

**PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS
SUBCOMMITTEE MEETING**

March 8, 2005

8:00 p.m.

AGENDA

Personnel, Legislative and Public Affairs Subcommittee:

Fred Conley, Chairperson
Dick Connealy, Vice Chairperson
Tim Fowler
John Schwope
Rich Tesar

Alternate Members: Rick Kolowski
Jim Thompson

Staff Liaison: Emmett Egr
Christine Jacobsen

1. Meeting Called to Order – Chairperson Fred Conley
2. Quorum Call
3. Adoption of Agenda
4. Proof of Publication of Meeting Notice
5. Review and Recommendation(s) on Affirmative Action Plan – Pat Teer
6. Review and Recommendation(s) on P-MRNRD Wage and Salary Administration Program for 2005 – Steve Oltmans, Marlin Petermann and Pat Teer
 - a. Wage and Salary Pay Ranges (Midpoints – 3.3% increase across the board)
 - b. Wage and Salary Administration Guide (“n” Factor – 3.3%)
7. Legislative Update – Steve Oltmans
8. Other Items of Interest
9. Adjourn

MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: February 22, 2005

FROM: Pat Teer, Administrative Coordinator

A copy of the updated P-MRNRD Affirmative Action Plan is attached. The changes are housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 5). A copy of the spreadsheet used to compute workforce data is also attached. The base data for the labor workforce statistics is taken from excerpts from the 2004 Nebraska Affirmative Action Report published by the Nebraska Department of Labor - Labor Market Information Center.

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2004:

1. Plan was updated and revisions approved by the Board of Directors at their March 11, 2004, meeting.
2. Affirmative Action Plan has been incorporated into the P-MRNRD Employee's Handbook. Updated plan and EEO Statement distributed to District employees at the May 27, 2004 All Employees Meeting.
3. Equal Employment Opportunity Statement was distributed to all District field offices to be posted.
4. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
5. Continued use of Affirmation Action Plan Application Information Form to obtain information from applicants for affirmative action purposes. This form is filled out by applicants on a voluntary basis. See attached.
6. The following positions were filled during Calendar Year 2004:
 - * Water Supply Superintendent (SG-8) – This is a new position for the Washington County Rural Water #2. **Marty Thieman** was promoted to the position on 11/29/04.

RECOMMENDATION - *It is recommended that the Board adopt the proposed revisions to the P-MRNRD Affirmative Action Plan.*

PAPIO-MISSOURI RIVER NRD

AFFIRMATIVE ACTION PROGRAM

Adopted: March 12, 1992

Revised: March 10, 2005

Deleted: March 11, 2004

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A. **INTRODUCTION:**

Papio-Missouri River Natural Resources District (the District) is a local governmental subdivision created under Nebraska law and serving a six county area in eastern Nebraska. Working in conjunction with other governmental agencies and individuals, the Papio-Missouri River NRD performs a variety of services aimed at preserving our natural resources.

The District is committed to developing a high-caliber work force to serve the public, and therefore, will employ only the most qualified job applicants, and retain and promote only those employees who continuously demonstrate ability, dedication and professionalism. All employment decisions and all actions relating to employees, applicants and potential applicants will be made without regard to race, color, national origin, religion, age, sex, marital status, veteran status or without regard to disability if the individual can perform the essential job functions, with or without reasonable accommodation. Eligible veterans will receive preference in hiring, to the extent provided by Nebraska law. Also, harassment of employees on the basis of any of these factors is strictly prohibited.

In addition to continuing its policy and practice of Equal Opportunity Employment (EEO), the District has established an affirmative action program (AAP) designed to monitor compliance with the District's EEO policies, identify and eliminate deficiencies in compliance, and to promote the employment of qualified minority group members to a degree commensurate with the available community labor force. The goal of the affirmative action program is not to alter the District's policy of employing only the most qualified individuals, but rather to assure the success of that policy while at the same time promoting employment opportunities for qualified minority group members.

B. **EQUAL OPPORTUNITY POLICY STATEMENT:**

MEMORANDUM TO: All Employees

SUBJECT: Equal Employment Opportunity

DATE: March, 2005

Deleted: 2004

It is the policy of the Papio-Missouri River Natural Resources District to promote equal employment opportunities and to assure employment and advancement of only most qualified and dedicated individuals, without regard to race, color, religion, sex, age, veteran status, or national origin; and without regard to disability if the individual can perform the essential job functions, with or without reasonable accommodation. Personnel policies and procedures relating to recruitment, selection, hiring, discharge, transfer, promotion, training, performance evaluations and other job-related privileges shall be applied in compliance with this District policy.

In order to effectively promote this policy, the Board of Directors has enacted an affirmative action program. Ms. Pat Teer has been appointed Affirmative Action Officer (AAO) for the District, and in conjunction with Steve Oltmans, General Manager, will have the responsibility of implementing and overseeing various activities designed to carry out this program. Some of these activities will involve each of you, directly or indirectly.

The Board of Directors and the General Manager are committed to equal employment opportunity at the Papio-Missouri River NRD. We ask and expect that every employee will know and understand the District's equal employment and affirmative action policies, will comply with them at all times, and will cooperate with the Affirmative Action Officer in making these policies a success.

Any employee who, at any time, feels that he or she has been improperly discriminated against or harassed; has reliable information that another employee or applicant has been so treated; or has other information which suggests non-compliance with the District's equal employment opportunity policies, shall bring the matter to the attention of his or her immediate supervisor, the General Manager or the Affirmative Action Officer. Also, suggestions for improvements in the equal employment opportunity program of the District will be encouraged and welcomed at all times.

Equal Employment Opportunity is not only the law, but it is a principle of our operation. Only with your cooperation can we make this principle a success and maintain a positive work environment.

Richard Jansen
Chairperson

Steven G. Oltmans
General Manager

Patricia J. Teer
Affirmative Action Officer

C. **COMMUNICATION OF POLICY:**

In order to assure that employees, applicants for employment and others are aware of the Equal Employment Opportunity Policy at the Papio-Missouri River NRD, the following will be done:

1. Annually, the policy and the affirmative action program will be reiterated to all employees to emphasize their importance and their contents.
2. The Equal Opportunity Policy Statement will be renewed annually, posted on an employee bulletin board, and included in the District's Employee Handbook.
3. The policy and program will be reviewed at the time of new employee orientation and during new supervisor training.
4. The District's employment application forms and all advertisements for job openings will indicate that the District is an Equal Opportunity Employer.
5. The Affirmative Action Officer will be available to any employee to discuss the policy and program and to provide assistance or receive suggestions relative to their administration.

6. Actual and potential sources for recruiting of employees shall be advised periodically of the District's Equal Employment Opportunity Policy and urged to refer qualified minority group members to apply with the District for any staff openings for which they are qualified.
7. Records will be kept by the Affirmative Action Officer of all EEO/AAP-related meetings held with employees or supervisors, as well as all evaluations, reports and other activities carried out under the program.

D. **IMPLEMENTATION RESPONSIBILITIES:**

1. General Manager -- The General Manager shall:
 - a. Have overall responsibility for implementation of the equal employment opportunity and affirmative action policies.
 - b. Review all reports and records prepared by the Affirmative Action Officers.
 - c. Participate in the resolution of all complaints of violation of the policy or program.
 - d. Review all policies and programs periodically, make or recommend to the Board necessary changes and periodically advise the Board of progress.
 - e. Evaluate the Affirmative Action Officer's performance periodically and appoint a new officer if and when deemed necessary.
 - f. Meet with the Affirmative Action Officer semi-annually to review records and activities and assure timely compliance with duties.
 - g. Assure cooperation and compliance by all supervisors, as needed, and as part of supervisor's annual performance review.
2. Supervisors -- All supervisory staff shall:
 - a. Assist in the identification of any and all problem areas relating to the affirmative action program in their department.
 - b. Assist the Affirmative Action Officer in evaluating hiring and promotion patterns to determine individual progress and overcome impediments to goal attainment.
 - c. Discuss affirmative action program policies with employees periodically to insure that they are understood and are carried out.
 - d. Review qualifications of employees periodically to determine whether all employees are compensated, treated and given promotional and other opportunities on an equal basis.
 - e. Assure that all employees are afforded full opportunity and encouraged to participate in all District sponsored educational training, staff development programs and other activities.
3. Affirmative Action Officer -- The Affirmative Action Office shall:
 - a. Provide to the General Manager copies of all records and reports prepared pursuant to the program.

