

May 30, 2024

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 6, 2024
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

- ITEM 1: Approve Minutes from the May 2, 2024 meeting.
- ITEM 2: Request to change the title and revise the following classifications:
- | <u>CLASS CODE</u> | <u>CURRENT CLASS TITLE</u> | <u>PROPOSED CLASS TITLE</u> |
|-------------------|--|-------------------------------------|
| 7530 | Geographic Information Systems Manager | Geospatial Administrator (C25) |
| 9540 | Property Appraisal Technician | Parcel Maintenance Technician (A22) |
| 9544 | Computer and GIS Records Assistant I | Geospatial Technician II (C13) |
| 9545 | Computer and GIS Records Assistant II | Geospatial Analyst (C19) |
| 9550 | Computer and GIS Records Supervisor | Geospatial Developer (C23) |
| 9845 | GIS Mapping Technician | Geospatial Technician I (A24) |
- ITEM 3: Request to amend County Rule 2.1 – Purpose
- ITEM 4: Request to amend County Rule 17.16 – Emergency On-Call Pay
- ITEM 5: Request to amend County Rule 19.11 – Funeral Leave
- ITEM 6: Election of Chair
- ITEM 7: Election of Vice-Chair
- ITEM 8: Request for appeal hearing – IBEW Local 1536 – Motor Vehicle Clerk II - Treasurer.
- ITEM 9: Miscellaneous Discussion
- pc: County Agencies Ashley Bohnet Katrina Chambers Vickie Quinn
Union Presidents Kristy Bauer Stacy Macku
Barb McIntyre Jasmine Gibson Betsy Bessert
Rick Deboer Jody Goff Susan Weisman

LANCASTER COUNTY
~~GEOGRAPHIC INFORMATION SYSTEMS MANAGER~~
GEOSPATIAL ADMINISTRATOR

NATURE OF WORK

This is responsible professional and administrative work managing an enterprise-level – Geographic Information System (GIS) in a multi departmental inter-agency environment.

Work involves responsibility for the overall coordination and management of an enterprise Geographic Information System (GIS) including staff, facilities, and related programs. Work includes coordinating user requirements with system capabilities, establishing and implementing system policies, procedures, and standards, supervising the training of system users, and performing as system administrator for the County ArcGIS Enterprise platform computer system. Supervision is ~~received-~~ exercised from an administrative over technical personnel involved in GIS and data analysis operations. superior with work being reviewed in the form of reports, conferences and results achieved. ~~Supervision is exercised over subordinate technical personnel involved in drafting and system operations~~ General supervision is received from the Assessor/Register of Deeds or their designee with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

~~Supervises and trains subordinate technical employees operating the Geographic Information System, and monitors work in order to ensure efficient and accurate completion of projects.~~

Oversee and administer the direction and responsibilities of the County enterprise Geographic Information System (GIS) and monitors work to ensure efficient and accurate completion of projects.

Develop and execute long-range strategic plans, schedules, and priorities to acquire and implement technology relating to GIS applications and processes to improve existing/potential business functions.

~~Coordinates work programs, projects, user requirements, and system capabilities; oversees the development and implementation of special projects.~~

Direct the creation, implementation and maintenance of standards, procedures and workflows relating to GIS data development, quality control and distribution.

~~Monitors system hardware and software to maximize efficiency of equipment and processes; recommends hardware and software improvements updates; provides training opportunities required to utilize new hardware and software acquisitions.~~

~~Establishes, implements, and reviews work policies, procedures, and plans for the system; relating to GIS data processing systems. ~~monitors system activities and usage in order to make adjustments as needed.~~~~

7530 LANCASTER COUNTY
~~GEOGRAPHIC INFORMATION SYSTEMS-
MANAGER~~GEOSPATIAL ADMINISTRATOR

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Acts as County and/or assigned department representative ~~during for all enterprise technical-
meetings addressing GIS~~ related initiatives issues.

Demonstrates and explains system's capabilities to potential users; ~~assists new users in the-
operation of equipment~~; schedules training sessions and establishes work goals and objectives; ~~acts as a-
resource person and assists users when problems arise.~~

~~Oversees the operation and maintenance of department's microcomputers system.~~

Develops and maintains GIS education budget; ~~reviews and revises system charge rates; approves-
expenditures for system materials, supplies, and services~~; drafts, reviews, and monitors contracts and agreements related to the operation of the enterprise Geographic Information System.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of geospatial concepts, principles and practices.

Extensive knowledge of Esri's ArcGIS technology platform

Extensive knowledge of relational database systems design and development and administration.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of systems analysis and programming used in GIS data processing-
systems.

Considerable knowledge of project management principles and related methodologies.
~~Geographical Information System standards, practices, and procedures.~~

~~Knowledge of the principles and practices of civil engineering and land surveying.~~

~~Knowledge of ARC/INFO software.~~

~~Knowledge of database management system software.~~

~~Knowledge of UNIX operating systems and system administration procedures.~~

Ability to develop, establish and implement policy regarding GPS, GIS and computer processes-
to ensure efficient and consistent data maintenance and use. ~~interpret rules, regulations, and policies and to-
make decisions in accordance with established precedent.~~

Ability to plan and meet present and future needs of system users.

