



Human Resources

2022 Accomplishments



Total Rewards

Accomplishments

Classification and Compensation

- ✓ Negotiated contracts with LPU, FOP 77, LMCEA
- ✓ Created 25 classification descriptions
- ✓ Revised 90 classification descriptions
- ✓ Changes pay ranges for 72 classifications
- ✓ Reallocated 98 employees
- ✓ Conducted 45+ market reviews
- ✓ Reviewed 750+ position descriptions
- ✓ Participated in 20 Salary and Benefit surveys
- ✓ 9+ large Comp Studies done – including LPU, FOP 77, LMCEA, County Elected Officials, Appointed/Unclassified
- ✓ NEOGOV Salary Imports = 656 salaries

Police and Fire Pension

- ✓ Pay benefits: 625 people, 7,000+ transactions, \$19.5 M
- ✓ Collected Service Credit Purchases for \$500,000
- ✓ Supported the Investment Board including 9 cap calls \$3.2M and 5 sales for \$27M
- ✓ Processed activities including 44 new hires, 5 deferred, 26 In-pay employees, 4 survivor beneficiaries, 32 separated and 8 DROP
- ✓ Completed and communicated to pension members the Actuarial Valuation Report

Accomplishments

Benefits

- ✓ Conducted open enrollment meetings (10 City, 9 County) Enrolled 5,149 City and 1,931 County employees, spouses and dependents
- ✓ Implemented several benefits plan enhancements including: removed age restriction on hearing aids, adding Teledoc, changing coverage for new hires to first of the month after DOH, adding basic life and supplemental life options to enroll in for new hires, changed to a 4-tier coverage, employees were given a rate holiday, removed dependent certifications.
- ✓ Aligned benefit deductions to be evenly split between pay periods
- ✓ Fielded over 910 benefit calls since 9/2022
- ✓ Met with 30+ employees to help with retirement questions
- ✓ 401 (a) and 457 (b) RFP

Human Resources Department – website updates

- ✓ Refreshed HR Intranet went live on September 19, 2022
- ✓ 74 HR forms are now automatically downloaded once clicked to be more user friendly
- ✓ 68+ Benefits Open Enrollment updated to the website and intranet
- ✓ 64+ HR Dept wide updates to the website and intranet updates
- ✓ 380 classification descriptions update website and NEOGOV
- ✓ 62 Pay Plan updates to then post to the Web



Risk Management

Accomplishments

Leave Management

- ✓ 222 new workers comp claims with an annual total incurred of \$1.7 million.
- ✓ Settled 3 Workers Comp claims in 2022, that was set to go to trial in 2023.
- ✓ Completed the NCCI report due at the Nebraska Workers Comp court.
- ✓ Section 111 - Reporting in 2022 was submitted to Medicare.
- ✓ Centralized FMLA and ADA for the city and rolled out new forms.
 - ✓ 284 County FMLA Processed

