April 11, 2019

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, April 18, 2019
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
1526	Data Analyst	C30 ($53,528.80 – $68,357.12)

ITEM 2: Request to revise the following classification:

CLASS CODE	CLASS TITLE	
2260	Program Monitor	A08
3149	Crime Analyst	C30
3211	Plans Review Engineer	A14

ITEM 3: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Micheal Despain
Jeff Bliemeister
Chad Blahak
Randy Jones

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.

DATA ANALYST

NATURE OF WORK

This is responsible work that includes providing research and analytical support in relation to specific operational data using multiple software systems.

Work involves gathering information to analyze trends; creating and producing performance related reports; producing data for administrative staff. Work also includes maintaining accurate data from a variety of sources. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Collects, categorizes and analyzes routine and complex data from a variety of sources.

Develops detailed reports and analysis summarizing department activity and performance.

Performs custom analysis producing summary reports for administrative and organizational review.

Identifies data integrity and collection issues within the reporting systems; works with Information Services to develop solutions.

Identifies and evaluates fire records management system improvements; plans for long term sustainability.

Provides reporting system training to new employees and to the department as needed.

Provides data to the National Fire Incident System and to the State of Nebraska as required.

Tracks and administrates LFR technology assets including in-station computer and office equipment.

Establishes and administers a data retention plan as indicated in State Law and Municipal Code.

Acts as the point of contact between Information Services and the department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of Microsoft Office products, including Excel, Access and SQL server.

Thorough knowledge of data analysis, data modeling, and data mapping.

Thorough knowledge of relational data integrity.

Knowledge in data analytics.

Ability to extract, analyze and compile necessary data from various records and reports.

Ability to communicate effectively both orally and in writing.

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

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to maintain the confidentiality of information.

MINIMUM QUALIFICATIONS

Graduation from a four year college or university with major course work in computer science, research methods, statistics or related field and two years of experience in research or analysis; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4/2019

PS1526

PROGRAM MONITOR

NATURE OF WORK

This is administrative work developing, evaluating, monitoring and reviewing a variety of departmental projects and programs.

Work involves performing reviews of project and program operations and records as well as recommending necessary improvements and changes to comply with goals and objectives. Work includes preparing reports and maintaining a variety of records reflecting project and program progress. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, compliance with federal, state, and local regulations, and adherence to departmental goals and objectives. Supervision may be exercised over support staff.

EXAMPLES OF WORK PERFORMED

Coordinates preservation, restoration, and arts/cultural projects and programs; serves as liaison between departments, committees, organizations, and agencies involved in order to coordinate activities.

Analyzes financial needs for projects and prepares budget; initiates letters and applications for grants and funding.

Prepares project and program reports based on observations gained through on-site visits; maintains statistical, fiscal and cash-flow records on projects and programs; recommends improvements and changes as deemed necessary to comply with goals and objectives.

Reviews agency operations in relation to contractual obligations; obtains participant or beneficiary reactions to the value of the program or project.

Conducts field checks to ensure accuracy of information provided by agencies contracting with the department.

Participates in defining project and program goals; develops reporting procedures for achievement of desired goals and objectives; monitors, evaluates, and reviews project and program effectiveness in achieving goals and objectives.

Provides technical assistance and training to staff and advisory boards in organizational development including such areas as board recruitment and development, organizational structure, planning, and program evaluation.

Coordinates and conducts research projects; designs surveys and coordinates distribution; analyzes research results and reports findings.

Oversees the Vista and Americorps programs for the department.

Manages the grant funded employees in this program for the department.

Develops and maintains a system for ensuring accurate data gathering and reporting to all agencies involved with this program.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Knowledge of computer software and accounting systems and the maintenance of fiscal records to ensure adequate audit tracking.

Knowledge of modern statistical and/or accounting methods and techniques.

Ability to objectively monitor, evaluate, and review projects and program operations and to make substantive judgments in terms of specific points of review.

Ability to gather, analyze, and interpret data, and to prepare reports from such data.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with contracting agency officials, governmental officials, private groups and organizations, co-workers, and the general public.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in public or business administration, statistics, accounting, or related field plus experience evaluating and coordinating departmental programs and projects.~~

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by college-level coursework~~ an accredited four year college or university with major coursework in public or business administration, statistics, accounting, or related field plus ~~some~~ two years of experience evaluating and coordinating various programs and projects; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

~~10/76~~

~~Revised: 11/88; 4/2007~~4/2019

PS2260

CRIME ANALYST

NATURE OF WORK

This is responsible work in the Crime Analysis unit where the position is responsible for applying principles of intelligence and crime analysis to interpret information regarding overall impact on the criminal investigative process.

Work involves gathering and manipulating information to analyze crime trends; maintaining files and statistics related to crime patterns; coordinating the Problem Resolution Team meetings; and participating in a variety of meetings relevant to the mapping of crime in the City of Lincoln. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Creates, maintains and manipulates databases of police incidents using mainframe and personal computer software; reviews and troubleshoots data errors, inconsistencies, file transfer problems, software and printer problems.

