June 14, 2018

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, June 21, 2018
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
5606	Assistant Transit Manager	A14 ($61,936.16 – $82,611.36)

ITEM 2: Request to change the title and revise the following classification:

CLASS CODE	CURRENT CLASS TITLE	PROPOSED CLASS TITLE	
2040	Utilities Safety and Training Specialist	Safety and Training Specialist	(A13)

ITEM 3: Request to revise the following classifications:

CLASS CODE	CLASS TITLE	
1512	Systems Specialist I	(C24)
1514	Systems Specialist II	(C30)
1516	Systems Specialist III	(C34)
3656	WIC Supervisor	(A10)
5226	Utility Equipment Operator II	(N46)

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.

ASSISTANT TRANSIT MANAGER

NATURE OF WORK

This is responsible technical and professional work assisting in the coordination of Transit operations and maintenance ensuring that services are provided in a safe, efficient, and cost effective manner with the priority and focus of high quality customer service and safety.

Work involves assisting with matters related to all facets of the City of Lincoln public transportation system. This includes providing daily oversight of fixed route transit operations, fleet maintenance, and facilities of the transit system. This position plans and develops systems and procedures to improve the operating quality, efficiency, and effectiveness in the areas of operations and maintenance. Coordinates efforts between operations, maintenance and facilities, planning, accounting, purchasing, and safety and training to deliver the goals, objectives and mission of the transit system. This position acts on behalf of the Transit Manager with the full authority of that position in the absence of the Transit Manager and as otherwise required to maintain operations and other critical functions of the organization. Supervision is received from an administrative superior with work being reviewed through operating reports and procedures and achievement of stated objectives.

EXAMPLES OF WORK PERFORMED

Provides administrative oversight for operations and maintenance for the transit system; maintains oversight of safety and training programs.

Supervises and evaluates the work of subordinate technical employees; reviews and recommends approval or disapproval of all promotions, merit ratings, salary increases or disciplinary actions.

Serves as the lead decision maker for all areas of the transit system in the absence of the Transit Manager.

Provides direction, guidance, and coordination for operations and maintenance, through objectives and programs in conjunction with goals set by the Transit Manager and Advisory Board.

Manages assigned functions to ensure adherence to organizational policies, procedures, and standards.

Monitors safety practices and ensures standards are met.

Monitors and evaluates operations activities including but not limited to on-time performance statistics, missed runs, revenue/cost data, total work hours, total pay hours, customer complaint data, accident data, road call data, and other operations related functions.

Develops and implements short and long-term strategies to support goals and mission of the transit system.

Coordinates with planning, accounting, and purchasing to determine personnel, capital, and fiscal requirements as it relates to operations and maintenance; assists with Transit Development Plan (TDP) development, Capital Improvement Plan (CIP), and budgeting process.

Ensures proper State of Good Repair of transit fleet and other assets working with the Transit

Administers the fleet replacement program including bus procurement; manages and provides guidance and coordination on special projects including IT and capital projects; provides formal recommendations to the Transit Manager for final procurement decisions; provides direction and guidance on grant applications and the grant management process.

Maintains employee relations including fostering a positive work environment, promoting recognition for performance and ensuring a customer focused approach to work; motivates staff toward the accomplishment of program objectives.

Represents the transit system in various capacities to outside organizations, jurisdictions, and agencies as appropriate.

Drafts statements, prepares reports, and speeches on program and/or policy issues as requested by the Transit Manager.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of transit services, routes, and time schedules.

Thorough working knowledge of computers, hardware and software programs (specifically those related to Transit Operations and those including Microsoft Word, Outlook, Excel, etc.)

Considerable knowledge of federal, state and local regulations and standards governing public transportation services.

Knowledge of finance management and budgeting.

Knowledge of general public transit industry, including best and standard practices as it relates to operations, maintenance, governance, planning, and administration.

Ability to plan, organize and evaluate transit services.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively orally and in writing; to include providing guidance and instruction to subordinates.

Ability to make independent decisions within scope of responsibility.

Ability to identify complex issues and develop alternatives to resolve those issues.

Ability to establish and maintain effective working relationships with associates, superiors, subordinates, consultants, federal, state and local agencies, and the general public plus industry representatives.