- b. Meet with the General Manager semi-annually to review all activities during the preceding six months.
- c. Recommend additions or modifications to the District's policies and programs, both annually and as identified and assist in identification of problem areas and solutions to those problems.
- d. Periodically review all job descriptions, application procedures, forms and qualifications to determine job-relatedness and fairness of qualifications and procedures and to identify any artificial barriers to minorities.
- e. Identify and maintain a list of actual and potential referral sources for employees, including specific sources of minority referrals such as community organizations, and maintain contact with them as called for in Part C of this program.
- f. Serve as an available contact person for any employee who has an equal employment opportunity concern, complaint or suggestion and work with the supervisor and the General Manager on complaints of specific misconduct or noncompliance.
- g. Establish and maintain procedures and time tables for administration of the equal employment opportunity policy and affirmative action program.
- h. Maintain records and reports for all audits, communications and meetings.

E. **COMPLAINT PROCESSING:**

Any employee who at any time feels that he or she has been improperly discriminated against or harassed, has reliable information that another employee or applicant has been so treated, or has other information which suggests noncompliance with the District's EEO/AAP policies, shall bring the matter to the attention of his or her immediate supervisor, the General Manager or the Affirmative Action Officer as promptly as possible, and preferably within 24 hours of the occurrence. If after doing so the employee feels that (1) the matter adversely affects him or her individually in his or her job, and (2) the matter is not being handled satisfactorily, then the employee may pursue the matter in accordance with the District's existing grievance policy.

F. **WORK FORCE ANALYSIS AND GOALS:**

As part of its affirmative action program, the District will periodically compare its current workforce with the available labor force in the community, to determine whether the District employs a proportionate number of female and minority individuals. Identification of disparities between the workforce and labor force percentages of any group will not indicate the existence of discrimination or any violation of law, since many factors could create such a disparity. However, any disparity will be studied to determine ways to reduce or eliminate the disparity, and promote equal employment opportunity.

The following percentages of the labor force which is believed to be most relevant to the District's operations, are derived from excerpts from the 2004 Nebraska Affirmative Action Report prepared by the Department of Labor - Labor Market Information Center. These figures, and the workforce analysis, which follows, will be updated annually.

Deleted: 2003

LABOR FORCE STATISTICS

Classification	Percentage of Total
Male	<u>51.9%</u>
Female	<u>48.1%</u>
Black	7.1%
Hispanic	<u>5.4%</u>
Other	<u>6.7%</u>

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Deleted: 48.3%

Deleted: 2.3%

Deleted: 2.9%

The District employs a total of 49 individuals, which includes full time, part time and temporary positions, as of January, 2005. The following is a comparison of the current District work force with the labor force reflected above. Column 1 shows total number of employees, which would be necessary, by classification, for the District's work force to be in balance with the specified labor force. Column 2 shows the current District work force and Column 3 shows any current imbalance between Columns 1 and 2. All figures are stated in terms of number of individuals, not in percentages.

Deleted: 2004

WORK FORCE ANALYSIS

Classification	(1) Nebraska Labor Force	(2) P-MRNRD Labor Force	(3) Imbalance
Male	<u>25.4</u>	36	<u>+10.6</u>
Female	<u>23.6</u>	13	<u>-10.6</u>
Black	3.5	0	- 3.5
Hispanic	<u>2.6</u>	0	<u>- 2.6</u>
Other	<u>3.3</u>	0	<u>- 3.3</u>

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The forgoing analysis will, of course, fluctuate as the size and composition of the District's work force fluctuates. This analysis will be updated periodically by the Affirmative Action Officer to reflect current figures. Based on the foregoing comparisons as of January, 2005, the following observations, conclusions and action plans are adopted:

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- I. Minorities: The District currently employs no individual known to be a member of a minority. The District will continue affirmative outreach activities to help overcome the geographic barriers to minority job applicants, but the limited job openings will mean that progress toward eliminating imbalances will necessarily be slow.

2. Women: The imbalance in female employment may be attributable in large part to the nature of many of the jobs at the District and general male-female preferences for various types of work. Identification of job applications by gender may help to determine the extent of this factor, and to determine whether there are barriers to women who actually apply for job openings.
3. Action: The following actions will be taken during the 2004-2005 year to analyze, and address, the identified imbalances, in addition to other steps identified below for initial implementation of this plan:
 - a. Applicant Data. The Affirmative Action Officer will continue to use the system developed to obtain voluntary race and gender identification from job applicants. Such information will not be used in making individual employment decisions, but will be used to estimate the gender and racial make-up of the applicant pools for job openings; this estimate will provide a basis for determining (i) whether outreach activities are succeeding, and (ii) whether there is a significant disparity in the selection rate for minorities or women who actually seek employment.
 - b. Referral Sources: The Affirmative Action Officer will continue to use and expand the list of minority referral sources, and continue to use the system developed by which such sources will be contacted regarding job openings and encouraged to refer qualified minority applicants. The intended result will be a significant increase in minority job applicants, which should increase minority employment.
 - c. Internship: The General Manager and Affirmative Action Office will continue to recruit minority and women internship candidates. The internship is intended to introduce a student to the District's work, provide the student with hands-on education in his or her area of study, increase the student's prospects for employment following graduation, and create a possible source for recruiting of college-educated minorities.

G. **OBJECTIVES AND TIME TABLES:**

The following are adopted as the initial implementation target dates:

1. March, ~~10, 2005~~ -- Board approval of updated Affirmative Action Program

Deleted: 11, 2004

RESPONSIBILITY: General Manager and Board

2. Spring, ~~2005~~ -- Review of Affirmative Action Program and Equal Employment Opportunity policy with all employees and distribute copies to all employees at spring All Employees Meeting.

Deleted: 2004

RESPONSIBILITY: Affirmative Action Officer, General Manager, All Supervisors.

3. September, 2005 -- Semi-Annual review.

Deleted: 2004

RESPONSIBILITY: Affirmative Action Officer, General Manager

4. October, 2005 -- Continue to develop current list of actual and potential sources of referrals of minority job applicants.

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RESPONSIBILITY: Affirmative Action Officer

5. November-December, 2005 -- Review of employment application forms and hiring procedures for proper content and identification of the District's equal employment opportunity policy; make appropriate recommendations. Review equal employment opportunity language for all job vacancy advertisements.

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RESPONSIBILITY: Affirmative Action Officer approval of recommendations by General Manager

6. February-March, 2005 -- Begin Recruitment for minority internship program.

RESPONSIBILITY: General Manager and Affirmative Action Officer

7. February-March, 2006 -- Annual review of Affirmative Action Program. Update of labor force and workforce analysis. Revision of program as needed, including goals and timetables. Report to Personnel, Legislative and Public Affairs Subcommittee.

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H. ADOPTION:

The foregoing Affirmative Action Program was adopted by the Papio-Missouri River Natural Resources District Board of Directors on March 12, 1992. Revisions to the plan were approved March 10, 2005.

Deleted: March 11, 2004

Richard Jansen
Chairperson

Steven G. Oltmans
General Manager

Patricia J. Teer
Affirmative Action Officer

Labor Force Statistics
 2004 Nebraska Affirmative Action Report
 March, 2005

County	Total	Male	Female	Black	Hispanic	Other
Douglas	249,232	129,942	119,290	21,585	14,121	16,667
Sarpy	63,164	31,801	31,363	2,435	2,104	3,081
Washington	10,490	5,587	4,903	43	88	170
Burt	3,841	2,071	1,770	2	32	58
Dakota	10,501	5,615	4,886	57	1,858	1,701
Thurston	2,917	1,510	1,407	7	41	995
TOTALS	340,145	176,526	163,619	24,129	18,244	22,672
PERCENTAGES		51.9%	48.1%	7.1%	5.4%	6.7%

P-MRNRD Employees 49 36 13
 (Includes all employees
 (ft, pt and temps) as of
 January, 2005)

PERCENTAGES 73.5% 26.5%

P-MRNRD Work Force Analysis

Classification	Nebraska Labor Force	P-MRNRD Labor Force	Imbalance
Male	25.4	36.0	10.6
Female	23.6	13.0	-10.6
Black	3.5	0.0	-3.5
Hispanic	2.6	0.0	-2.6
Other	3.3	0.0	-3.3

Burt County, Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	7,791	100.00	4,020	51.60	3,771	48.40
White	7,606	97.63	3,921	50.33	3,685	47.30
Black	14	0.18	7	0.09	7	0.09
American Indian or Alaskan Native	83	1.07	46	0.59	37	0.47
Asian	15	0.19	11	0.14	4	0.05
Native Hawaiian or Pacific Islander	2	0.03	1	0.01	1	0.01
Other	17	0.22	10	0.13	7	0.09
Two or More Races	54	0.69	24	0.31	30	0.39
Hispanic Origin (of any Race)	98	1.26	48	0.62	50	0.64
Total Minority (non-white, 2 or more races, or Hispanic)	253	3.25	132	1.69	121	1.55