~~Ability to adapt approved engineering and surveying methods and standards to the system.~~

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GEOGRAPHIC INFORMATION SYSTEMS-
MANAGERGEOSPATIAL ADMINISTRATOR

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Ability to plan and coordinate the work of support staff and subordinate technical personnel and team members within the enterprise ~~of other departments.~~

Ability to analyze problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with ~~co-workers, systems users, department heads, elected officials, team members,~~ and the public.

Ability to communicate effectively both orally and in writing.

DESIRABLE QUALIFICATIONTRAINING AND EXPERIENCE

~~Graduation from an accredited four-year college or university with major coursework in planning, geography, computer science, engineering or related field and thorough experience using ARC/INFO software plus considerable experience in a responsible administrative or managerial capacity. Possession of a Geographic Information Systems Professional (GISP) certification.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in GIS, planning, geography, computer science, engineering or related field and ~~considerable six years of~~ experience working with computer software, hardware and operations systems relating to Geographic Information Systems; plus six years of experience in a responsible administrative or managerial capacity; using ARC/INFO software plus experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~10/88~~

~~Revised 11/94~~

~~06/24~~

PS7530

LANCASTER COUNTY
PROPERTY APPRAISAL/PARCEL MAINTENANCE TECHNICIAN

NATURE OF WORK

This is advanced technical work involving the ~~parcel~~-maintenance of real property records in the Lancaster County Assessor/Register of Deeds Office.

Work involves ~~processing property transfers; updating, revising and maintaining maps, aerial photographs and records indicating property ownership in the County; processing Tax Increment Financing projects; researching value discrepancies; researching and answering property owner's questions; and updating and maintaining various property records and files pertinent to the Department~~coordinating workflows between County and City departments to complete projects related to the creation of tax parcels; accurately processing instruments filed with the Register of Deeds Office that affect ownership and the subdivision of land such as new plats, splits and combinations. Work also involves researching and verifying real property ownership, legal descriptions and other pertinent information; working with owners, attorneys and/or title companies to resolve issues; and entering and updating various property records. ~~General S~~Supervision is received from the Computer and GIS Supervisor, an administrative superior with work being reviewed in the form of accuracy, timeliness and results achieved and completeness of drawings prepared, tasks performed and reports submitted.

EXAMPLES OF WORK PERFORMED

~~Update and maintain parcel accounts involving assessment values, researching changes and adjusting accounts by entering changes on the computer system.~~

Coordinate workflow of land records projects between various departments and agencies to create, update and maintain parcel records; research changes and update and maintain parcel records by entering changes into system database.

Process annexations into the City of Lincoln and surrounding villages, including changing tax district information for respective parcel records.

~~Check-Review~~ deeds, plats, annexations and other plans from various departments and agencies to determine and process property ownership, transfer legal descriptions; and process changes on in CAMA system database.

Create various parcel configuration maps utilizing Geographic Information System (GIS) Ssoftware; calculate new land areas and values; create new tax parcels so that records correspond with ownership and assessed values balance between new and prior parcels.

Work with various agencies, property owners and/or their representatives to resolve ownership and legal description discrepancies.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the use and operation of ~~personal~~ computer systems, ~~including~~ hardware and software applications including Microsoft Office 365 technology suite.

~~Some~~ Knowledge of the principles, practices and techniques of parcel maintenance relating to tax parcels, subdivisions and other land records that affect property ownership.

Ability to read, write and comprehend property legal ~~property~~ descriptions and related legal documents, plats, maps, ~~imprints~~ plans, contracts and deeds.

Ability to organize, analyze and interpret complex property information.

Ability to manage multiple responsibilities concurrently.

Ability to use ArcGIS ~~S~~ software in property information review and map creation.

Ability to plan and complete assigned work with minimal supervision and guidance.

Ability to efficiently prioritize work assignments and complete work within identified timelines.

Ability to establish and maintain effective working relationships with property owners, attorneys, title companies, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Completion of an Associate's Degree in law, math, drafting, real estate, property appraisal, or related field.~~

MINIMUM QUALIFICATIONS

Associates degree with major Graduation from a senior high school or equivalent supplemented by college level course-work in law, computer science, math, drafting, real estate, property appraisal, or related field including two years of experience working with computer software and applications relating to property administration; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

LANCASTER COUNTY
COMPUTER AND GIS RECORDS ASSISTANT GEOSPATIAL TECHNICIAN II

NATURE OF WORK

This is responsible ~~entry level~~ technical work performing specialized duties in the operation, use and maintenance of enterprise-level Geographic Information Systems (GIS), processing, integrating and maintaining geographic data, utilizing and learning to create and update computerized macros and producing simple to complex maps utilizing Geographic Information System (ArcGIS) technology.

Work involves integrating, updating and maintaining learning to integrate, update and maintain GIS datasets ~~to~~ and produce digital maps. Work also involves assisting in the development, implementation, modification, and maintenance of computer and GIS data processing systems; creating ~~create~~ and maintaining ~~maintain~~ simple custom ArcGIS applications; and developing special reports for ~~agencies within~~ City and County agencies government, private citizens and community organizations, and the public. General supervision is received from the GIS Administrator or their designee an administrative superior with work being reviewed in the form of accuracy and results achieved.

EXAMPLES OF WORK PERFORMED

Integrate, update and maintain GIS datasets and produce simple to complex digital maps; assist in the development, implementation, modification and maintenance of computer and GIS data processing systems; assist in developing, establishing and implementing policy regarding computer data entry to ensure efficient data access and retrieval; create and maintain simple custom ArcGIS applications.