Ability to make independent decisions within scope of responsibility.

Ability to communicate effectively orally and in writing; to include providing guidance and direction to subordinates.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public administration, business, planning, transportation or related field with 6 months of experience in a supervisory capacity; 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.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

~~UTILITIES~~ SAFETY AND TRAINING SPECIALIST

NATURE OF WORK

This is ~~responsible~~ administrative and technical work directing the training program and developing and maintaining a comprehensive safety/loss control program ~~and safety training program~~ for the ~~Water and Wastewater~~ Division~~s~~/Department.

Work involves providing input to the management of the Division/Department and directing the development and implementation of the on the job training for employees. Work also involves responsibility for inspecting facilities and grounds; reviewing vehicles and worksite accident reports; and analyzing serious accident and injury claims in order to prevent further losses while maintaining a high degree of team effectiveness. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of accepted safety/loss control practices and training procedures, especially in relation to ~~OSHA and Nebraska Revised Statutes 48-443 through 48-445~~ Federal, State and local regulations. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Coordinates and acts as the liaison with the Risk Management Division on injuries, injury prevention, and safety within the Divisions.

Plans, organizes and develops approved safety policies, guidelines, procedures and recommended incentive programs.

Coordinates and monitors ~~safety~~ training activities with staff, consultants and contractors; assists them in assessing their safety and training needs; provides technical assistance in designing, modifying and measuring effectiveness of all training programs.

Coordinates and develops risk management plan updates, hazardous waste disposal, MSDS updates, confined space rescue training, hazardous chemical handling, simulator oversight etc.

Prepares and presents, or contracts with others to present, safety training or any other items such as manuals, videos, booklets or instructional items for safety training.

Establishes and maintains activity files; prepares and makes recommendations relative to safety policies and procedures.

Investigates all accidents and injuries to identify the cause and determine appropriate corrective action.

Conducts work site job safety analysis (JSA) hazard assessments and reviews of all hazardous activities.

Reviews equipment operating procedures, technical specifications and potential hazards for inclusion in safety and training programs.

Coordinates with the City's Safety and Training Coordinator with regard to training opportunities; participates on the City-wide Safety Committee.

Analyzes work place losses to prepare the appropriate training and control procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of ~~OSHA standards and loss control techniques~~ Federal, State and local regulations related to safety and training requirements.

Considerable knowledge of training, program planning, evaluation and management.

Considerable knowledge of Division/Departmental practices including operations, maintenance and management practices.

Knowledge of other safety/loss control rules or regulations mandated by State or Federal law.

~~Knowledge of the various operations within Public Works and Utilities and how they relate to one another.~~

Knowledge of the requirements of any required licenses that employees within the Division/Department must maintain.

Ability to develop and administer sound programs in the area of safety/loss control techniques.

Ability to communicate effectively both orally and in writing.

Ability to perform training, devise and administer tests and apply legal concepts.

Ability to prepare reports and make appropriate recommendations.

Ability to establish and maintain effective working relationships with all levels of management and support staff.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in safety and health, industrial engineering, industrial hygiene, business administration or related field plus experience relating to safety, loss control or risk management.~~

MINIMUM REQUIREMENTS

Graduation from ~~a senior high school or equivalent supplemented by college-level~~ an accredited four-year college or university with major coursework in safety and health, industrial engineering, industrial hygiene, business administration or related field plus ~~some~~ two years of experience relating to safety, loss control or risk management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

PS2040

~~01/2005~~ 6/2018

SYSTEMS SPECIALIST I

NATURE OF WORK

This is responsible technical work using computer programs and programming techniques in the development and maintenance of a program for a specific area within a total departmental operation.

Work involves coordinating and participating in the use of personal computers and other automated office equipment utilized by the area to which assigned; ensures integrity of data as it pertains to area of responsibility; and trains users in the use and applications of departmental programs. General supervision is received from an administrative superior with work being reviewed through effectiveness of programs.

EXAMPLES OF WORK PERFORMED

Develops program techniques on the microcomputer in order to track required information; revises and updates programs in order to continually provide information efficiently.