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Burt County, Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	3,841	100.00	3,735	100.00	106	100.00	2.76
White	3,781	98.44	3,683	98.61	98	92.45	2.59
Black	2	0.05	2	0.05	0	0.00	0.00
American Indian or Alaskan Native	29	0.76	26	0.70	3	2.83	10.34
Asian	5	0.13	3	0.08	2	1.89	40.00
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	*
Other	10	0.26	10	0.27	0	0.00	0.00
Two or More Races	14	0.36	11	0.29	3	2.83	21.43
Hispanic Origin (of any Race)	32	0.83	32	0.86	0	0.00	0.00
Total Minority (non-white, 2 or more races, or Hispanic)	82	2.13	74	1.98	8	7.55	9.76
Total Female	1,770	46.08	1,717	45.97	53	50.00	2.99

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

Dakota County, Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	20,253	100.00	10,142	50.08	10,111	49.92
White	15,968	78.84	8,125	40.12	7,843	38.73
Black	126	0.62	48	0.24	78	0.39
American Indian or Alaskan Native	377	1.86	217	1.07	160	0.79
Asian	624	3.08	305	1.51	319	1.58
Native Hawaiian or Pacific Islander	12	0.06	4	0.02	8	0.04
Other	2,615	12.91	1,179	5.82	1,436	7.09
Two or More Races	531	2.62	264	1.30	267	1.32
Hispanic Origin (of any Race)	4,581	22.62	2,106	10.40	2,475	12.22
Total Minority (non-white, 2 or more races, or Hispanic)	5,885	29.06	2,765	13.65	3,120	15.41

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Dakota County, Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	10,501	100.00	10,096	100.00	405	100.00	3.86
White	8,743	83.26	8,444	83.64	299	73.83	3.42
Black	57	0.54	57	0.56	0	0.00	0.00
American Indian or Alaskan Native	168	1.60	139	1.38	29	7.16	17.26
Asian	257	2.45	255	2.53	2	0.49	0.78
Native Hawaiian or Pacific Islander	9	0.09	9	0.09	0	0.00	0.00
Other	1,092	10.40	1,026	10.16	66	16.30	6.04
Two or More Races	175	1.67	166	1.64	9	2.22	5.14
Hispanic Origin (of any Race)	1,858	17.69	1,775	17.58	83	20.49	4.47
Total Minority (non-white, 2 or more races, or Hispanic)	2,394	22.80	2,273	22.51	121	29.88	5.05
Total Female	4,886	46.53	4,733	46.88	153	37.78	3.13

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

Douglas County, Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	463,585	100.00	236,851	51.09	226,734	48.91
White	375,317	80.96	192,084	41.43	183,233	39.53
Black	53,330	11.50	28,115	6.06	25,215	5.44
American Indian or Alaskan Native	2,809	0.61	1,474	0.32	1,335	0.29
Asian	7,944	1.71	4,074	0.88	3,870	0.83
Native Hawaiian or Pacific Islander	250	0.05	102	0.02	148	0.03
Other	15,760	3.40	6,905	1.49	8,855	1.91
Two or More Races	8,175	1.76	4,097	0.88	4,078	0.88
Hispanic Origin (of any Race)	30,928	6.67	13,723	2.96	17,205	3.71
Total Minority (non-white, 2 or more races, or Hispanic)	101,057	21.80	50,442	10.88	50,615	10.92

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Douglas County, Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	249,232	100.00	239,418	100.00	9,814	100.00	3.94
White	210,980	84.65	204,773	85.53	6,207	63.25	2.94
Black	21,585	8.66	19,167	8.01	2,418	24.64	11.20
American Indian or Alaskan Native	1,442	0.58	1,236	0.52	206	2.10	14.29
Asian	4,250	1.71	4,080	1.70	170	1.73	1.41
Native Hawaiian or Pacific Islander	85	0.03	79	0.03	6	0.06	7.06
Other	7,565	3.04	7,003	2.93	562	5.73	7.43
Two or More Races	3,325	1.33	3,080	1.29	245	2.50	7.37
Hispanic Origin (of any Race)	14,121	5.67	13,169	5.50	952	9.70	6.74
Total Minority (non-white, 2 or more races, or Hispanic)	43,971	17.64	40,007	16.71	3,964	40.39	9.02
Total Female	119,290	47.86	114,624	47.88	4,666	47.54	3.91

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

Sarpy County, Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	122,595	100.00	61,676	50.31	60,919	49.69
White	109,335	89.18	54,970	44.84	54,365	44.35
Black	5,340	4.36	2,530	2.06	2,810	2.29
American Indian or Alaskan Native	515	0.42	267	0.22	248	0.20
Asian	2,331	1.90	1,385	1.13	946	0.77
Native Hawaiian or Pacific Islander	108	0.09	57	0.05	51	0.04
Other	2,275	1.86	1,089	0.89	1,186	0.97
Two or More Races	2,691	2.20	1,378	1.12	1,313	1.07
Hispanic Origin (of any Race)	5,358	4.37	2,583	2.11	2,775	2.26
Total Minority (non-white, 2 or more races, or Hispanic)	15,772	12.87	7,918	6.46	7,854	6.41

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Sarpy County, Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	63,164	100.00	61,347	100.00	1,817	100.00	2.88
White	57,648	91.27	56,059	91.38	1,589	87.45	2.76
Black	2,435	3.86	2,333	3.80	102	5.61	4.19
American Indian or Alaskan Native	234	0.37	234	0.38	0	0.00	0.00
Asian	1,088	1.72	1,063	1.73	25	1.38	0.46
Native Hawaiian or Pacific Islander	19	0.03	19	0.03	0	0.00	0.00
Other	840	1.33	786	1.28	54	2.97	6.43
Two or More Races	900	1.42	853	1.39	47	2.59	5.22
Hispanic Origin (of any Race)	2,104	3.33	1,988	3.24	116	6.38	5.51
Total Minority (non-white, 2 or more races, or Hispanic)	6,561	10.39	6,285	10.24	276	15.19	4.21
Total Female	31,163	49.34	30,328	49.44	835	45.95	2.68

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

Thurston County, Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	7,171	100.00	3,596	50.15	3,575	49.85
White	3,282	45.77	1,619	22.58	1,663	23.19
Black	11	0.15	6	0.08	5	0.07
American Indian or Alaskan Native	3,731	52.03	1,909	26.62	1,822	25.41
Asian	4	0.06	2	0.03	2	0.03
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00
Other	55	0.77	15	0.21	40	0.56
Two or More Races	88	1.23	45	0.63	43	0.60
Hispanic Origin (of any Race)	174	2.43	61	0.85	113	1.58
Total Minority (non-white, 2 or more races, or Hispanic)	3,909	54.51	1,985	27.68	1,924	26.83

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Thurston County, Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	2,917	100.00	2,550	100.00	367	100.00	12.58
White	1,597	54.75	1,548	60.71	49	13.35	3.07
Black	12	0.41	7	0.27	5	1.36	41.67
American Indian or Alaskan Native	1,212	41.55	907	35.57	305	83.11	25.17
Asian	19	0.65	19	0.75	0	0.00	0.00
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	*
Other	31	1.06	31	1.22	0	0.00	0.00
Two or More Races	46	1.58	38	1.49	8	2.18	17.39
Hispanic Origin (of any Race)	43	1.47	41	1.61	2	0.54	4.65
Total Minority (non-white, 2 or more races, or Hispanic)	1,321	45.29	1,003	39.33	318	86.65	24.07
Total Female	1,407	48.23	1,243	48.75	164	44.69	11.66

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

Washington County, Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	18,780	100.00	9,451	50.32	9,329	49.68
White	18,427	98.12	9,305	49.55	9,122	48.57
Black	63	0.34	24	0.13	39	0.21
American Indian or Alaskan Native	38	0.20	13	0.07	25	0.13
Asian	55	0.29	32	0.17	23	0.12
Native Hawaiian or Pacific Islander	21	0.11	3	0.02	18	0.10
Other	57	0.30	19	0.10	38	0.20
Two or More Races	119	0.63	55	0.29	64	0.34
Hispanic Origin (of any Race)	202	1.08	88	0.47	114	0.61
Total Minority (non-white, 2 or more races, or Hispanic)	467	2.49	198	1.05	269	1.43

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Washington County, Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	10,490	100.00	10,146	100.00	344	100.00	3.28
White	10,277	97.97	9,953	98.10	324	94.19	3.15
Black	43	0.41	28	0.28	15	4.36	34.88
American Indian or Alaskan Native	36	0.34	36	0.35	0	0.00	0.00
Asian	46	0.44	44	0.43	2	0.58	4.35
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	*
Other	52	0.50	52	0.51	0	0.00	0.00
Two or More Races	36	0.34	33	0.33	3	0.87	8.33
Hispanic Origin (of any Race)	88	0.84	85	0.84	3	0.87	3.41
Total Minority (non-white, 2 or more races, or Hispanic)	239	2.28	219	2.16	20	5.81	8.37
Total Female	4,903	46.74	4,723	46.55	180	52.33	3.67