Perform GIS data maintenance, analysis, entry, and conversion; perform data research, investigation and verification; assist with problems and determining possible solutions.

Create, maintain, and update digital maps, drawings, plans, spreadsheets, data files and documentation from a variety of sources according to established procedures.

Analyze geographic, assessment and/or engineering data, records and statistics, assist in identifying appropriate GIS selection criteria and develop maps/images and special reports for agencies within City and County government, private citizens and community organizations; respond to inquiries concerning GIS related information; assist in the development and maintenance of a departmental web-site.

Interpret detailed plans, imagery, maps, and legal descriptions and incorporate GIS analysis tools to generate a variety of digital reports and customized maps.

Respond to GIS, mapping and data requests from employees and the public; communicate with other departments and agencies to clarify information and data; provide technical assistance to various agencies relating to GIS issues or processes.

Investigate and determine cause of problems with GIS computer software applications; research, recommend and test computer programs for departmental use; assist in developing and maintaining department's web site.

Perform quality control on GIS datasets by developing, running, and reviewing quality control reports on spatial integrity and attribute consistency.

Provide GIS assistance to the Emergency Operations Center (EOC) during an activation event.

Assist in the development of GIS and data collection standards to ensure uniformity and compatibility across systems.

Assist staff and the public and support systems used to access digital maps and information.

Support the peripheral equipment used for field data collection and producing large-format documents.

Assist in the documentation of GIS database metadata, procedures, workflows, and business processes.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Knowledge of computer systems, operating systems and computer hardware and software equipment used in geographic information systems and large database maintenance activities including PC and ArcGIS applications.~~

Considerable knowledge of GIS principles and practices, including Esri's ArcGIS suite of technology applications.

Considerable knowledge of coordinate geometry (COGO).

Considerable knowledge of land surveying principles and the Public Land Survey System (PLSS).

Considerable knowledge of computer systems, operating systems, and computer hardware used in Geographic Information Systems (GIS).

~~Knowledge of relational database management principles and practices, employed in engineering, planning, or property assessment.~~

~~Knowledge of digital mapping techniques and procedures as related to the development, revision and interpretation of maps and cartographic materials utilizing ArcGIS technology.~~

~~Ability to write computer programs/queries to access information documented within multiple computer files or relational database systems.~~

~~Ability to utilize programming language in the development and maintenance of a departmental web site.~~

~~Ability to logically analyze computer system and programming problems and develop workable solutions.~~

Ability to perform mathematical and geometrical computations.

Ability to analyze and interpret engineering drawings, property legal descriptions, title abstracts, construction as-builts, and survey data.

Ability to maintain detailed, accurate, high-quality work.

~~Ability to analyze legal descriptions, title abstracts and survey data.~~

Ability to establish and maintain effective working relationships with public officials, co-workers, and the ~~general~~ public.

Ability to communicate effectively both orally and in writing. ~~including the ability to train and instruct others.~~

Ability to apply creative problem-solving abilities and personal initiative, including the ability to carry out assignments with minimum supervision.

Ability to effectively interact, cooperate, and collaborate with team members to achieve designated goals and solve problems.

Ability to effectively utilize personal time-management and organizational skills to balance multiple competing priorities.

Skill in map production procedures and techniques; reading and interpreting construction plans and as-builts, land and legal descriptions and survey data; creating high quality maps applying cartographic principle.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Completion of an Associate's Degree in computer science, planning, geography, drafting or related field including experience using ArcGIS software.~~

MINIMUM QUALIFICATIONS

Associate degree with major coursework in GIS, Graduation from high school with six months of experience in computer science, engineering, planning, geography, drafting or related field and including two years ~~six months~~ of experience working with computer software, hardware, and operations of systems relating to Geographic Information Systems (GIS) using ArcGIS software; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

9544 LANCASTER COUNTY

~~COMPUTER AND GIS RECORDS ASSISTANT~~
IGEOSPATIAL
TECHNICIAN II

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~~NECESSARY SPECIAL REQUIREMENT~~

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

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PS9544

LANCASTER COUNTY
COMPUTER AND GIS RECORDS ASSISTANT II GEOSPATIAL ANALYST

NATURE OF WORK

This is responsible, advanced-level technical work ~~processing, integrating and maintaining geographic data, creating, maintaining, analyzing and supporting enterprise and updating computerized macros and producing advanced level maps utilizing~~ Geographic Information System (GIS) operations utilizing Esri's ArcGIS supporting technologies.

Work involves integrating, updating and maintaining enterprise-level GIS data processing systems records and producing complex advanced level digital maps and applications. Work also involves ~~assisting in the development, implementation, modification, and maintenance of GPS and GIS data processing systems; creating and maintaining computer application programs; and developing special reports for agencies within City and County government, private citizens and community organizations performing advanced-level digital analysis, producing advanced-level maps, automation scripts and maintaining complex data management processes.~~ General supervision is received from the GIS Administrator or their designee an administrative superior with work being reviewed in the form of accuracy and results achieved.

EXAMPLES OF WORK PERFORMED

Assist in defining, developing and maintaining data interface applications and Extract Transform and Load (ETL) processes between various technology platforms.

Assist in providing GIS training and coaching for departmental staff, assist in developing, establishing and implementing standards related to GPS, GIS and computer data entry to ensure data accuracy.

Perform complex data analysis using ArcGIS and related extensions/add-on, relational databases, and other computer software; apply the capabilities of GIS databases and other computer programs to solve complex spatial and relational problems.

