

February 13, 2020

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, February 20, 2020  
1:30 p.m., Council Chambers  
County-City Building

**AGENDA**

ITEM 1: Approval of minutes from the December 19, 2019, November 21, 2019 and October 17, 2019 meetings.

ITEM 2: Request to create for following classification:

<u>CLASS</u> <u>CODE</u>	<u>CLASS</u> <u>TITLE</u>	<u>PAY</u> <u>RANGE</u>
0608	Human Resources Specialist	E15 (\$62,597.60 - \$79,909.44)

ITEM 3: Request to revise the following classification:

<u>CLASS</u> <u>CODE</u>	<u>CURRENT</u> <u>CLASS TITLE</u>
0634	Human Resources Operations Specialist(E15)

ITEM 4: Request to delete the following classifications:

<u>CLASS</u> <u>CODE</u>	<u>CLASS</u> <u>TITLE</u>
0609	Compensation Technician I
0610	Compensation Technician II
0613	Employment Technician I
0614	Employment Technician II

ITEM 5: Miscellaneous Discussion

PC: Teresa Meier, City Clerk

**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 SPECIALIST

### 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 as onboarding and orientation of new employees. Work requires considerable initiative and independent judgment with decisions made in accordance with established policies and procedures. This classification is distinguished from the Human Resources Generalist based on complexity of work and may require specialization in one or more areas of the Department. 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 labor negotiations; obtains salary and benefit information from comparable data points; summarizes salary and benefit information; reviews proposals for consistency; prepares labor contracts for signature.

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.

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 employees with applications for health, dental, life insurance coverage; explains coverages available and answers questions regarding policies; assists employees with claims.

Maintains the COBRA and Retiree system; enters participant data into computer system; assists COBRA participants and retirees with enrollments and questions about health, dental, vision or claim issues.

Assists with the explanation of all benefit offerings and benefit related questions, assists with resolution of claim problems and assists annual benefit open enrollment.

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

Considerable knowledge of the principles and practices of Human Resources management.

Considerable knowledge of the techniques of testing and measurement, recruitment and selection.

Considerable knowledge of the current principles and practices associated with employee benefit plans.

Considerable knowledge of employment discrimination laws and policies.

Considerable knowledge of federal and state employment, labor and wage and hour laws.

Considerable knowledge of basic statistical concepts and methods.

Considerable 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 a team in order to accomplish work tasks.

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

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.

MINIMUM QUALIFICATIONS

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 years of 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.

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## HUMAN RESOURCES OPERATIONS SPECIALIST

## NATURE OF WORK

This is responsible technical and administrative work ~~using computer programs and programming techniques, coordinating the use of computers within the total departmental operation and coordinating the Department's administrative functions~~ supervising and participating in the maintenance of City and County personnel files and electronic records; monitors the operation of an on-line data entry system and reviews and approves City and County personnel actions for proper administrative approval as well as for accuracy of Personnel Action processing.

Work involves ~~implementing, and coordinating and participating in the use of computers and other automated office equipment; analyzing and determining departmental PC computer program needs; developing computer programs and electronic files for the storage, retrieval and processing of statistical and financial records, correspondence, reports and other documents; training and assisting employees in the use of automated equipment and programs; and acting as departmental liaison to Information Services for personal computers and VOIP. The employee may also coordinate the Human Resources Personnel Department's administrative staff and administrative duties assigned by the Director, to include duties related to absence management, Oracle HCM and Time Clock Plus.~~ Maintains the departments record retention schedules for all records. An employee in this classification collaborates with others in the department spends time developing, using and modifying programs, coordinating system upgrades, and supervising and training employees in the use of computers. Supervision is received from an administrative superior with work being reviewed through reports, conferences and results achieved. Lead supervision may be exercised over subordinate support staff.

## EXAMPLES OF WORK PERFORMED

~~Supervises and participates in the maintenance of City and County personnel files and computer records; monitors the operation of an on-line data entry system and initiates corrective actions in teleprocessing malfunctions; reviews and approves City and County personnel actions for proper administrative approval as well as for accuracy of Personnel Action processing.~~

Maintains personnel records pertaining to pay, leave accrual and usage, merit evaluations, personnel change notices, insurance, pension, absence management/FMLA and other records.

Acts as a resource and "super-user" for Oracle HCM, Time Clock Plus and other HR related systems.

Coordinates annual pay range adjustments.

~~Develops program techniques on the computer in order to~~ Tracks financial and statistical information; revises and updates programs in order to continually provide information efficiently.

Trains employees in the use of software, computers and other automated office equipment; provides assistance to employees involved in the operation of computers and related equipment; prepares technical reports and instructional manuals.

Serves as liaison to the Information Services Division for PCs and VOIP; coordinates special requests and projects with Information Services.

Assists in the determination and preparation of departmental budget.

~~Participates in the entering, retrieving and modifying of data in the computer.~~

~~May coordinate the use of user friendly data processing languages used in conjunction with the Information Services' mainframe computer.~~

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Human Resource functions and applications.

Considerable knowledge of payroll and compensation applications.

Considerable knowledge of Family Medical Leave Act.

~~Considerable k~~Knowledge of the operation of personal computers, printers, VOIP and other automated office equipment.

Knowledge of computer "state-of-the-art" trends and innovations.

Knowledge of the principles, practices and procedures of office management, to include applicable state and federal employment laws.

Knowledge of organizational and administrative policies and procedures.

Knowledge of the basic principles of budgeting and financial recordkeeping.

Ability to plan, organize and assign the work of subordinate employees.

~~Ability to plan for and meet the needs of the department through the use of computers and other automated office equipment.~~

Ability to maintain electronic ~~implement~~ programs and files using the computer to meet departmental needs.

Ability to establish and maintain effective working relationships with coworkers, subordinates and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of PC ~~computers~~ and other office equipment.

#### ~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by college level coursework in public or business administration, business management or related field plus considerable experience in the operation of computers and in managing large volumes of financial and statistical data including experience in the maintenance of accounting records.~~

## MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business administration, human resources, finance or related field with 4 years of experience in the administrative operations of an office environment involved in Human Resource functions; senior high school or equivalent plus experience in the operation of computers and in managing large volumes of financial and statistical data; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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