

# **CITY PERSONNEL BOARD**

## **June 20, 2024**

### **MEETING**

Meeting was held Thursday, June 20, 2024, City Council Chambers, County-City Building, Lincoln, Nebraska.

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

The meeting was opened at 1:30 p.m. by Chair Ryan Dale.

Agenda Item 1 was to approve the minutes from the May 28, 2024, meeting. It was moved by Christy Abraham and seconded by Zach Bogart to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to change the pay range for the classifications of 0707 – Senior Attorney from (W05) to (W05), 0708 – Chief Assistant City Attorney from (W05) to (W06), and 5300 – Utility Engineering Specialist from (C30) to (C34). Barb McIntyre of the Human Resources department stated that Yohance Christie of the City Attorney’s department requested the pay range changes for the 0707 – Senior Attorney classification and the 0708 – Chief Assistant City Attorney, as it would support market data Human Resources completed. Barb McIntyre shared that in the 0707 classification there are nine employees currently within it, but there would be no immediate budgetary impact. The budgetary impact would happen next time the employees have their annual review. Barb McIntyre stated that in the 0708 classification, there are two employees currently within it. The people in this classification are in leadership of the nine employees within 0707 classifications, so increasing 0708, to refrain from compensation compression. The budgetary impact would happen next time the employees have their annual review. Barb McIntyre stated that Director Liz Elliot of the Transportation and Utilities department requested for the 5300 classification pay range change. Barb McIntyre shared that the Utility Supervisor pay range was changed from a C28 to C32 at the request of LTU. Since that time, they became aware that the Utility Engineering Specialist was used as a promotion from the Utility Supervisor. When the pay range for the Utility Supervisor was increased, the Utility Engineering Specialist classification was no longer a promotion. LTU would like to reestablish the previous alignment so there is a promotion again. Barb McIntyre stated that there are two employees in this classification. The LCEA contract states that employees in this classification would be paid at the minimum of the new pay range or at the next higher step (at least 2.75% increase), whichever is greater. The cost would be \$6,134 and the department can cover this in their budget. Following discussion, it was moved by Christy Abraham and seconded by Zach Bogart to approve the changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise and change the title for the classification of 3162 – Communications Supervisor to Emergency Communications Operations Manager (A13). Barb McIntyre of the Human Resources department explained that The Police Department has requested to revise this classification and change the title to better reflect the work and align the title with what is standard in the field. Christy Abraham asked what “PSAP” policies were, and Barb McIntyre stated that they will amend the classification to spell it out. Following discussion, it was moved by Christy Abraham and seconded by Zach Bogart to approve the change as presented, with the amendment to include the spelling out of PSAP policies. Voting Yes: Christy Abraham and Zach Bogart. Abstaining: Ryan Dale.

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**PAGE 2**

Agenda Item 4 was the request to revise the classification of 1322 – Claims and Insurance Administrator (W01). Barb McIntyre of the Human Resources department explained that this position is within Human Resources’ Risk Management division. Barb McIntyre stated that the employee within this classification has 30+ years of experience and informed them that he is going to retire. The revision of this classification is updating the language to reflect the work that is being done. Following discussion, it was moved by Ryan Dale and seconded by Zach Bogart to approve the change as presented. Motion unanimously carried by roll call vote.

Agenda Items 5, 6, and 7 were the request for ordinance reflecting pay increase of 3% for pay ranges prefixed by ‘X’, 3% for pay ranges prefixed by ‘E’, and 3% for pay ranges prefixed by ‘W’ to be effective August 15, 2024. Barb McIntyre of the Human Resources Department explained that every year this is what they consider a COLA (cost of living adjustment). Barb McIntyre stated that they recognize the 3% doesn’t keep up with the inflation, but unless they are at the max of their pay grade, the employees also have an opportunity for a merit each year, which when combined, it gets them closer to a COLA. Following discussion, it was moved by Christy Abraham and seconded by Zach Bogart to approve items 5, 6, and 7 as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was miscellaneous discussion. Barb McIntyre shared that the grievances keep getting moved down the road. Barb McIntyre shared that there is a hearing scheduled for in July that deals with paid parental leave. The hearing scheduled for May was settled and the one that was supposed to be heard in June is in the works of being settled. Barb McIntyre shared that there will be a hearing in August related to a termination regarding ADA reasons. Barb McIntyre also shared that there will be a hearing in October related to a termination case under their progressive disciplinary process. Barb McIntyre shared a concern that the attorney representing the employee brought forward, that there won’t be enough time for the hearing with the regularly scheduled meeting from 1:30-4:30pm and asked for an extension. Barb McIntyre let the board know that Malerie McNair from Human Resources will be reaching out to get an early quorum on who can attend and with what time frame. Ryan Dale shared that he will not be available for the October 2024 meeting. Barb McIntyre brought up the point that we should have a full board by then. Christy Abraham shared that she is an attorney and volunteered to Chair the October 2024 meeting, in the absence of Ryan Dale.

There being no further business, the meeting adjourned at 2:00 p.m.

The next regularly scheduled meeting is tentatively set for July 18, 2024.

Malerie McNair  
Human Resources

PC: City Directors  
Barb McIntyre  
City Clerk