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

Nebraska
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	1,711,263	100.00	867,909	50.72	843,354	49.28
White	1,533,261	89.60	780,587	45.61	752,674	43.98
Black	68,541	4.01	34,663	2.03	33,878	1.98
American Indian or Alaskan Native	14,896	0.87	7,593	0.44	7,303	0.43
Asian	21,931	1.28	11,382	0.67	10,549	0.62
Native Hawaiian or Pacific Islander	836	0.05	379	0.02	457	0.03
Other	47,845	2.80	21,291	1.24	26,554	1.55
Two or More Races	23,953	1.40	12,017	0.70	11,936	0.70
Hispanic Origin (of any Race)	94,425	5.52	42,987	2.51	51,438	3.01
Total Minority (non-white, 2 or more races, or Hispanic)	216,769	12.67	105,267	6.15	111,502	6.52

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Nebraska
Civilian Labor Force Status by Sex, Race, and Hispanic Origin

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	909,524	100.00	877,237	100.00	32,287	100.00	3.55
White	833,119	91.60	807,608	92.06	25,511	79.01	3.06
Black	28,210	3.10	25,289	2.88	2,921	9.05	10.35
American Indian or Alaskan Native	6,134	0.67	5,171	0.59	963	2.98	15.70
Asian	10,882	1.20	10,432	1.19	450	1.39	1.97
Native Hawaiian or Pacific Islander	391	0.04	326	0.04	65	0.20	16.62
Other	21,531	2.37	19,865	2.26	1,666	5.16	7.74
Two or More Races	9,257	1.02	8,546	0.97	711	2.20	7.68
Hispanic Origin (of any Race)	40,306	4.43	37,296	4.25	3,010	9.32	7.47
Total Minority (non-white, 2 or more races, or Hispanic)	92,531	10.17	84,685	9.65	7,846	24.30	8.48
Total Female	430,135	47.29	414,732	47.28	20,103	62.26	4.67

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

* Not computable

February, 2005

Papio-Missouri River Natural Resources District Contact List

Job Placement Counselor
Nebraska Job Service
5404 Cedar Street
Omaha, NE 68106

Phone: 595-3000
FAX: 595-3051

Contact - Nancy Jacobsen

Job Placement Counselor
Chicano Awareness Center
4825 S. 24th St.
Omaha, NE 68107

Phone: 733-2720
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e-mail: cdoke@cacinc.org

Contact: Celina Doke

Family Support Center
55 MSS DPF
109 Washington Sq., Suite 111
Offutt AFB, NE 68113-2124

Phone: 294-4329
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Job Placement Counselor
Urban League of Nebraska
3022 N. 24th Street
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Contact – Pearl Sams

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Phone: 451-8404
FAX: 455-4506

Contact: Dianna Owens

**PAPIO-MISSOURI RIVER
NATURAL
RESOURCES
DISTRICT**



8901 S. 154TH ST.
OMAHA, NE 68138-3621

Papio-Missouri River Natural Resources District

**Affirmative Action Plan
Applicant Information**

As an applicant for employment with the Papio-Missouri River Natural Resources District, you are asked to provide the following information to assist the District in administration of its Affirmative Action Plan. You are not required to provide this information, but it will help us if you do so. This information will be used strictly for statistical record-keeping purposes, and will not affect your application or our hiring decision.

Your Race: ☐ Black
 ☐ Hispanic
 ☐ Caucasian
 ☐ Other Minority

Your Gender: ☐ Male
 ☐ Female

Please return this form with your application. It will be immediately separated from your application and sent to our Affirmative Action Officer.

FOR AFFIRMATIVE ACTION OFFICER'S USE ONLY

Job Title: Groundskeeper

Date Received: _____

Validation: _____

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Recommended Revisions to P-MRNRD Wage and Salary Administration Program

- a. Pay Range Revisions (Midpoints)
- b. Adjustment Guide Revisions ("n" Factor)

DATE: February 25, 2005

FROM: Steven G. Oltmans, General Manager

The P-MRNRD Wage and Salary Administration Program, as outlined in the Directors Policy Manual, requires the General Manager to provide recommendations to the Personnel, Legislative and Public Affairs Subcommittee for revisions in the Wage and Salary Pay Ranges (midpoints) and revisions in the Adjustment Guide ("n" factor) to be used for calendar year 2005. The PLPA Subcommittee is to review this information and make recommendations to the Board for consideration and action.

The District uses base data for the Omaha job market to determine the recommended midpoint values and the "n" factor. The base data is taken from the Nebraska State Salary Survey, which is prepared by the Nebraska Department of Personnel. The P-MRNRD is a participant in this survey. The NE Department of Personnel has changed the reporting period for this information from calendar year to fiscal year. Therefore, there is no base data available to calculate CY 2005 midpoints and "n" factor. The timing will work well in future years because the data will be available in October/November of each year. We will be able to calculate the midpoints and "n" factor and present it to the PLPA Subcommittee in November/ December and have it in place for the upcoming calendar year.

Unfortunately, this leaves US with a dilemma for CY 2005. After reviewing the situation, the GM is suggesting that the District use the average "n" factor for the past 5 years to determine pay range midpoints and the "n" factor.

a. Pay Range Revisions (Midpoints): Seeing that no base data is available to determine proposed midpoints, the GM suggests that the average "n" factor for the past 5 years be used. Please see below:

Year	"n" factor
2004	3.7%
2003	2.8%
2002	3.6%
2001	3.1%
2000	3.3%
AVERAGE	3.3%

RECOMMENDATION: It is recommended that the wage and salary pay range midpoints be adjusted by 3.3%, as shown on the attached chart, effective January 1, 2005.

b. Adjustment Guide Revisions ("n" Factor):

The "n" Factor is the average increase in midpoint values from year to year. The Wage and Salary Administration Program provides an example wage and salary increase guide which includes three factors. These are: evaluation period, adjustment factor, and annual pay range change. A copy of the example guide is attached. No change is recommended in the evaluation periods.

The second Adjustment Guide (attached) shows the proposed Adjustment Factors for calendar year 2005, using 3.3% as the "n" factor to compute Adjustment Factors. The Adjustment Factors for last year (2004) are also shown.

RECOMMENDATION: It is recommended that an "n" Factor of 3.3% (average increase in midpoint values) be used to compute Adjustment Factors for Calendar Year 2005 and that the resulting Adjustment Guide become effective January 1, 2005.

If these recommendations are adopted, the estimated dollar impact for calendar year 2005 (January 1, 2005 through December 31, 2005), would be approximately \$54,500.

Also attached to this memo is a chart showing the history of the Wage and Salary Administration Program. It details the findings from the State Salary Surveys and the action taken by the Board to determine the midpoints and "n" factor for calendar year 1982 through 2004.

Attached for your review is a copy of the proposed P-MRNRD Wage and Salary Administration Program for 2005.

Calendar Year - 2005

Proposed Salary Ranges - March, 2005
Adopted -

WAGE AND SALARY PAY RANGES

Salary Grade	80%		Mid-Point			120%	
	Current	Proposed	Current	Proposed	%	Current	Proposed
2	\$14,008.58	\$14,470.86	\$17,510.72	\$18,088.57	3.3%	\$21,012.86	\$21,706.29
3	\$16,450.90	\$16,993.78	\$20,563.62	\$21,242.22	3.3%	\$24,676.34	\$25,490.66
4	\$18,893.22	\$19,516.69	\$23,616.52	\$24,395.87	3.3%	\$28,339.82	\$29,275.04
5	\$21,335.54	\$22,039.61	\$26,669.42	\$27,549.51	3.3%	\$32,003.30	\$33,059.41
6	\$23,777.86	\$24,562.53	\$29,722.32	\$30,703.16	3.3%	\$35,666.78	\$36,843.79
7	\$26,220.18	\$27,085.44	\$32,775.22	\$33,856.80	3.3%	\$39,330.26	\$40,628.16
8	\$28,662.50	\$29,608.36	\$35,828.12	\$37,010.45	3.3%	\$42,993.74	\$44,412.54
9	\$31,104.82	\$32,131.27	\$38,881.02	\$40,164.09	3.3%	\$46,657.22	\$48,196.91
10	\$33,547.14	\$34,654.19	\$41,933.92	\$43,317.74	3.3%	\$50,320.70	\$51,981.29
11	\$35,989.46	\$37,177.11	\$44,986.82	\$46,471.39	3.3%	\$53,984.18	\$55,765.66
12	\$38,431.77	\$39,700.02	\$48,039.71	\$49,625.02	3.3%	\$57,647.65	\$59,550.02
13	\$40,874.09	\$42,222.93	\$51,092.61	\$52,778.67	3.3%	\$61,311.13	\$63,334.40
14	\$43,316.41	\$44,745.85	\$54,145.51	\$55,932.31	3.3%	\$64,974.61	\$67,118.77
15	\$45,758.73	\$47,268.77	\$57,198.41	\$59,085.96	3.3%	\$68,638.09	\$70,903.15
16	\$48,201.05	\$49,791.68	\$60,251.31	\$62,239.60	3.3%	\$72,301.57	\$74,687.52
17	\$50,643.37	\$52,314.60	\$63,304.21	\$65,393.25	3.3%	\$75,965.05	\$78,471.90
18	\$53,085.69	\$54,837.52	\$66,357.11	\$68,546.89	3.3%	\$79,628.53	\$82,256.27
19	\$55,528.01	\$57,360.43	\$69,410.01	\$71,700.54	3.3%	\$83,292.01	\$86,040.65
20	\$57,970.33	\$59,883.35	\$72,462.91	\$74,854.19	3.3%	\$86,955.49	\$89,825.02
21	\$60,412.65	\$62,406.27	\$75,515.81	\$78,007.83	3.3%	\$90,618.97	\$93,609.40