~~Integrate, update and maintain GIS datasets and produce advanced level digital maps; assist in the development, implementation, modification and maintenance of GPS and GIS data processing systems; assist in developing, establishing and implementing policy regarding computer data entry to ensure efficient data access and retrieval; create and maintain computer application programs.~~

~~Analyze geographic, assessment and/or engineering data, records and statistics, assist in identifying appropriate GIS selection criteria for various outputs and special reports for agencies within City and County government, private citizens and community organizations; respond to inquiries concerning GIS related information; assist in the development and maintenance of a departmental web site.~~

Assist in developing detailed business user requirements, system documentation, workflow procedures and data modeling.

Develop, maintain and monitor native and custom GIS applications, custom programming scripts and automated processes in support of enterprise operations.

Provide GIS assistance to the Emergency Operations Center (EOC) during an activation event.

Investigate, ~~and~~ determine and troubleshoot cause of problems with GIS computer software applications; research, recommend and test computer programs for enterprise departmental use. Ensure that current and future GIS software needs and standards are met.; ~~assist in developing and maintaining department's web site.~~

~~Create, define and maintain custom files for various processes; create and administer user profiles, ID's, passwords, and other general security information.~~

Provide support services needed to maintain an effective enterprise Geographic Information System (GIS).

Assist in GIS system capacity planning.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Thorough knowledge of computer systems, operating systems and computer hardware and software equipment used in geographic information systems and large database maintenance activities including PC, tablets, data collectors, printers and plotters.~~

~~Extensive k~~Knowledge of data management principles and techniques used within enterprise-level Geographic Information Systems (GIS), including Esri's ArcGIS technology platform practices employed in engineering, planning, or property assessment.

Extensive knowledge of coordinate geometry (COGO).

Thorough knowledge and understanding of the role of Geographic Information Systems (GIS) at the enterprise level, including large databases maintenance activities that affect supporting applications.

Considerable knowledge of SQL Server and writing SQL queries to support ETL processes.

~~Considerable k~~Knowledge of digital mapping techniques and procedures as related to the development, revision and interpretation of maps and cartographic materials utilizing ArcGIS technology, relational database design and administration, various programming languages, APIs, web development and geoprocessing tools.

Knowledge of ETL processes to organize and prepare data for geospatial related projects.

Knowledge of creative problem-solving abilities and personal initiative, including the ability to carry out assignments with minimum supervision.

Ability to write computer programs to automate routine and complex data processes.

~~Ability to write computer programs/queries to access information documented within multiple computer files or relational database systems.~~

~~Ability to utilize programming language in the development and maintenance of a departmental web site.~~

~~Ability to logically analyze computer system and programming problems and develop workable solutions.~~

Ability to perform mathematical and geometrical computations.

Ability to analyze legal descriptions, title abstracts and survey data.

Ability to establish and maintain effective working relationships with public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing including the ability to train and instruct others.

Ability to effectively interact, cooperate and lead the team to complete GIS related projects.

DESIRABLE QUALIFICATION TRAINING AND EXPERIENCE

Possession of Geographic Information Systems Professional (GISP) certification. ~~Graduation from an accredited four year college or university in computer science, planning, geography, drafting or related field including experience using ArcGIS or GIS software.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework ~~Completion of an Associate's Degree in GIS, computer science, engineering, planning, geography, drafting or related field including four years six months of experience working with computer software, hardware, and operations of systems relating to Geographic Information Systems; using GIS software;~~ or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~NECESSARY SPECIAL REQUIREMENT~~

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

9545 LANCASTER COUNTY

~~COMPUTER AND GIS RECORDS ASSISTANT II~~ GEOSPATIAL ANALYST

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6/2206/24

PS9545

LANCASTER COUNTY
COMPUTER AND GIS RECORDS SUPERVISOR/GEOSPATIAL DEVELOPER

NATURE OF WORK

This is responsible ~~professional and technical work supervising and work to architect, implement, and maintain application software systems coordinating data processing and record keeping activities~~ within the enterprise Geographic Information Systems (GIS) division of ~~the Lancaster County Assessor's Department~~.

~~Work involves supervising GIS staff and activities involved in maintaining the GIS records for the County. Work also involves the development, maintenance, modification, and implementation of the GIS data processing systems and web-based applications for the operation and support of the enterprise. Work also involves making recommendations regarding industry solutions to improve enterprise GIS workflows, capacity planning, evaluation of new systems, and programming utilized within the County Assessor's Department and consulting with departmental superiors/Data Processing staff when problems arise or changes need to be made to existing computer programs. An employee of this class exercises considerable independent judgment in the performance of assigned duties. General supervision is received from an administrative superior the GIS Administrator with work being reviewed in the form of results achieved. Supervision may be is exercised over other subordinate GIS supervisors, technicians and support technical personnel.~~

EXAMPLES OF WORK PERFORMED

~~Supervise, coordinate, maintain and secure Land Records data and related geospatial data; the parcel coverage portion of GIS; create and maintain Arc Macro Language files; coordinate, supervise and train subordinate technical staff in the operation and maintenance of enterprise-level GIS data processes utilizing Esri's ArcGIS technology platform of ARC/INFO.~~

~~Assist with geodatabase administration, design and implementation to support various County geospatial data initiatives; design data models and develop strategies and procedures for integrating GIS with existing databases and non-spatial data. Develop, maintain, modify and implement GIS data processing systems; develop, establish and implement policy regarding computer data entry to ensure efficient data access and retrieval.~~

~~Coordinate divisional data processing activities; identify appropriate GIS selection criteria and create special reports for agencies within City and County government, private citizens and community organizations.~~

Program, maintain, enhance, integrate and support GIS business systems and programs.