Participates in the entering, retrieving and modifying of data in the microcomputer; ensures the integrity of data.

May coordinate the use of user-friendly data processing languages used in conjunction with a mainframe computer.

Trains employees in the use and applications of departmental programs.

May serve as liaison between department users and Information Services.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the functions and capabilities of microcomputers, printers and other automated office equipment.

Some knowledge of software installation and maintenance.

Some knowledge of database management, systems and technology.

Ability to analyze problems and organize their component parts into logical steps.

Ability to establish and maintain effective working relationships with supervisors and co-workers and users of the department's system.

Ability to communicate effectively both orally and in writing.

Ability to utilize technical manuals relating to the system being used.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent and experience in the operation of microcomputers manipulating large volumes of data.~~

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school or equivalent plus some experience in the operation of microcomputers manipulating large volumes of data~~Associate's degree in computer science or related field and six months experience in the use of computer equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~1/2001~~ 6/2018

PS1512

SYSTEMS SPECIALIST II

NATURE OF WORK

This is responsible technical work providing support services to departmental personnel who use computer hardware, software and networks in the performance of their duties.

Work involves responsibility for providing technical assistance to departmental personnel in the use of end-user oriented microcomputer applications and word processing programs. Work also may include the installation and use of new hardware and software. General supervision is received from an administrative superior with work being reviewed through effectiveness of programs.

EXAMPLES OF WORK PERFORMED

Provides technical assistance and training to department's microcomputer users to ensure accurate and acceptable entry of information.

Designs and develops applications for the department's microcomputers; meets with co-workers to determine program requirements; prepares documentation and related information.

Installs new hardware and software packages in order to upgrade existing systems; trains co-workers in the use of hardware and software.

Acts as liaison between department users and Information Services.

Researches and resolves reported problems; diagnoses microcomputer and word processing problems in hardware and software; performs repairs as needed.

Maintains records of projects, hardware and software.

Assists in the evaluation of new systems software packages and new hardware.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the functions and capabilities of department's computer hardware.

Knowledge of software installation and maintenance.

Knowledge of database management, systems and technology.

Ability to analyze problems and organize their component parts into logical steps.

Ability to establish and maintain effective working relationships with supervisors, co-workers and

users of the department's system.

Ability to communicate effectively both orally and in writing.

Ability to manage multiple responsibilities concurrently.

Ability to utilize technical manuals relating to programming languages, systems operations and database management.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent and considerable experience in the use of microcomputers and microcomputer software.~~

MINIMUM REQUIREMENTS

~~Graduation from a senior high school or equivalent and experience in the use of microcomputer equipment~~Associate's degree in computer science or related field and two years of experience in the use of computer equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~1/2001~~ 6/2018

PS1514

SYSTEMS SPECIALIST III

NATURE OF WORK

This is advanced level, technical work in the use and development of a department's microcomputer hardware and software, and in providing support services to departmental personnel who use computer hardware, software and networks in the performance of their duties.

Work involves developing customized solutions built around the department's primary commercial software packages and applications; assisting assigned users in use of computer software, including the custom applications developed for the department and the standard office software used by the department; providing on-site maintenance and trouble-shooting for personal computer hardware and peripherals, software and network connections and other equipment; and diagnosing the cause of personal computer operation problems. General supervision is received from an administrative superior. May supervise and/or provide technical assistance to subordinate staff.

EXAMPLES OF WORK PERFORMED

Develops customized solutions built around the department's primary commercial software packages and applications; analyzes, tests and rewrites as necessary.

Assists assigned users in use of computer software, including the custom applications developed for the department and the standard office software that may be used by the department; provides training, manuals and equipment.

Provides on-site maintenance and trouble-shooting for personal computer hardware and peripherals, software and network connections and other equipment; diagnoses the cause of personal computer operation problems and takes or recommends appropriate action to solve those problems.

Installs, configures and troubleshoots personal computer operating system software and personal computer application software.

Installs and configures software; provides and installs up-to-date patches or upgrades; monitors performance and makes recommendations.

Upgrades and troubleshoots internal computer hardware including installing and replacing hard drives, floppy drives, CD-ROM drives, etc; configures and troubleshoots necessary software and transfers data from old hard drive to new.

