

# CITY PERSONNEL BOARD

May 28, 2024

## MEETING

Meeting was held Tuesday, May 28, 2024, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, Christy Abraham and Zach Bogart. Human Resources department resource staff attending: Malerie McNair.

The meeting was opened at 12:30 p.m. by Chair Ryan Dale.

Agenda Item 1 was to approve the minutes from the February 15, 2024, meeting. It was moved by Maggie Schiefen and seconded by Zach Bogart to approve the minutes as presented. Voting Yes: Ryan Dale, Maggie Schiefen, and Zach Bogart. Abstaining: Christy Abraham.

Agenda Item 2 was the request to create the classifications 1117 – Accounting Manager (A17), 1118 – Accountant III (A15), and 1119 – Accountant II (A12). Barb McIntyre of the Human Resources department the City of Lincoln currently has one Accountant classification and that doesn't give a career track or recognize the higher level work the employee does as they move up into the classification. Barb McIntyre stated that there are several departments throughout the City that have this classification within their department. There are no new FTE's for any of these classifications. Employees may be reallocated, but this is just creating the classifications and structure. Ryan Dale asked if there was any negative impact to the employees regarding the creation of these classifications. Barb McIntyre answered that there would not be any negative impact. Zach Bogart asked if the employees are all accountants currently. Barb McIntyre answered that they are, but they all do a variety of different things, so the creation of these classifications will help differentiate the levels of work between the employees. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the creations as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the titles of the classifications of 0615 – Benefits Specialist to Accommodation and Absence Manager (W01) and 1125 – Accountant to Accountant I (A10). Barb McIntyre of the Human Resources department explained that accountant title change reflects the previous series of accountant classifications that are being created. By adding Accountant I, this would be creating the entry-level classification. Barb McIntyre then explained that the Benefits Specialist position was too broad, and that person just works on accommodations, work comp, and leave. The title change reflects the work that they are doing today into their narrow scope of work. Ryan Dale asked if the Benefits Specialist today is a (W01) and Barb McIntyre confirmed that it is and there is no pay range change. Following discussion, it was moved by Maggie Schiefen and seconded by Zach Bogart to approve the changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to change the pay ranges of the classifications 1128 – Assistant City Controller (A14) to (A15), 1139 – Assistant City Treasurer (A12) to (A13), and 1145 – Transportation/Utilities Business Manager (M07) to (W04). Barb McIntyre of the Human Resources department explained that this is for creating the accountant series. These classifications are closely related as far as types of work, even though the work is different. These pay ranges will keep the pay equitable with the accountant series being created. Maggie Schiefen asked what the monetary impact is. Barb McIntyre answered that with the Assistant City Controller classification, there are three employees for an annual cost of \$4,353. The Assistant City Treasurer classification has one employee for an annual cost of \$3,469. The

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Transportation/Utilities Business Manager classification has one employee for an annual cost of \$6,931. Barb McIntyre explained that these classifications coming forward at this time align really well with the City's budget that goes into effect in September of 2024. The Department Directors are aware of the changes and updates to the classifications, and they all align and fall within each departments budget. Christy Abraham asked what the impact is from moving an employee from a (M) class to a (W) class. Barb McIntyre answered by saying it is a higher range and when they move the employee to a (W) range, the code reads that you can have up to a 5% pay increase from where the employee is at currently. The LTU Department has assumed a 5% increase for the classification 1145. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 11 miscellaneous discussion. Barb McIntyre shared that the personnel hearing that was supposed to be scheduled for today got continued into June, around the Snow Pay. There are hearings scheduled for June, July, August, and September, so Human Resources will keep the board updated as they get ready for those.

There being no further business, the meeting adjourned at 1:00 p.m.

The next regularly scheduled meeting is tentatively set for June 20, 2024.

Malerie McNair  
Human Resources

PC: City Directors  
Barb McIntyre  
City Clerk