Risk Management

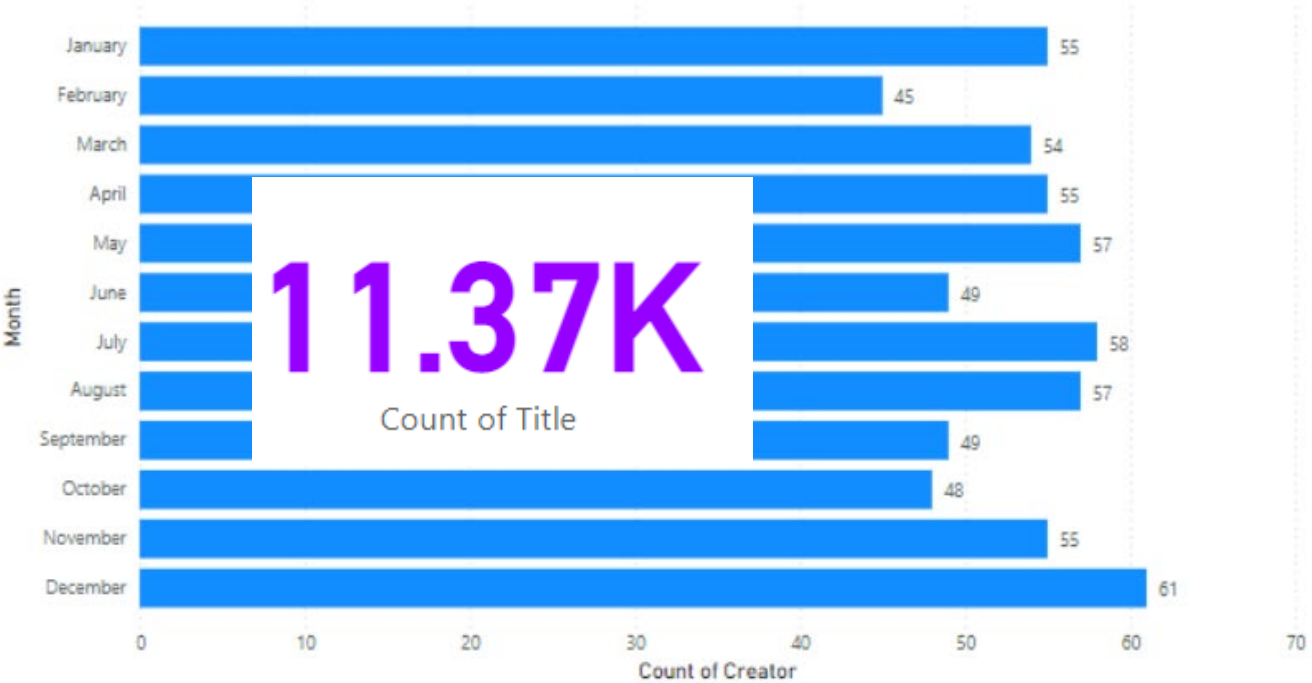
- ✓ 400 new collection claims/collecting an average of \$788,000 over the last three years.
- ✓ 157 new liability (property, self-insured, damaged property) claims with an annual incurred of \$986,000.
- ✓ Completed 2,974 claims payments
- ✓ Maintaining 10 revolving funds
- ✓ Submitted CAFR and City fleet info to State for self-insured vehicle renewal.
- ✓ Processed insurance policies/renewal payments/flood insurance payments.
- ✓ Began a two-year project of adding square footage to City buildings for insurance purposes.
- ✓ Managed an annual insurance budget of approximately \$9 million.



HRIS & Operations

Accomplishments

- ✓ 11.3K People HR Actions
- ✓ Annual COLA Increase Completed on Time for 2022
- ✓ Eligibility Date Updates/Corrections in Oracle
- ✓ Personnel Board Support



Accomplishments

- ✓ Benefits Plan and Life Event Support
- ✓ Oracle Ticketing System Implementation
- ✓ Remote Work App Launch
- ✓ Graviton Assessment
 - ✓ 20+ Support Sessions
 - ✓ 40+ Hours Deep Dives



City of Lincoln Remote Work Agreement

This document is intended to ensure that both the director, supervisor and the employee have a clear, shared understanding of the employee's remote work arrangement. Each remote work arrangement is unique depending on the needs of the position, department, and employee.

This remote work agreement is not a contract of employment and does not provide any contractual rights. It does not alter or supersede the terms of the existing employment relationship. Remote work may not be suitable for all employees as some positions are responsible for providing in person service and on-site presence. There is no assurance on the opportunity to remote work or to the continuation of remote work.

Employee Information	Remote Work Details
<p>* Employee Email</p> <input type="text" value="CParker@lincoln.ne.gov"/>	<p>* Remote Start Date</p> <input type="text" value="2/7/2023"/>
<p>Job Information</p> <p>The general expectation for a remote work arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. If there are remote work specific job duties and/or expectations, specify them in the box below, or enter N/A.</p> <p>Job Duties</p> <input type="text" value="Remote Work specific job duties and/or expectations."/>	<p>Remote End Date</p> <input type="text" value="2/7/2023"/>

If no end date, this remote work agreement will be re-evaluated during the employee's next performance evaluation.

Service Desk

INCIDENTS

All HCM Open ▾ ...