Confers with management and staff regarding hardware needs; researches hardware and peripherals; provides hardware setup, configuration, installation and technical support.

Maintains data integrity by ensuring backup of server is completed daily; scans for possible virus problems; maintains internal passwords and security systems; maintains an inventory database of personal computer hardware.

Confers with users regarding data collection and retrieval needs; develops or uses package software for data entry and retrieval.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the functions and capabilities of microcomputer hardware.

Considerable knowledge of software installation and maintenance.

Considerable knowledge of database management, systems and technology.

Considerable knowledge of assigned department functions, procedures, policies and organization as they relate to computer support services.

Ability to exhibit independent judgment and initiative in analyzing information systems and to make sound recommendations and modifications.

Ability to establish and maintain effective working relationships with supervisors, co-workers and users of the department's system.

Ability to manage multiple responsibilities concurrently.

Ability to communicate effectively both orally and in writing.

Ability to utilize technical manuals relating to programming languages, system operations and database management.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by vocational or college-level coursework in computer science or related field and considerable experience in the use of microcomputers and microcomputer software.~~

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school or equivalent and experience in the use of microcomputers and microcomputer software~~Associate's degree in computer science or related field and two years of experience in the use of computer equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~1/2001~~ 6/2018

PS1516

WIC SUPERVISOR

NATURE OF WORK

This is professional managerial and administrative work ~~coordinating~~ planning, organizing and directing the Women, Infant and Children (WIC) program within the City-County Health Department.

Work involves responsibility for overseeing the delivery of program~~s~~ services to WIC clients. An employee of this class is expected to exercise independent judgment with work being performed according to established WIC guidelines, as well as department polices and procedures. Supervision is exercised over subordinate employees in the WIC program. General supervision is received from ~~a professional or an administrative superior~~ the manager of the Division of Dental Health and Nutrition Services with work being reviewed in the form of reports, conferences, public comments and program effectiveness.

EXAMPLES OF WORK PERFORMED

Develops and recommends polices and procedures that comply with Federal, State, City and departmental regulations; reviews procedures annually, including training and orientation materials for new employees.

Manages contract with the Nebraska Department of Health and Human Services; ~~M~~monitors and assures compliance with grant specifications.

Supervises and directs employees working in the WIC program; ~~assists in~~ coordinates the recruitment, selection and training of new employees; plan, directs and monitors employee's assignments and caseloads; evaluates employee performance; assists staff in clinic as needed.

Develops and administers WIC program budget within the established guidelines of the State and the City and County; directs, monitors and projects budgetary needs and expenditures.

Oversees ~~undergraduate nursing students and~~ graduate dietetic interns assigned to the program.

Develops and ~~M~~maintains community involvement through work on a variety of committees in order to identify community needs and assist in developing plans to meet those needs.

Completes program planning, including establishing goals, ~~and~~ objectives and performance management indicators; monitoring and reporting progress toward goals; integrates team goals into division/department quality assurance.

Monitors and evaluates the work methods, procedures and overall functions of the WIC program; prepares reports and recommendations for changes in work methods, procedures and policies in order to obtain objectives previously established.

Establishes and enforces standards for quality and efficiency in work performance in dealing with public; evaluates program effectiveness by review of activities and other reports submitted, conferences and public comments.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Through knowledge of program development, management and evaluation within a larger organizational structure.

~~Considerable knowledge of general management and supervision as it is related to public organizations.~~

~~Considerable~~ Thorough knowledge of the policies and regulations pertaining to the Women, Infants and Children program.

Considerable knowledge of the principles and methods of organizational development and management.

~~Knowledge of general public health knowledge, practices and approaches including skills and abilities with developing, implementing, evaluating and improving program services.~~

Knowledge of financial management including budgeting and grant management.

Ability to plan, assign, supervise and evaluate the work of progessional, paraprofessional and clerical subordinates.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to communicate effectively both orally and in writing.

Ability to maintain accurate client records.

Ability to establish and maintain effective working relationships with government officials, community agencies, co-workers and clients.

