October 12, 2017

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, October 19, 2017
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to create the following classification:

CLASS CODE	CLASS TITLE	PROPOSED PAY RANGE
2027	Assistant Parking Manager	A13 ($58,976.32 – $78,667.68)

ITEM 2: Request to revise the classification, title and change the pay range of the following classification:

CLASS CODE	CURRENT TITLE	PROPOSED TITLE	CURRENT PAY RANGE	PROPOSED PAY RANGE
1473	Technical Support Specialist I	Enterprise Systems Administrator	A13 ($58,976.32 – $78,667.68)	A19 ($79,040.00 – $105,426.88)

ITEM 3: Election of Chair

ITEM 4: Election of Vice-Chair

ITEM 5: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
David Landis
Brandon Kauffman

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.

ASSISTANT PARKING MANAGER

NATURE OF WORK

This is responsible work assisting in all areas of the Parking Division with an emphasis on managing the accounting activities and fiscal operations.

Work involves responsibility for performing a variety of complex accounting activities. An employee in this class assists with the management and oversight of the contractor selected to manage the public parking garages, lots and on-street parking facilities; selection and management of design consultants and construction consultants for the construction of new parking facilities; establishment of recommended user fees; formation of the annual budgets and capital improvement programs for the construction and operation of all public parking facilities; selection and management of parking consultants to evaluate the demand, supply and location of new parking facilities in the City. Work is performed under the general supervision of the Parking Manager. Supervision may be exercised over subordinates.

EXAMPLES OF WORK PERFORMED

Reviews and coordinates the accounting activities and fiscal operations of the Parking Division of the Urban Development Department.

Assists with managing and overseeing the parking contractor selected to manage all parking garages, lots and on street parking facilities; oversees the activity of the parking contractor to verify financial expenditures.

Assists with the selection of design consultants and contractors for construction of parking garages; develops and maintains parking project construction in progress and completed project files; prepares yearly CIP budget transfers to ensure projects are fully funded.

Prepares annual operational budget for parking facilities and annual capital improvement program for the construction and maintenance of parking facilities; annually reviews and recommends changes to parking enterprise user fees; reviews all invoices for the construction and operation of all parking facilities.

Develops and maintains detailed accounting policies and procedures for the subcontractors; prepares billings or reimbursements to subcontractors.

Assists in the preparation of data needed to issue parking revenue bonds.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles of contract management.

Considerable knowledge of the parking programs of the City of Lincoln or cities of comparable size.

Considerable knowledge of the principles and methods of municipal finance, budgeting and accounting.

Knowledge of garage design and construction.

Ability to establish and maintain effective working relationships with government officials, citizen groups, professional organizations, co-workers and the general public.

Ability to plan, organize and monitor a variety of activities.

Ability to communicate effectively both orally and in writing.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field and two years of experience in accounting procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

10/2017

PS2027

~~TECHNICAL SUPPORT SPECIALIST I~~ENTERPRISE SYSTEMS ADMINISTRATOR

NATURE OF WORK

This is responsible technical and administrative work involving the installation, maintenance and overall, on-going operation of the computer operating system and operating system components.

Work involves responsibility for modifying and maintaining the complex systems software components of ~~the~~ server operating systems including advanced ~~communications~~ virtualization and clustering software, ~~teleprocessing software~~database server software~~,~~ and support packages. Work ~~may~~ also includes configuration and management of storage area networks, capacity planning, resource measurement and reporting, evaluation of new systems software packages, and problem assistance and resolution for information services personnel. Work may also be assigned to the database systems administration function to include maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design and intersystem communications. Work is performed under the general supervision of the Technical Support/Operations Coordinator.

EXAMPLES OF WORK PERFORMED

~~Assists in modifying and maintaining the system software support of advanced communication networks and teleprocessing software.~~

Installs, modifies and maintains the system software of virtualized, high availability infrastructure and redundant clustered systems.

Installs, modifies and maintains the system software of operating systems and operating systems components supporting enterprise wide services and security.

Provides administration and monitoring of storage are networks, data backup and recovery solutions.

~~Assists~~ Participates and provides recommendations in the evaluation of new systems software packages and new hardware.

Prepares utilization and system performance reports and statistics.

Maintains complex systems software utility packages and compilers.

Designs, implements and maintains complex databases with respect to performance, organization, security and usage guidelines.

Installs, modifies, maintains and monitors performance of the system software of database systems.

Researches and resolves problems reported by other sections of the Information Services Division.

~~Assists~~ Advises other information services personnel in methods and use of system software.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable ~~K~~knowledge of communications software and ~~teleprocessing~~ networks.

Considerable ~~K~~knowledge of systems analysis, programming and related functions performed by information services personnel and customers and the ability to analyze and resolve problems with same.

Considerable ~~K~~knowledge of systems software installation and maintenance.

Considerable ~~K~~knowledge of capacity and configuration planning and reporting.

Considerable ~~Some~~ knowledge of database systems and technology.

Ability to establish and maintain effective working relationships with information services personnel and customers.

Ability to manage multiple responsibilities concurrently.

Ability to communicate effectively both orally and in writing.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by an associates degree from a vocational or community college in computer science, business administration or related field plus experience in systems programming in a large system environment, and considerable knowledge of at least one major operating system subsystem and general understanding or knowledge of other major subsystems.~~

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by vocational or college level~~ an accredited four-year college or university with major coursework in computer science, computer information systems ~~business administration~~ or related field plus four years of experience in systems programming or technical support activities in a large system environment~~, and knowledge of at least one major subsystem and general understanding or knowledge of other major subsystems~~; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~5/87~~10/17
~~Revised: 1/97~~