Provide application management including design, development, implementation and maintenance, documentation and use of code repositories, creation and maintenance of procedural documentation, training for user department staff and user support as needed.

Provide project management for data and application development projects including geodatabase design, workflow development, metadata development and data automation.

Investigate and determine the cause of problems with GIS computer software applications; recommend and test computer programs for enterprise GIS use to gain efficiency.~~the Assessor's Department; consult with departmental superiors/Data Processing concerning potential purchase of additional computer software for the Assessor's Department.~~

Provide GIS assistance to the Emergency Operations Center (EOC) during an activation event.

Supervise data entry and record maintenance within the GIS computer system.
Create, edit, and maintain data Extract Transform and Load (ETL) processes.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Knowledge of proper procedures to coordinate and maintain a systematic backup procedure for large computer file databases/GIS data processing files.~~

Thorough knowledge in the development, implementation, modification and maintenance of GPS and GIS data processing systems.

Thorough knowledge of Esri's ArcGIS technology platform and web-based development activities.

Considerable knowledge of system analysis, various programming languages, APIs, web development and geoprocessing tools.

Considerable knowledge of SQL Server data pipelines to support ETL processes.

Knowledge of mapping techniques and procedures as related to the creation, maintenance, and analysis of enterprise geospatial data.~~revision and updating of maps within the Assessor's Department.~~

Knowledge of project management principles and related methodologies to ensure adherence to budget, schedule and scope of project.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

~~Ability to write computer programs/queries to access information documented within multiple computer files.~~

Ability to instruct, direct, supervise and evaluate subordinate personnel.

Ability to exhibit independent judgement and initiative in analyzing applications and to make sound recommendations and modifications.

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COMPUTER AND GIS RECORDS SUPERVISOR
GEOSPATIAL DEVELOPER

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Ability to establish and maintain effective working relationships with property owners, elected officials, department heads, team members, public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to manage multiple responsibilities concurrently,

Skill in the use of ARC/INFO data processing systems and related GIS computer software applications.

DESIRABLE TRAINING AND EXPERIENCE QUALIFICATION

Possession of a Geographic Information Systems Professional (GISP) certification.

Graduation from an accredited four-year college or university with major coursework in computer science, planning, geography, engineering or related field and experience using ARC/INFO computer software or similar programming, systems analysis experience and experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework Completion of an Associate's Degree in GIS, computer science, engineering, planning, geography, drafting or related field including four years of some experience working with computer software, hardware and operations of systems relating to Geographic Information Systems; using ARC/INFO computer software or similar programming, some experience with systems analysis and some experience in a responsible supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

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

11/1206/24

PS9550

LANCASTER COUNTY
GIS MAPPING GEOSPATIAL TECHNICIAN I

NATURE OF WORK

This is responsible entry-level, computer drafting technical work producing, revising and maintaining digitized land area maps, drawings, plans and related items performing specialized duties in the operation, use and maintenance of enterprise-level Geographic Information Systems (GIS).

Work involves interpreting and entering GPS data, legal document information, field notes and land surveying statistics into a computer mapping/database system in order to generate digitized learning to integrate, update and maintain enterprise GIS datasets and produce digital maps. Work also involves creating and maintaining computer records files regarding land parcel location, deed modifications and history assisting in the development, implementation, modification and maintenance of computer and GIS related data processing systems; assisting in preparation, interpretation, evaluation and conversion of digital geospatial data. Work is examined upon completion by supervisory and technical personnel to ensure conformance with instructions, quality, accuracy and standards. General supervision is received from the GIS Administrator or their designee. An employee in this class works under the supervision of an administrative superior with work being reviewed in the form of reports, conferences, accuracy and results achieved.

EXAMPLES OF WORK PERFORMED

Translate Global Positioning System (GPS) data, legal deeds, field notes and land survey reports for input onto maps and drawings into a Geographic Information System (GIS) work station; write and update Arc Macro Language (AML); create survey description pages.

Create, maintain and update GIS datasets to produce simple to complex digital maps, drawings, plans, spreadsheets, data files and documentation according to established procedures.

Generate maps utilizing coordinate geometry to denote specific land and property location, geography and topography attributes.

Interpret detailed plans, imagery, maps and legal descriptions and incorporate GIS analysis tools to generate a variety of digital reports and maps.

Produce and maintain detailed source and method notes concerning the location of routine and complex land parcels; create historical records related to the mapping activities/specification of section plats.

Respond to GIS, mapping and data requests from employees and the public; communicate with other departments and agencies to clarify information and data.

Demonstrate and explain computer systems software capabilities to potential users; identify and compile database information to create specific maps given situational requests; complete special mapping and documentation projects, as assigned.

Perform quality control to ensure data accuracy.

~~Comprehend and apply technical information related to the functions of geographic information systems.~~

Assist staff and the public in GIS related issues and support the systems used to access digital maps and information.

Investigate and determine the cause of problems related to GIS applications and processes; research and test GIS applications and solutions to solve departmental issues.