Ability to formulate and interpret technical and legislative policy with regard to government grants and contracts.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in nutrition, dietetics or public health supplemented by a Master's Degree in nutrition or related field; experience in maternal/child nutrition and health; and experience supervising a family social program.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in nutrition, dietetics or public health supplemented by coursework in nutrition or related field plus two years of

experience in an administrative, managerial or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENT

Must possess and maintain a valid driver's license.

Current registration as a dietitian.

ps3656

UTILITY EQUIPMENT OPERATOR II

NATURE OF WORK

This is skilled work in the operation of a wide variety of equipment related to the construction, maintenance and repair of sanitary sewer collection and treatment systems or water supply and distribution systems.

Work involves responsibility for the safe and efficient operation of all equipment used in the construction, maintenance and repair of sanitary sewer collection and treatment systems or water supply and distribution systems. Supervision is received from a technical or an administrative superior with the employee demonstrating considerable independence at the work site in the performance of assigned duties. Supervision may be exercised over a small number of subordinate employees.

EXAMPLES OF WORK PERFORMED

Operates jet flusher, dump truck, vacuum machine, vapo-rooter equipment, rodding equipment and utility truck in connection with the cleaning and inspection of sanitary sewers and television inspection equipment; descends into sanitary sewer manholes or trench excavations.

Constructs and repairs sanitary sewers using tractor backhoe, dump truck, skid steer loader and utility truck; provides residential and commercial sewer service taps and abandonments; descends into sanitary sewer manholes or trench excavations.

Follows confined space entry and trench excavation procedures in accordance with OSHA standards; utilizes hard hats, traffic safety vests, goggles, ear protection and other safety equipment; assists supervisor in providing on-the-job training and safety education.

Responds to customer complaints and service calls; assists in locating private and public wastewater lines for contractors and home owners.

Checks and maintains hydrants and valves in the water distribution system; repairs hydrants or valves in the field and hydrant shop; maintains inventory of location of all valves and records changes to pipe configurations, including any hydrant abnormalities; checks completed construction projects for operability of valves and hydrants.

Performs construction services for contractors and plumbers involved in new construction to include: flushing, chlorination and sampling of new mains; shut-down of mains; installing tapping sleeves and valves; installing and/or abandoning valves, hydrants and service connections.

Repairs water main breaks to include: determining location of the water main break; removing paving; excavating main for repair; installing repairs on broken mains; flushing mains and placing in service.

Cleans and maintains equipment, making minor repairs and adjustments as needed.

May supervise and instruct subordinate employees.

Maintains detailed records of daily work activities in order to provide accurate accounting of labor, equipment and materials.

Responds to emergencies as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the operating requirements of equipment used in the maintenance and repair of a sanitary sewer collection and treatment system or a water supply and distribution system.

Considerable knowledge of the wastewater mapping system and of the wastewater collectors and manholes numbering system.

Considerable knowledge of the operational procedures involved in operating and maintaining a properly functioning water supply and distribution system or sanitary sewer collection and treatment system.

Considerable knowledge of applicable safety measures and precautions used in the operation of assigned equipment.

Considerable knowledge of traffic laws, ordinances and rules involved in equipment operation.

Knowledge of the maintenance requirements of the equipment to which assigned.

Ability to operate all assigned equipment skillfully, safely and according to applicable laws and regulations.

Ability to detect needed repairs and to make necessary adjustments.

Ability to maintain daily work records.

Ability to supervise and instruct, if necessary, a small group of subordinate employees.

Ability to exercise independent judgment and make decisions within the framework of general operational procedures and local, state and federal regulations.

Ability to read and understand wastewater and water construction plans.

Ability to establish and maintain effective working relationships with co-workers, customers, private contractors, other city departments and governmental agencies and the general public.

Skill in the operation of equipment to which assigned.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and considerable experience in the operation of equipment and trucks assigned to the facility.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and a minimum of two (2) years experience as a Utility Equipment Operator I or similar experience with Public Works and Utilities and successful completion of departmental requirements for advancement to this classification.

NECESSARY SPECIAL REQUIREMENTS

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

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

For employees in Wastewater, possession of a Pesticide Applicator Certification is necessary to the satisfactory performance of assigned duties.

~~11/12~~ 06/18

PS5226