3.3% = "n" factor for CY 2005

E.P. = Evaluation Period
A.F. = Adjustment Factor
n = Annual Pay Range Change

					Maximum 120%
E.P. = Evaluation Period A.F. = Adjustment Factor n = Annual Pay Range Change				E.P. = 1 yr 3 yr A.F. = 1.023n	112%
			E.P. = 1 yr 3 yr A.F. = 1.024n	E.P. = 1 yr 2 yr A.F. = 1.037n	104%
		E.P. = 1 yr 3 yr A.F. = 1.027n	E.P. = 1 yr 2 yr A.F. = 1.040n	E.P. = 6 mo 1.5 yr A.F. = 1.027n/2	96%
	E.P. = 1 yr 3 yrs A.F. = 1.029n	E.P. = 1 yr 2 yrs A.F. = 1.044n	E.P. = 6 mo 1.5 yr A.F. = 1.029n/2	E.P. = 6 mo 1 yr A.F. = 1.044n/2	88%
	E.P. = 1 yr 3 yrs A.F. = 1.032n	E.P. = 1 yr 2 yrs A.F. = 1.048n	E.P. = 6 mo 1.5 yrs A.F. = 1.033n/2	E.P. = 6 mo 1 yr A.F. = 1.048n/2	80%
1 Unacceptable	2 Falls Below Expectations	3 Meets Expectations	4 Exceeds Expectations	5 Far Exceeds Expectations	Minimum

INDIVIDUAL PERFORMANCE

**PAPIO-MISSOURI RIVER NRD
WAGE AND SALARY ADJUSTMENT GUIDE**

E.P. = Evaluation Period
A.F. = Adjustment Factor

Effective Date: January 1, 2005

Proposed "n" Factor = 3.3%

E.P. = Evaluation Period A.F. = Adjustment Factor Effective Date: January 1, 2005 Proposed "n" Factor = 3.3%					Maximum
				E.P. = 1 yr 3 yr A.F. (04) = 1.061 A.F. (05) = 1.057	120%
			E.P. = 1 yr 3 yr A.F. (04) = 1.062 A.F. (05) = 1.058	E.P. = 1 yr 2 yr A.F. (04) = 1.075 A.F. (05) = 1.071	112%
		E.P. = 1 yr 3 yr A.F. (04) = 1.065 A.F. (05) = 1.061	E.P. = 1 yr 2 yr A.F. (04) = 1.078 A.F. (05) = 1.074	E.P. = 6 mo 1.5 yr A.F. (04) = 1.046 A.F. (05) = 1.044	104%
	E.P. = 1 yr 3 yrs A.F. (04) = 1.067 A.F. (04) = 1.063	E.P. = 1 yr 2 yrs A.F. (04) = 1.083 A.F. (05) = 1.078	E.P. = 6 mo 1.5 yr A.F. (04) = 1.048 A.F. (05) = 1.046	E.P. = 6 mo 1 yr A.F. (04) = 1.063 A.F. (05) = 1.061	96%
E.P. = 1 yr 3 yrs A.F. (04) = 1.070 A.F. (05) = 1.066	E.P. = 1 yr 2 yrs A.F. (04) = 1.087 A.F. (05) = 1.083	E.P. = 6 mo 1.5 yrs A.F. (04) = 1.052 A.F. (05) = 1.050	E.P. = 6 mo 1 yr A.F. (04) = 1.067 A.F. (05) = 1.065	E.P. = 6 mo 6 mo A.F. (04) = 1.120 A.F. (05) = 1.118	88%
1 Unacceptable	2 Falls Below Expectations	3 Meets Expectations	4 Exceeds Expectations	5 Far Exceeds Expectations	80% Minimum
INDIVIDUAL PERFORMANCE					

Papio-Missouri River NRD Wage and Salary Administration History

Year	<u>Payline</u>		<u>"n" Factor</u>		Comments
	Recommend (Survey)	Action Taken	Recommend (Survey)	Action Taken	
2005 Proposed	<u>3.3% across the board adjustment</u>		3.3%		State of NE has changed report period from CY to FY - base data not available for CY 2004. Average "n" factor for past 5 years used to determine CY 2005 calculations.
2004	<u>3.7% average</u> - range from .7% for SG2 through 4.9% for SG21	Midpoints adjusted as shown by survey	3.7%	3.7%	Average salary adjustment - 5.5%
2003	<u>2.8% average</u> - range from 6.2% for SG2 through 1.5% for SG 21	Midpoints adjusted as shown by survey	2.8%	2.8	Average salary adjustment - 4.75%
2002	<u>3.6% average</u> - range from .2% for SG2 through 5.0% for SG21	Midpoints adjusted as shown by survey	3.6%	3.6%	Average salary adjustment - 5.78%
2001	<u>3.1% average</u> - range from 2.1 for SG2 through 3.5 for SG 21	Midpoints adjusted as shown by survey	3.1%	3.1%	Average salary adjust - 5.64%
2000	<u>3.3% average</u> - range from 2.6% for SG2 through 3.6% for SG21	Midpoints adjusted as shown by survey	3.3%	3.3%	Average salary adjustment - 5.7%
1999	<u>4.3% average</u> - range from 5.8% for GS2 through 3.6% for SG21	Midpoints adjusted as shown by survey	4.3%	4.3%	Average salary adjustment - 7.5%
1998	<u>3.4% average</u> - range from 4.9% for SG 2 thru 2.8% for SG 20	Midpoints adjusted as shown by survey	3.4%	3.4%	Average salary adjustment - 6.9%
1997	<u>2.9% average</u> - range from 7.4% for SG2 through 1.1% for SG 20	Midpoints adjusted as shown by survey	2.9%	2.9%	Average salary adjustments - 5.48%
1996	<u>2.4% average</u> - range from 3.2% for SG2 through 1.8% for SG 20	Midpoints adjusted as shown by survey	2.4%	2.4%	
1995	<u>2.8% average</u> - range from .1% for SG 2 through 4.2% for SG 20	Midpoints adjusted as shown by survey	2.8%	2.8%	Board took action to cap salary adjustments for employees at 100% of midpoint or over at 4%
1994	<u>3.4% average</u> - range from 5.4% for SG 2 through 2.6% for SG 20	Midpoints adjusted as shown by survey	3.4%	3.4%	
1993	<u>.9% average</u> - range from 0% for SG 2 through -1.0% for SG 20	Midpoints adjusted as shown by survey	.9%	.9%	4.5% cap placed on salary adjustments
1992	<u>4.4% average</u> - range from -13.3% for SG 1 through 6.3% for SG 20	SG 1-3 (negative numbers) remain at 1991 midpoint values - SG 4 - 20 adjust to .1% through 6.3% as proposed	4.4%	3.0%	
1991	<u>5.6% average</u> - range from -10.9 for SG 1 through 9.3% for SG 20	SG 1-4 (negative numbers) remain at 1990 midpoint values - SG 5 - 20 adjust to 0% through 9.3% as proposed	5.6%	5.6%	
1990	<u>10.6% average</u> - range from -5.5% for SG 1 through 14.2% for SG 20	7% across the board increase to midpoint values	10.6%	4.0%	