Support the peripheral equipment used for field data collections and producing large-format documents.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of GIS principles and practices utilizing Esri's ArcGIS suite of technology applications. ~~Knowledge of the terminology, methods, equipment practices, instruments and techniques of computerized drafting.~~

Knowledge of map production procedures and techniques to create high quality maps applying cartographic principles. ~~coordinate geometry and trigonometry as applied to computer drafting.~~

Knowledge of computer systems, operating systems, commands and computer hardware used in GIS. ~~Computer Aided Design/GIS work stations.~~

Knowledge of relational database management principles and practices.

~~Some~~ Knowledge of the basic land surveying principles and the Public Land Survey System (PLSS). ~~of engineering as applied to surveying, engineering design and construction work.~~

Ability to understand coordinate geometry (COGO).

Ability to perform mathematical and geometrical computations.

~~Ability to create detailed maps with computer drafting equipment including plotters, scanners, printers and imaging hardware/software.~~

Ability to read-analyze and interpret engineering drawings, property, various maps, graphs, legal descriptions, title abstracts, construction as-builts and documents, charts, engineering plans and survey data notes.

Ability to communicate effectively both orally and in writing.

Ability to logically analyze computer system and programming problems and develop workable solutions.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to effectively utilize personal time-management and organizational skills to balance multiple competing priorities.

Ability to show enthusiasm toward being a member of a team; actively participates in team meetings and activities.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Completion of an Associate's Degree in civil engineering drafting or computer systems, plus some experience in CAD or GIS drafting.~~

MINIMUM QUALIFICATIONS

Associate degree with major coursework in GIS, computer science, engineering, geography, planning or related field and one year of experience working with computer software, hardware and operations of systems related to GIS; or any Graduation from a senior high school or equivalent supplemented by coursework in computers, engineering, GIS drafting or related area, and some experience in civil engineering drafting, CAD systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

1/9906/24

PS9845

2.1 Purpose (Revised ~~9/01~~ 05/2024)

(a) These Rules apply to those County employees who are members of the classified service as defined by the Nebraska State Legislature, Neb.Rev.Stat. §23-2517 et seq. The purpose of these Rules is to implement and give effect to the intent and requirements of the Legislature to establish a system of personnel administration based on merit principles and professional methods governing the recruitment, examination, appointment, training, promotion, transfer, layoff, removal, discipline, and welfare of employees and other incidents of employment with the County. *See Appendix A

(b) Employees subject to certified Collective Bargaining Agreements are not covered by these Rules to the extent that wages, hours of work and other terms and conditions of employment are provided for by the bargaining unit's Collective Bargaining Agreement. However, where the Collective Bargaining Agreement is silent, these Rules will apply to represented classified employees provided the Rules are not otherwise inconsistent with the terms and conditions of the Collective Bargaining Agreement.

(c) All references to employees in these Rules designate both sexes and wherever the male gender is used, it shall be considered to include male and female employees, unless the context otherwise requires.

(d) These Rules shall not be construed as limiting in any way the power and authority of any Department Head to make rules and regulations governing the conduct of departmental employees and the performance of departmental functions provided that such departmental rules and regulations shall be consistent with and limited by the provisions of these Rules. Departmental rules and regulations shall be subject to the approval of the Human Resources Director, who shall ensure they are in conformity with these Rules and shall be published within written form the department with copies submitted to the Board. Such rules and regulations, when approved and published as herein provided, shall have the force and effect of rules and regulations of that department, and disciplinary actions may be based upon the breach of any such rules and regulations.

(e) The County reserves the authority to modify, revoke, interpret, or terminate any or all of the rules and regulations specified in these Rules, in whole or in part, at any time, with or without notice. The provisions of these Rules are not intended and do not create an express or implied contract of employment between the County and its employees.

17.16 Emergency On-call and Call-in Compensation (Revised 05/2024)

A non-exempt employee who is scheduled to be on-call and available ~~to return~~ to work, but who is not under the control of the County, shall be paid two (2) hours pay at the employee's ~~his~~ regular rate of pay for each twenty-four (24) hour day.

~~In addition, the~~ An employee called in for duty shall receive pay for a minimum of two (2) hours at ~~time one~~ and one half (1 1/2) times the employee's regular hourly pay or one and one-half (1 1/2) times the actual hours worked, whichever is greater. ~~for any actual time worked.~~

19.11 Funeral-Bereavement Leave (Revised 5/20249/04)

Funeral-Bereavement leave may be taken upon approval of the Department-Agency Head and according to the following:

(a) In the case of death of the employee's spouse, child, mother, fatherparent, stepmother, stepfather, stepchild, mother-in-law, father-in-law, brother, sister, sibling, grandfather, grandmothergrandparent, grandchild, or ~~in the case of death of~~ any other relative residing in the immediate household of the employee. Grandfather, grandmother-Grandparent and grandchild include "great" grandfathers, grandmothers grandparents and grandchildren. This includes family members by blood, marriage, adoption, foster or legal guardianship, except for family relationships defined in subsection (b) below. A full-time employee shall be granted funeral-bereavement leave with pay at the rate of up to twenty-four (24) hours to attend the funeral-grieve their family member without deduction from his-their pay or accumulated sick leave. A part-time employee shall be allowed two-fifths (2/5) of the hours in his-their normally scheduled work week if scheduled to work the hours requested.