Uses desktop publishing, mugshot software and graphics software to create layouts and designs of crime bulletins, wanted persons flyers and similar publications.

Disseminates intelligence information to assist in prevention and detection of criminal activity.

Examines data files and geocoded crime maps to locate crime clusters; draws upon knowledge of criminal activity, criminal behavior and physical environments to develop hypotheses about the relationship of crimes to one another, and to offenders; reviews specific police reports to discern modus operandi patterns.

Acts as a department liaison with other law enforcement agencies on criminal intelligence matters, such as gang intelligence or sex offenders' data.

Accesses crimes on a map, analyzing the clusters and looking at methods of operation, times and dates for similarities or methods of operation; builds spreadsheets to assist in plotting data on maps; communicates with officers, detectives and commanders to exchange information regarding crime trends, patterns and offenders.

Updates and maintains weekly files of crime patterns for others to use on ArcView_dependent software; designs and publishes large maps of City using ArcView software; distributes throughout the Department.

Reads daily reports to keep updated on crime patterns and to enter on Crime Analysis Bulletin Board.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Crime/Intelligence Analysis techniques and practices.

Knowledge of GIS (ArcView) software in order to plot crimes on a map.

Considerable knowledge of database applications, spreadsheets, graphics, desktop publishing, word processing and geographic information system software and techniques.

Knowledge regarding the elements of crimes, nature of criminal offense patterns (modus operandi) and crime classification.

Knowledge of the geography of the city.

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to maintain the confidentiality of information.

Ability to communicate effectively both orally and in writing.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a four year college or university with major course work in computer science, research methods, statistics, criminal justice, social sciences or related field and experience in crime research, crime analysis, law enforcement or criminal records maintenance.~~

MINIMUM QUALIFICATIONS

Graduation from a ~~senior high school or equivalent~~ four year college or university with major course work in computer science, research methods, statistics, criminal justice, public administration or related field and ~~some~~ two years of experience in crime research, crime analysis, law enforcement or criminal records maintenance; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~1/2014~~4/19

PS3149

PLANS REVIEW ENGINEER

NATURE OF WORK

This is responsible technical work examining applications, drawings and specifications submitted for obtaining commercial building permits.

Work involves responsibility for the examination of plot plans, drawings and specifications pertaining to the construction, alternation and use of commercial buildings to determine compliance with the building code, zoning ordinances and other applicable ordinances. Examination must reveal that drawings and specifications meet the requirements of the building, plumbing, HVAC and electrical codes and may involve technical examination of structural, plumbing, HVAC and electrical design elements. Work also involves the coordination of detailed examinations by other departments for approval before authorizing issuance of the building permit. An employee of this class is given considerable latitude in determining whether compliance has been achieved and has the responsibility for disposition of building permit applications. Work is performed under the general supervision of an administrative superior who is consulted for advice whenever needed. Work is reviewed by an administrative superior for program effectiveness and conformance with applicable ordinances and established departmental policies through review of the projects submitted and accepted.

EXAMPLES OF WORK PERFORMED

Reviews architectural and engineering building plans to ensure that specific requirements of the building code have been complied with, and that the engineering has been properly executed to ensure a sound design in accordance with code requirements and recognized engineering theory and practice.

Examines plans submitted for commercial building permits to ensure they conform to applicable building codes, zoning and other relevant ordinances; checks to see that property is zoned correctly for intended use and in compliance with yard, height, area and other zoning requirements and that building construction meets the general requirements of the building code for the type of occupancy proposed.

Examines plans and specifications to ensure sufficient data concerning plumbing, mechanical, electrical, site access and utilities are indicated, and so detailed that a review can be completed by other departments.

Coordinates other department plan reviews and determines that compliance is indicated on the plans and specifications before authorizing issuance of the building permit.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets building laws and regulations, as well as municipal and county zoning ordinances and related laws.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices used in building construction.

Thorough knowledge of the codes, regulations and ordinances governing building construction in the City of Lincoln and Lancaster County, Nebraska.

Considerable knowledge of legal procedures as related to enforcement of municipal and county codes and ordinances.

Ability to read and interpret construction plans and specifications.

Ability to explain, interpret and enforce codes, regulations and ordinances firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to use a computer for research and information retrieval.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in engineering, architecture, construction management or related field plus experience in building design work including structural design and experience in the administration of the Uniform Building Code.~~

~~Professional registration as an engineer or architect.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in engineering, architecture, construction management or related field with ~~some~~ two years of experience in building design work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Employees may be required to possess the following ~~if required by~~ depending on the position to which assigned.

Must have certification as a Building Plans Examiner ~~in the Uniform Building Code as sponsored by the International Conference of Building Code Officials~~ or Fire Plans Examiner as sponsored by the International Code Council or Certified Fire Plan Examiner as sponsored by the National Fire Protection Association within six (6) months of employment.

~~8/17~~4/19

PS3211