1989	9.5% average - range from 0.7% for SG 3 through 12.9% for SG 20	4.5% across the board increase to midpoint values	9.5%	4.5%	
1988	0.7% average - range from 0.0% for SG 1 through 0.9% for SG 20	0.7% across the board increase to midpoint values	0.7%	2.0%	2.0% given because "n" factor in 1987 was 10.2% and only 5% was given
1987	10.2% average - range from 13.3% for SG 3 through 9.3% for SG 20	midpoints adjusted as shown by survey	10.2%	5.0%	Board felt 10.2% "n" factor was too high. "n" factor was set at 5.0% because "n" factor had been 0% since 1984
1986	4.3% average - range from 7.1% for SG 3 through 3.6% for SG 20	Board made no changes in midpoint values	4.3%	0.0%	Board did not increase "n" factor because last year's survey showed payline going down but P-MRNRD payline was not lowered. Board kept "n" factor at 0%
1985	-4% average - range from -2.9% for SG 3 through -4.9% for SG 20	Board made no changes in midpoint values	-4.0%	0.0%	1984 Omaha average payline 4% lower than 1983 Omaha payline. Board made no changes in midpoint values and kept "n" factor at 0%
1984	5.1% average - range from 4.6% for SG 3 through 5.5% for SG 20	5.0% increase across the board to midpoint values	5.1%	5.0%	
1983	4.0% average - range from 0.6% for SG 3 through 5.3% for SG 20	midpoints adjusted as shown in survey	4.0%	4.0%	
1982	Set by survey	Set by survey	7.0%	7.0%	Program started

P-MRNRD Wage and Salary Adjustment Program was adopted in July, 1982. Prior to that time employees were given cost of living increases plus merit bonuses each July. The following is a summary of cost of living increases:

Year	Cost of Living Increase Given to Employees	Cost of Living Index Figure
1981	7.0%	10.6%
1980	12.0%	14.7%
1979	7.0%	10.2%
1978	6.5%	6.5%
1977	4.0% + \$300	6.4%
1976	6.0%	6.1%
1975	Under \$10,000 - 10% \$10,000 - 11,999 - 9% \$12,000 - 13,999 - 8% \$14,000 - 15,999 - 7% \$16,000 - 17,999 - 6% \$18,000 and over - 5%	10.3%
1974	10.2%	10.2%
1973	5.1%	5.1%

PAPIO-MISSOURI RIVER NRD

WAGE AND SALARY ADMINISTRATION PROGRAM

Adopted: June 10, 1982
Revised: March 10, 2005

**PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT
WAGE AND SALARY ADMINISTRATION PROGRAM**

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I. WAGE AND SALARY ADMINISTRATION POLICY:

A. Policy: It is the policy of the District to provide steady employment at a salary or wage rate comparable to the prevailing rate for similar services in the District.

B. Purpose: The Wage and Salary Administration Program, which has been established to implement this policy is intended to:

1. Attract, retain and motivate employees by offering adequate wages regardless of race, religion, national origin, sex, age, color, handicap or political beliefs.
2. Compensate those who are able to make the greatest contributions to the advancement of the District.
3. Standardize salaries and wage rates for jobs of equal worth to the District in an effort to provide fair treatment for all employees.
4. Establish a system whereby both employee and supervisor may know what opportunity the job offers, what advancement may take place and what performance is expected.
5. Provide guidelines for the effective administration of the program by supervisory and management personnel.

II. JOB DESCRIPTIONS:

A. Policy: It is the policy of the District to have a current job description for each personnel position which the District includes in the table of organization. The job description is a statement of the purpose for and major duties and responsibilities of each position. It will include title, position classification and salary grade, normal work schedule, office location, and supervisor's title. The description of the job will include a description, specific responsibilities, and work requirements. An example job description is attached (Attachment I). The development and updating of job descriptions shall be the responsibility of the General Manager and shall include input from the employee, supervisor and management personnel of the District.

B. Purpose: The job descriptions adopted by the District are intended to:

1. Assist in the hiring of new employees by providing a summary of the experience, education and skills, which are required of a new employee. It will also assist the new employee in understanding the duties and responsibilities of the position.
2. Provide a guide to the supervisor in establishing an appropriate employee development program so that the employee can better fulfill the duties and responsibilities.
3. To provide a comprehensive summary of the expectations of the position so that it may be used for job comparison purposes to other jobs in the District and jobs outside the District.

III. JOB EVALUATION AND COMPARISON ANALYSIS

A. **Policy:** Since jobs differ in their value to the District, the job evaluation and comparison analysis is intended to assess the relative worth of individual jobs, thus developing a structure according to value. The General Manager will perform this analysis.

B. **Purpose:** The job evaluation and comparison analysis involves evaluating each job in the District and ranking those jobs.

C. **Method:**

The process of evaluation is based on the concept that all jobs are a composite of similar basic identifiable elements. All jobs require know how, which can generally be described as the skill or knowledge required for a competent performance. Another basic common element is problem solving which is generally defined as the amount of self-starting thinking required for reasoning, evaluating, creating, analyzing and arriving at conclusions. A third basic common element is accountability or the degree to which the job is answerable for an action and its consequences. All three items will be considered when evaluating specific jobs.

For the job comparison analysis, the primary source that will be employed to assist in establishing the comparative value for each position will be the State of Nebraska Classification System. The Nebraska Classification System will be used since it shows the relative importance of specific jobs to other jobs in that organization. That is, how the State feels their jobs rate from most valued to least valued.

1. The duties and responsibilities contained in District job descriptions are analyzed and then matched to similar data in the State system.
2. If the job cannot be matched specifically, then a job is compared to other jobs with similar duties and responsibilities in that system or to similar jobs within the District.

IV. JOB GROUPING AND GRADES

A. **Policy:** Utilizing the approach outlined in the Job Evaluation and Comparison Analysis section, each position with the District shall be assigned a salary grade by the General Manager.

B. **Purpose:** The Job Evaluation and Comparison Analysis shows the comparative value of each job to the District. These jobs are grouped along with other jobs of approximate equal value into specific grades. The salary grade schedule for the District is shown on Page 5.

SALARY GRADE SCHEDULE - JANUARY, 2005

Deleted: 2004

SALARY GRADE	POSITION
Salary Grade 2	<ul style="list-style-type: none"> Night Security (Part Time) (2 positions) Office Aide (Temporary) (1 position)
Salary Grade 3	<ul style="list-style-type: none"> Laborer (Temporary) (2 positions) Groundskeeper (Temporary) (6 positions)
Salary Grade 4	<ul style="list-style-type: none"> Engineering Aide/Surveyor (Temporary) Project Bookkeeper (Part Time) Water Supply Technician (Part Time)
Salary Grade 5	<ul style="list-style-type: none"> Engineering Aide/Surveyor Groundskeeper (2 positions) Custodian
Salary Grade 6	<ul style="list-style-type: none"> Field Office Secretary (4 positions) Receptionist/Secretary Medium Equipment Operator (2 positions) Lead Groundskeeper Conservation Technician Accounting Assistant Water Supply Operator (2 positions)
Salary Grade 7	<ul style="list-style-type: none"> District Secretary NRCS Administrative Secretary – NRC
Salary Grade 8	<ul style="list-style-type: none"> Assistant O&M Superintendent Heavy Equipment Operator (2 positions) Engineering Aide/Drafter Assistant Park Superintendent Water Supply Superintendent (2 positions)
Salary Grade 9	<ul style="list-style-type: none"> Purchasing Agent Field Representative (4 positions) Education/Volunteer Specialist
Salary Grade 10	<ul style="list-style-type: none"> O&M Superintendent Administrative Coordinator District Accountant Engineering Aide/Survey Coordinator
Salary Grade 11	<ul style="list-style-type: none"> Park Superintendent
Salary Grade 12	<ul style="list-style-type: none">
Salary Grade 13	<ul style="list-style-type: none"> Natural Resources Planner Information/Education Coordinator IT Coordinator
Salary Grade 14	<ul style="list-style-type: none"> Land and Water Programs Coordinator Water Resources Engineer Construction Engineer Environmental Coordinator Project Manager
Salary Grade 18	<ul style="list-style-type: none"> Assistant General Manager

Deleted: Party Chief

Deleted: Information Technology Specialist

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Deleted: Special Projects Coordinator

V. WAGE AND SALARY PAY RANGES

A. Policy: The Board of Directors of the District shall establish wage and salary pay ranges for each salary grade. The wage and salary pay ranges shall indicate the minimum, mid-point and maximum value. The primary source of information to be used in establishing wage and salary pay ranges will be the State Salary Survey published annually by the Nebraska Department of Personnel.

B. Purpose: Wage and salary pay ranges are established for each salary grade to:

1. Establish wage and salary rates that are comparable to other employers in the Omaha area as shown by established salary surveys.
2. To establish minimum or hiring rates for each grade and to establish maximum rates for each grade.

