when it will not result in undue prejudice to the interests of the city as an employer beyond any benefits to be realized. No leave without pay shall be granted to accept other employment. No leave without pay shall be granted except upon written request of the employee. No such leave shall be granted primarily in the interests of the employee except in the case of one who has shown by record of service or by other evidence to be of more than average value to the city and whose service it is desirable to retain even at such sacrifice. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation. (Ord. 19984 §1; January 27, 2014; prior Ord. 18404 §3; July 19, 2004: Ord. 18191 §1; June 16, 2003; Ord. 15488 §79; March 12, 1990: P.C. §2.58.350: Ord. 12168 §20; December 27, 1977: Ord. 8619 §55; December 21, 1964: Ord. 7208 §35; June 20, 1960).