(b) In the case of death of the employee's ~~sister-in-law, brother-in-law sibling-in-law, daughter-in-law, son-in-lawchild-in-law~~, aunt, uncle, nephew, niece, or grandparents of the employee's spouse, full-time employees shall be allowed sixteen (16) hours bereavement funeral leave with regular pay to attend the funeral-grieve their family member without deduction from their his pay or accumulated sick leave. Aunt and uncle include "great" aunts and uncles. The part-time employee shall be allowed one-fifth (1/5) of the hours in theirhis normally scheduled work week if scheduled to work the hours requested.

(c) A full-time employee shall be allowed to use up to twenty-four hours (24) hours of their his accumulated sick leave in the case of death of any of the above designated persons. A part-time employee may be allowed to use accumulated sick leave up to four-fifths (4/5) of the hours in theirhis normally scheduled work week if scheduled to work the hours requested.

(d) Up to four (4) hours funeral-bereavement leave shall be granted if a full-time employee attends the funeral of a co-worker or retiree from the department in which the requesting employee is employed. A part-time employee shall be granted one-tenth (1/10) of the hours in theirhis normally scheduled work week if scheduled to work the hours requested.



OFFICIAL APPEAL

NAME OF EMPLOYEE: Jasmine Gibson, Jody Goff, Katrina Chambers, Stacy Macku, Betsy Bessert, and Susan Weisman

DEPARTMENT: Treasurer

CLASSIFICATION: Motor Vehicle Clerk II

WORK LOCATION: 625 N 46th St.

STATEMENT OF APPEAL:

This appeal is in response to the grievance denial letter addressed to Rick DeBoer, delivered, and signed by Rachel Garver on November 6, 2023. The letter was in response to a grievance that was filed by Jasmine Gibson, Jody Goff, Katrina Chambers, Stacy Macku, Betsy Bessert, and Susan Weisman on October 18, 2023, regarding the violation of Article 15, Section 9 of the Collective Bargaining Agreement between IBEW and Lancaster County.

Regarding Article 19, Section 1 "aggrieved employee shall present their grievance in writing to the Department Head within fifteen working days from the date on which the employee became aware of *or should reasonably have been aware* of the incident giving rise to the grievance", the denial letter asserts that "promotions were announced by email on September 7, 2023. (emphasis added). The current Collective Bargaining Agreement (2023-2025) was in effect and had been signed two days prior. The grievance was not filed until October 18, 2023." While the dates are correct, it's crucial to note that precisely fifteen days after the selected promoted candidates were announced, an email from Vicki Hansen, a manager at the Lancaster County Treasurer, was sent on September 28, 2023. The email stated, "I have now completed reviewing the new IBEW contract for 2023-2025 and have summarized the changes for you into one document". If seventeen business days are considered a reasonable amount of time for contract review during working hours, it is reasonable to assume that employees balancing families and responsibilities outside, might need more time, especially when reviewing it during non-working hours.

Additionally, employees were given an updated Standard Operating Procedures (SOP) manual that was required to be signed with agreeance by October 25, 2023. Policy number 1620 *Promotion, Selection, Special Assignment*, updated July 1, 2023, does not incorporate seniority, nor was it revised to align with the changes in the Collective Bargaining Agreement. This specific policy concludes by referring to the county personnel rules and the Collective Bargaining Agreement.

The denial references Collective Bargaining Agreement Article 6, Section 2(E) "There are inherent management rights which include the right to promote". However, the introduction to Article 6, Section 2, explicitly emphasizes that "such rights must be exercised consistent with the other provisions of this agreement".

Furthermore, the denial quotes Article 16, Section 4 of the agreement "Preference shall be given to qualified internal candidates when all qualifications are equal." The denial then gives added emphasis to the same section, "The Department Head retains the right to select the most qualified candidate." Section 1 of Article 16 is specific to promotions while Section 4 refers specifically to "vacancies not filled by transfers or demotions", rendering it an unjustifiable basis for rejection of the initial grievance. Also quoted was section 1 of Article 16, "Human Resources Director shall prepare a list of persons meeting the minimum requirements for selection by the Department Head", giving emphasis to "for selection by the Department Head". This quoted sentence does not nullify the relevance of Article 15, Section 9 – Seniority.

Finally, the denial states "In addition to seniority, the decision to promote was based on a comprehensive evaluation of the following criteria". The following criteria were listed– "current MV II with at least two years' experience – exceptional customer service – teamwork mentality, always willing to help, outstanding attention to detail, displays patience in every interaction – excellent problem-solving abilities – reliable and excellent communication skills – knowledge of current computer software – presents a professional demeanor and appearance". These criteria are subjective, impossible to ascertain, and/or are inherent prerequisites for the Motor Vehicle II position. The denial also states "It is important to note all candidates were not equal when it came to these qualities. The promoted candidate stood out in each of these areas." In accordance with Article 15, Section 9, which states "Preference shall be given to the more senior employee when all other promotion qualifications are equal", this provision addresses situations where an employee shares equivalent qualifications with another. The intention behind this provision is to mitigate bias and discourage favoritism. It was not meant to overtly exclude senior candidates by suggesting that, despite possessing these qualities, they are considered inferior to someone else.

For these reasons, we appeal the denial dated November 6, 2023, signed by Rachel Garver.

Adjustment required:

Assign the three Motor Vehicle Specialist promotion positions to employees with equal qualifications based on seniority: Susan Weisman, Betsy Bessert, and Jody Goff. In the event that any of these three individuals choose to decline the position, the next candidates in line are Stacy Macku, followed by Katrina Chambers, and ultimately, Jasmine Gibson.