A rate of 80% of mid-point will be considered as the minimum rate for that salary grade. A rate of 75% of mid-point may be used when it is determined to be in the District's interest by the General Manager. The maximum rate will normally be 120% of mid-point and the top rate paid to an employee within that salary range, usually after several years of service. New employees will generally be hired at the minimum for their salary grade unless they possess special qualifications or prevailing wage and salary conditions require otherwise. The wage and salary pay ranges are shown on Page 7.

Calendar Year - 2005

Proposed Salary Ranges - March, 2005
Adopted -

WAGE AND SALARY PAY RANGES

Salary Grade	80%		Mid-Point			120%	
	Current	Proposed	Current	Proposed	%	Current	Proposed
2	\$14,008.58	\$14,470.86	\$17,510.72	\$18,088.57	3.3%	\$21,012.86	\$21,706.29
3	\$16,450.90	\$16,993.78	\$20,563.62	\$21,242.22	3.3%	\$24,676.34	\$25,490.66
4	\$18,893.22	\$19,516.69	\$23,616.52	\$24,395.87	3.3%	\$28,339.82	\$29,275.04
5	\$21,335.54	\$22,039.61	\$26,669.42	\$27,549.51	3.3%	\$32,003.30	\$33,059.41
6	\$23,777.86	\$24,562.53	\$29,722.32	\$30,703.16	3.3%	\$35,666.78	\$36,843.79
7	\$26,220.18	\$27,085.44	\$32,775.22	\$33,856.80	3.3%	\$39,330.26	\$40,628.16
8	\$28,662.50	\$29,608.36	\$35,828.12	\$37,010.45	3.3%	\$42,993.74	\$44,412.54
9	\$31,104.82	\$32,131.27	\$38,881.02	\$40,164.09	3.3%	\$46,657.22	\$48,196.91
10	\$33,547.14	\$34,654.19	\$41,933.92	\$43,317.74	3.3%	\$50,320.70	\$51,981.29
11	\$35,989.46	\$37,177.11	\$44,986.82	\$46,471.39	3.3%	\$53,984.18	\$55,765.66
12	\$38,431.77	\$39,700.02	\$48,039.71	\$49,625.02	3.3%	\$57,647.65	\$59,550.02
13	\$40,874.09	\$42,222.93	\$51,092.61	\$52,778.67	3.3%	\$61,311.13	\$63,334.40
14	\$43,316.41	\$44,745.85	\$54,145.51	\$55,932.31	3.3%	\$64,974.61	\$67,118.77
15	\$45,758.73	\$47,268.77	\$57,198.41	\$59,085.96	3.3%	\$68,638.09	\$70,903.15
16	\$48,201.05	\$49,791.68	\$60,251.31	\$62,239.60	3.3%	\$72,301.57	\$74,687.52
17	\$50,643.37	\$52,314.60	\$63,304.21	\$65,393.25	3.3%	\$75,965.05	\$78,471.90
18	\$53,085.69	\$54,837.52	\$66,357.11	\$68,546.89	3.3%	\$79,628.53	\$82,256.27
19	\$55,528.01	\$57,360.43	\$69,410.01	\$71,700.54	3.3%	\$83,292.01	\$86,040.65
20	\$57,970.33	\$59,883.35	\$72,462.91	\$74,854.19	3.3%	\$86,955.49	\$89,825.02
21	\$60,412.65	\$62,406.27	\$75,515.81	\$78,007.83	3.3%	\$90,618.97	\$93,609.40

3.3% = "n" factor for CY 2005

VI. PERFORMANCE REVIEW AND APPRAISAL

A. **Policy:** It is the policy of the District to have the performance of employees reviewed periodically and an appraisal of that performance documented.

B. **Purpose:** The purpose of the performance review and appraisal is to:

1. Provide timely and planned information to an employee on his/her performance in relationship to the requirements of the job.
2. Provide supervisors with an opportunity to guide the employee in an effort to obtain and sustain maximum performance.
3. Provide an objective basis upon which wage and salary adjustments are based.

The formal review and appraisal is not intended to replace the need for continuous and informal communication between the employee and supervisor regarding job performance.

C. **Training:** All supervisory personnel of the District who are responsible for performance reviews and appraisals will have a minimum of 1 day per year of formal training in completing and communicating the performance appraisal. This training will be scheduled during the period October - December of each year. Non-District personnel who are trained and experienced in performance appraisal procedures and concepts and conducting training sessions will perform this training session. In addition, the General Manager will provide such additional training as is considered necessary to provide for uniform appraisal techniques by District supervisory personnel.

D. **Frequency:** All new employees will be formally reviewed near the end of the 90 day probationary period. No wage or salary adjustment will be made at this time but a decision will be made as to whether the probationary employee will become a regular employee or be released from District employment. A performance review and appraisal will be conducted near the end of the first 6 month period of employment and the first wage and salary adjustment may be made at this time based on the performance review and the Adjustment Guide.

Following the initial performance review and appraisal, subsequent performance reviews and appraisals will be made in accordance with the time period provided for in the Adjustment Guide. The specific date for a future performance review and appraisal will be established at the time of the previous review.

If a District employee accepts a promotion or lateral transfer to a new position, the date of promotion or transfer will be used to determine the next evaluation date.

Interim performance reviews and appraisals may be requested by an employee or initiated by the supervisor when it is determined that this is in the best interest of the employee or the District to address performance deficiencies.

Performance reviews and appraisals will be made no more than 15 days prior to and no later than the effective date for wage or salary adjustments.

E. **Appraisal Form:** A uniform appraisal form shall be used by all supervisory personnel for

performance review and appraisal documentation. The appraisal form to be used, which contains instructions on its use, is attached (Attachment 2). The appraisal form may be revised or modified from time to time by the General Manager.

VII. WAGE AND SALARY ADJUSTMENTS

A. Policy: The General Manager of the District will be responsible for making wage and salary adjustments in accordance with this Wage and Salary Administration Program. The General Manager also has the authority to adjust the compensation of an employee on a temporary basis when there is a considerable increase in accountabilities and duties to that employee due to an extended leave by another employee.

B. Adjustment Guide: The Adjustment Guide that will be used by supervisory and management personnel in making wage and salary adjustments is shown on Page 13.

The increase guide, shown on Page 12, will be used as a pattern for revision of the Adjustment Guide. The "n" value in the adjustment factor equation shown in each box is the annual pay range change, expressed in decimal form. Numerically, it represents the average change in midpoint values of the District wage and salary pay ranges from year to year. For example, if the average increase in midpoints is 5.0% and the adjustment factor formula is

$A.F. = 1.029 n/2$, the adjustment factor for that box in the guide is $(1.029) \times (1.0 + [0.05/2]) = (1.029) \times (1.025) = 1.055$. The evaluation period (E.P.) shown in each box is the time until the next evaluation. The time periods shown in the center of each box of the increase guide are merely an indication of the average amount of time required for an employee to progress through that box, assuming a constant level of performance and no change in the wage and salary pay ranges for the evaluation period shown.

The adjustment factors computed in the increase guide are transferred to the coinciding box on the adjustment guide and form the basis for the wage and salary adjustments. The evaluation periods shown in each box of the adjustment guide are the same as found on the increase guide.

If an employee falls outside the Wage and Salary Adjustment Guide, the General Manager has the authority to adjust an employee's salary a maximum of 2.5%. (Example: An employee who is at 106% of midpoint and receives a rating of "Meets Expectations" or above on his/her appraisal, the General Manager could authorize a 2.5% salary increase.)

C. Approval: The General Manager will determine wage and salary adjustments based on the evaluation rating and in accordance with the evaluation periods and adjustment factors provided for in the Adjustment Guide. An example computation is shown on the attached Salary Adjustment Worksheet (Attachment 3).

D. Length of Service Increase: The District recognizes that because of the number of positions with the District, there exists limited opportunities for advancement to positions of greater responsibility and duties that utilize the job skills and knowledge which are gained through experience as an employee of the District. In recognition of the increased value to the District of an employee who has demonstrated a rating of "Meets Expectations" or above job performance and because of the knowledge and experience gained, it is the policy of the District to increase the salary grade of a position by one grade level following the completion of seven years, fifteen years and twenty-five years of continuous employment in a position.

Part-time employees are eligible for length of service salary grade increases on a pro rata basis.

The wage and salary pay range for the adjusted salary grade will be used in determining wage and salary adjustments.

Performance appraisals for employees who have completed seven years, fifteen years and twenty-five years of employment will consider the experience and additional productivity that is expected of an employee who has been with the District in the same position for an extended period of time.

Policy amended by the Board of Directors February 12, 1998.

