

PERSONNEL BOARD

July 20, 2017

MEETING

Meeting was held Thursday, July 20, 2017, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Joe Rupp, Ryan Dale, Kent Mattson, Shannon Rowen. Member absent: Maggie Schiefen. Human Resources Department resource staff attending: Karen Eurich.

The meeting was opened at 1:30 p.m. by Vice-Chair Kent Mattson.

It was moved by Joe Rupp and seconded by Ryan Dale to approve the minutes of the April 20, 2017 meeting as presented. Motion carried.

Agenda Item 1 was the request for a 2.5% increase for pay ranges prefixed by 'E'. Agenda Item 2 was the request for a 2 % increase for pay ranges prefixed by 'W'. Agenda Item 3 was the request for a 2.5% increase for pay ranges prefixed by 'X'. Doug McDaniel of the Human Resources department explained this request was for the unrepresented group of 'E' employees which are technical and professional in nature and align with LCEA positions, the unrepresented 'W' group which are upper management, and the 'X' group which are clerical in nature and align with the PAGE positions. Following discussion, it was moved by Ryan Dale and seconded by Shannon Rowen to approve Agenda Items 1, 2, and 3 as presented. Motion carried.

Agenda Item 4 was the request for revised 'X' pay plan. Nicole Gross of the Human Resources department explained this request was a revision to the pay plan to create equal percentages between steps the way the pay plan had been in the past. The 'X' group has seventeen employees in it. The ranges will be going from seventy ranges to twenty ranges to accommodate the ten classes in the pay plan. Each employee will be placed on a step in the new pay range associated with their classification that will result in a pay increase. Don Taute of the City Attorney's office offered additional information to the Board. Following discussion, it was moved by Joe Rupp and seconded by Ryan Dale to approve the pay plan as presented. Motion carried.

Agenda Item 5 was the request to revise the classification, title, and change the pay range of 0026–Legal Secretary II–X47 to Legal Secretary–X18. Agenda Item 6 was the request to revise the classification and change the pay range of 0028–Paralegal–X47 to X20. Agenda Item 7 was the request to change the pay range of 0024–Prosecution Assistant from X20 to X13. Nicole Gross of the Human Resources department explained these three classes are in the City Attorney's office. The department requested the class revisions and a market study be done, as it had been several years since either had been done. Don Taute of the City Attorney's office offered additional information to the Board. Following discussion, it was moved by Ryan Dale and seconded by Shannon Rowen to approve Agenda Items 5, 6, and 7 as presented. Motion carried.

Agenda Item 8 was the request to delete 0025–Legal Secretary I, 0608–Employment Clerk, 0611–Benefits Clerk. Nicole Gross explained these were deletions of vacant classes in the 'X' pay plan and no longer needed by City Attorney or Human Resources. Following discussion, it was moved by Joe Rupp and seconded by Ryan Dale to approve the deletions as presented. Motion carried.

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Agenda Item 9 was the request to amend Chapter 2.76.040–Definitions–of the Lincoln Municipal Code. Doug McDaniel of the Human Resources department explained this request was to add language to the definition of Promotion to clarify a Promotion occurs when there is a vacancy, and the recruitment is done through a competitive process. This has been the practice for Promotions, however, due to recent questions, the clarification was added. Don Taute of the City Attorney’s office offered additional information to the Board. Following discussion, it was moved by Ryan Dale and seconded by Joe Rupp to approve the amendment as presented. Motion carried.

Agenda Item 10 was the request to amend Chapter 2.76.370–Authorized Holidays–of the Lincoln Municipal Code. Doug McDaniel of the Human Resources department explained this request was to coincide with labor contract changes. The change deletes the incremental usage requirement of Personal Convenience Holiday hours from certain unions. Following discussion, it was moved by Ryan Dale and seconded by Shannon Rowen to approve the amendment as presented. Motion carried.

Agenda Item 11 was miscellaneous discussion. Doug McDaniel congratulated Ryan Dale on his promotion to Police Captain, and informed the Board that Ryan’s appointment to the board was made by the Mayor when Ryan was represented by the Police union. Due to his promotion, he became represented by a different union, and the Mayor requested he stay on the Board in his new capacity.

There being no further business, the meeting adjourned at 2:00 p.m.

The next scheduled meeting is tentatively set for Thursday, August 17, 2017.

Karen Eurich
Human Resources Operations Specialist

pc: Teresa Meier, City Clerk
Directors