EDIT VIEW · Updated Jan 11, 2023 · 37 Items · FILTERED BY Category is HCM · State is not Closed

NUMBER	DUE DATE	STATE	TAGS	TITLE
65229		New		#HCM FW: Citizenship & Visa Information Process In...
65264	Feb 10, 2023	Assigned		#HCM P&M Pay Report 1
65229		New		#HCM - Alan Crist #100802 Payroll Relationship
65061	Feb 17, 2023	New		HCM - Driver License/CDL Action Auto-Approve
65056		New		#HCM - FW: City Termination Monthly Report
65054	Mar 01, 2023	Assigned		#HCM - Enable Multiple Assignment Terminations



Learning, Org Development & DE&I

Accomplishments

- ✓ **Jordan Feyerherm was nominated for Diversity Equity and Inclusion professional of the year for Lincoln Young Professionals.**
- ✓ Advising Leadership Link board of directors to increase the value of membership
- ✓ Met with HR Division Leaders to identify gaps in Organizational Development and Learning
- ✓ Jordan co-founded the Diversity, Equity, and Inclusion leadership team
- ✓ Presented DE&I content to the County's Leadership Academy
- ✓ Met with community leaders to affirm the city's commitment to internal equity
- ✓ Proposed a DE&I benchmarking toolkit for County administrators
- ✓ Assisted the library in delivering a DE&I training program
- ✓ Connected with Youth Services to establish a holistic anti-bullying program
- ✓ Increased awareness and participation in Government Alliance on Race and Equity (GARE) platform across the city and county
- ✓ Collaborated with Lancaster county election commission to promote poll worker positions to a greater audience



Talent Acquisition

Accomplishments


**Posted
873 Requisitions**

**Reviewed
12,265 Applications**

**Referred
6,367 candidates**

**Hired 1,251
candidates**

- ✓ Hosted City and County's first ever *Career Fair*
- ✓ Implemented, planned, and hosted walk-in hiring events for Snow Fighters, Star Tran, and the Engineering Department
- ✓ Outreach events to include UNL Career Fair, Cornhusker State Games, Streets Alive, Belmont Family Fair, Center for People in Need Career Fair
- ✓ Oversaw drug and alcohol program
- ✓ Completed 1,825 criminal background checks
- ✓ Conducted in-person orientation for LFR new recruits – 2 times in 2022
- ✓ Introduced and implemented the Korn Ferry interview process and interview questions
- ✓ Worked with LPD to redesign the interview process for Specialized positions and participated in fourteen interviews
- ✓ Created specialized application forms for various positions
- ✓ Explored expanding recruiting presence on LinkedIn and Indeed regarding advertising options.
- ✓ Created a referral Bonus policy for LSO Deputy Sheriff
- ✓ Drafted the Request for Proposal to support remote Firefighter, Paramedic, and/or Law Enforcement (Deputy Sheriff and Police) testing. Reviewed vendor proposals and provided a recommendation for the firm to be selected.



Employee Engagement

Accomplishments

- ✓ Implemented a monthly employee relations case report
- ✓ Created new and updated existing policies (chart below)
- ✓ Updated Lincoln Municipal Code and County Personnel Rules (chart below)
- ✓ 306 documented items of employee relations activity, including accommodations, discipline consultation, investigations and one other (chart below)
- ✓ Provided people-focused feedback to leaders for employee communications
- ✓ Liaison with the Lied Center for employee ticket discounts on Lied events
- ✓ Started attending department leadership staff meetings for multiple internal customer departments
- ✓ Provided leadership development training, both formal and informal
- ✓ Set up employee relations case management system “Wing Swept”

Item	City	County	Total
Code/Rules update	13	10	23
New HR policy	1	1	2
Update HR policy	4	2	6

Case Type	City	County	Total
Accommodation	11	11	22
Discipline	184	70	254
Investigation	17	12	29
Other	1	0	1
Total	213	93	306



HR Overall

Accomplishments



- ✓ Restructured HR to better service customers
- ✓ Added additional 4 FTEs
- ✓ Transitioned to using TEAMS
- ✓ Moved
- ✓ Centralized Office Supply Purchasing
- ✓ Had 3 HR Directors – Doug, Lori, and Barb M.
- ✓ Gave a face to welcome visitors into HR by staffing the front desk
- ✓ Started holding monthly department meetings consistently
- ✓ Facilitated excel and email communication best practices training
- ✓ Prepared data for LTU/StarTran's EEO audit