IBEW Local 1536 is the representative to act in the disposition of this appeal.

Date: November 15, 2023

Signature of Union Representative: Rick DeBoer

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE.

ORIGINAL TO: Human Resource
COPY: LOCAL UNION GRIEVANCE FILE



LANCASTER COUNTY TREASURER

RACHEL GARVER

Chief Deputy Treasurer
Kristen Anderson

555 S. 10th, Room 102
Lincoln, NE 68508

Phone (402)441-7425
Fax (402) 441-8841
lancaster.ne.gov/treasurer

November 6, 2023

Rick DeBoer

RE: Grievance of Jasmine Gibson, Jody Goff, Katrina Chambers, Stacy Macku, Betsy Bessert, and Susan Weisman

Dear Mr. DeBoer:

This letter will serve as a response to the grievance received October 18, 2023, regarding an alleged violation of Article 15, Section 9 of the Collective Bargaining Agreement between IBEW and Lancaster County.

The facts by the grievant are as follows: On or about September 7, 2023, three individuals were promoted to the position of Motor Vehicle Specialist. Other individuals, including the grievants, did not receive the promotion. The grievants allege that Article 15 of the contract was violated.

Article 19, Section 1 states that an aggrieved employee shall present their grievance in writing to the Department Head within fifteen working days from the date on which the employee became aware of or should reasonably have been aware of the incident giving rise to the grievance. In this case, the promotions were announced by email on September 7, 2023. The current Collective Bargaining Agreement (2023-2025) was in effect and had been signed two days prior. The grievance was not filed until October 18, 2023. This is greater than fifteen working days from when the employees should have been aware of the incident. The promotion was announced, the contract was in place, and there is no reason given as to why the grievants were not aware of the alleged violation. The grievance is denied as it is untimely.

Furthermore, Article 15, Section 9 of the CBA states that in "granting promotions, appropriate consideration will be given to relevant examinations, record of performance, and conduct. Preference shall be given to the more senior employee when *all other promotional qualifications are equal*. Vacancies shall be filled by promotion whenever practical and in the best interest of the service, and preference may be given to employees within the department in which the vacancy occurs." (emphasis added).

There are inherent management rights which include the right to promote as stated in Article 6, Section 2(E) of the agreement. Furthermore, Article 16 of the agreement outlines promotions. Specifically, under Section 1, it states that Human Resources prepares a list of persons meeting the minimum requirements "*for selection by the Department Head*." (emphasis added). Finally, Section 4 states that "Preference shall be given to qualified internal candidates when all

qualifications are equal. However, the *Department Head retains the right to select the most qualified candidate.*" (emphasis added).

In this case, the Department Head selected the most qualified candidate. In addition to seniority, the decision to promote was based on a comprehensive evaluation of the following criteria. This criteria was provided in an all-staff email notification of the impending new positions.

- Current MV II with at least two years' experience.
- Exceptional customer service.
- Teamwork mentality, always willing to help.
- Outstanding attention to detail.
- Displays patience in every interaction.
- Excellent problem-solving abilities.
- Reliable and excellent communication skills.
- Knowledge of current computer software.
- Presents a professional demeanor and appearance.

It is important to note all candidates were not equal when it came to these qualities. The promoted candidate stood out in each of these areas.

For these reasons, the grievance is denied.

Sincerely,



Rachel Garver
Lancaster County Treasurer

cc: Barb McIntyre, Human Resources Director
Ashley J. Bohnet, Deputy County Attorney
Selvin Mendez Lopez, Motor Vehicle Manager

OFFICIAL GRIEVANCE

NAME OF EMPLOYEE: Jasmine Gibson, Jody Goff, Katrina Chambers, Stacy Macku, Betsy Bessert, Susan Weisman

CLASSIFICATION: Motor Vehicle Clerks

WORK LOCATION: 46th street location

STATEMENT OF GRIEVANCE:

List applicable violation: ARTICLE 15 Section 9 of the CBA

Section 9. In granting promotions, appropriate consideration will be given to relevant examinations, record of performance, and conduct. Preference shall be given to the more senior employee when all other promotion qualifications are equal. Vacancies shall be filled by promotion whenever practical and in the best interest of the service, and preference may be given to employees within the department in which the vacancy occurs.

Adjustment required: Give the three promotions of Motor Vehicle Specialist to the equally qualified more senior employees.

IBEW Local 1536 is the representative to act in the disposition of this grievance.

Date: October 18, 2023

Signature of Union Representative: Rick DeBoer

Title: IBEW 1536 Vice President

Disposition of Grievance: On September 28, 2023 the employees at the treasurer's office received an email from Vicki Hansen, one of the managers who had gone through summarizing some of the changes made in the 2023 - 2025 contract. It was then that these six employees became aware that the department had violated Article 15 section 9 of the CBA by giving promotions to employees who had less seniority than they did. All the employees that applied for these promotions had met the qualifications for these promotions, therefore they were equally qualified, and the contract is very clear that if

qualifications are equal "preference shall be given to the more senior employee. That did not happen in this case.

It was also brought to the attention of Rick DeBoer IBEW 1536 Vice President that there were some very odd comments and questions during the interviews of these six employees.

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE. COPIES ARE TO BE SIGNED BY THE IBEW REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO: Department Head
COPY: Human Resources
LOCAL UNION GRIEVANCE FILE