**PAPIO-MISSOURI RIVER NRD
WAGE AND SALARY ADJUSTMENT GUIDE**

E.P. = Evaluation Period
A.F. = Adjustment Factor
n = Annual Pay Range Change

					Maximum 120%	
					Mid point	
					112%	
					Of f M i d p o i n t	
					104%	
					88%	
					96%	
					80%	
					88%	
					Minimum	
					80%	

12

Proposed "n" Factor = 3.3%

E.P. = Evaluation Period A.F. = Adjustment Factor Effective Date: January 1, 2005 Proposed "n" Factor = 3.3%					Maximum
				E.P. = 1 yr 3 yr A.F. (04) = 1.061 A.F. (05) = 1.057	120%
			E.P. = 1 yr 3 yr A.F. (04) = 1.062 A.F. (05) = 1.058	E.P. = 1 yr 2 yr A.F. (04) = 1.075 A.F. (05) = 1.071	112%
		E.P. = 1 yr 3 yr A.F. (04) = 1.065 A.F. (05) = 1.061	E.P. = 1 yr 2 yr A.F. (04) = 1.078 A.F. (05) = 1.074	E.P. = 6 mo 1.5 yr A.F. (04) = 1.046 A.F. (05) = 1.044	104%
	E.P. = 1 yr 3 yrs A.F. (04) = 1.067 A.F. (04) = 1.063	E.P. = 1 yr 2 yrs A.F. (04) = 1.083 A.F. (05) = 1.078	E.P. = 6 mo 1.5 yr A.F. (04) = 1.048 A.F. (05) = 1.046	E.P. = 6 mo 1 yr A.F. (04) = 1.063 A.F. (05) = 1.061	96%
E.P. = 1 yr 3 yrs A.F. (04) = 1.070 A.F. (05) = 1.066	E.P. = 1 yr 2 yrs A.F. (04) = 1.087 A.F. (05) = 1.083	E.P. = 6 mo 1.5 yrs A.F. (04) = 1.052 A.F. (05) = 1.050	E.P. = 6 mo 1 yr A.F. (04) = 1.067 A.F. (05) = 1.065	E.P. = 6 mo 6 mo A.F. (04) = 1.120 A.F. (05) = 1.118	88%
1 Unacceptable	2 Falls Below Expectations	3 Meets Expectations	4 Exceeds Expectations	5 Far Exceeds Expectations	Minimum

VIII. REVIEW AND UPDATING

A. Job Descriptions

B. Salary Grades

C. Wage and Salary Pay Ranges

D. Adjustment Guide: The General Manager will periodically review and update job descriptions and salary grades. The General Manager shall report any changes in job descriptions and salary grades to the Board of Directors at the next regular Board meeting.

The General Manager, in consultation with management and supervisory personnel of the District and considering the input of individual employees, will each year provide recommendations to the Personnel, Legislative and Public Affairs Subcommittee for changes in wage and salary pay ranges and the adjustment guide as soon as the State Salary Survey is available from the State of Nebraska Personnel Department. The Subcommittee will review this information and make a recommendation to the Board for consideration and action. The actions shall be effective retroactively January 1st of each year.

**PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT
JOB DESCRIPTION**

DATE: May, 1997

POSITION TITLE: CUSTODIAN/FACILITY MAINTENANCE TECHNICIAN

POSITION DEFINITION/CLASSIFICATION - SALARY GRADE: Full Time/Hourly - 5

NORMAL WORK SCHEDULE: As arranged

OFFICE LOCATION: 8901 S. 154 St., Omaha, NE 68138

SUPERVISOR: Park Superintendent

DESCRIPTION: This employee will perform general custodial and facility maintenance duties at the Natural Resources Center and provide night security at closing of the NRC and park facility.

SPECIFIC RESPONSIBILITIES:

1. Duties shall include the general janitorial maintenance and upkeep of the District's office (Natural Resources Center) such as collecting and disposing of refuse and wastepaper, wash windows, cleaning of restrooms, dusting, washing and waxing of tile floors, sweeping and vacuuming carpets and replacing light bulbs.
2. Employee must also check and refill paper towel, toilet tissue and soap dispensers so as to have them available for daily use.
3. Shall be responsible for ordering and maintaining cleaning and material needs.
4. Duties will also include moving furniture and equipment within the building as required.
5. Duties will also include the monitoring of after hour activities in the NRC and the recreation area to include the secure closing of the park facility and the NRC.
6. Shall be responsible for general groundskeeping duties for the Natural Resources Center including (but not limited to) mowing, raking, planting, snow removal, collecting and disposing of refuse.
7. Employee's duties shall also include the general maintenance and repair of equipment, buildings, grounds and facilities.
8. Employee may also be asked to coordinate volunteer workers at the NRC and on park grounds.
9. Performs related work as required.
10. May be required to assist with emergency operations work in accordance with

emergency operations program.

11. May be required to assist with special weekend activities, i.e. runs, walks, large groups in NRC.
12. Employee must maintain close coordination with the supervisor.
13. Should be aware of and understand District policies and procedures.
14. Inform supervisory staff of broken or malfunctioning equipment/fixtures and report safety hazards.

WORK REQUIREMENTS:

Education and Experience:

1. Previous experience is preferred, although not required, for this position.
2. Knowledge of the position will be acquired as the work is performed.
3. The employee must be able communicate, both orally and in writing, and follow instructions.
4. A driver's license valid in Nebraska is required.

Physical:

1. Pre-employment medical exam required (including drug testing).
2. Must be free of physical handicaps that would prevent the employee from performing safe and efficient equipment operations.
3. Physical strength and agility sufficient to do strenuous equipment operation and manual labor under varying weather and job site conditions.
4. Work may also involve extended work hours.
5. Must be able to lift a minimum of forty (40) pounds.

Dimensions:

1. 40% of time spent cleaning and maintaining NRC.
2. 20% of time spent on grounds work around NRC.
3. 20% of time spent assisting and monitoring activities being held in NRC.
4. 20% of time spent in park security, i.e., securing and closing park at night.

**PAPIO-MISSOURI RIVER
NATURAL RESOURCES DISTRICT**

Employee Performance Appraisal Form

Name _____ Department _____

Title _____ Report Period From _____ To _____

GENERAL INSTRUCTIONS/PURPOSE:

This form is to be used as a tool to set priorities and review performance for employees. Please review the employee's job description and major accountabilities. Decide together, with the employee, their performance priorities for and list those in Part I of this form. It is important that you both agree and understand which priorities will be evaluated. At the time of review, comment on performance in each priority to date and show specifics to support that rating. It is recommended that semi-annual updates be completed with employees with a year end final evaluation. You should have at least 5 major performance priorities listed. You may attach additional copies of Part I to this report if necessary.

To complete **Part I and Part II** please review each Performance Priority and Important Factors and comment on the employee's performance. Be sure to describe specifically the employee's performance for each item listed. **Part III** List personal development goals and objectives for the employee to work on. This should be developed at the beginning of the year and progress reviewed semi-annually. **Part IV** Employee comments about their performance, the review, and overall general comments. **Part V** Supervisor's comments about overall performance.

PERFORMANCE RATING DEFINITIONS:

- | | |
|------------------------------------|---|
| 1) Unacceptable | Performance level unacceptable. Consistently failed to meet performance priorities and position requirements. Does not merit retention unless immediate corrective action is possible. An action plan is required for any rating at this level. |
| 2) Falls Below Expectations | Some aspects of performance are acceptable or approach the established priorities and expectations. Definite improvements are necessary within a specified time period. Action statement or plan is required for any rating at this level. |
| 3) Meets Expectations | Performance is fully acceptable; performance priorities, responsibilities and accountabilities outlined are met consistently and are done in an acceptable manner. |
| 4) Exceeds Expectations | The majority of the performance priorities exceed expectations. Employee also assumes additional responsibilities which are above and beyond basic expectations of the position. |
| 5) Far Exceeds Expectations | All the performance priorities exceed expectations. Demonstrates exceptional contributions and accomplishments. Regularly goes beyond expectations of position. Actively seeks out additional responsibility beyond position requirements. |

PART I - PERFORMANCE PRIORITIES

List in Priority order and
include comments and ratings.

1. Unacceptable
2. Below Expectations
3. Meets Expectations
4. Exceeds Expectations
5. Far Exceeds Expectations

PRIORITIES	REVIEW COMMENTS	Supv. Rating	Emp. Rating
1.			
2.			
3.			
4.			
5.			

PART II - IMPORTANT FACTORS REVIEW

Include comments, specific examples and ratings.

1. Unacceptable
2. Below Expectations
3. Meets Expectations
4. Exceeds Expectations
5. Far Exceeds Expectations

FACTOR	REVIEW COMMENTS	Supv. Rating	Emp. Rating
1. Technical Competence - The employee displays the competence required to successfully accomplish the requirements necessary for the position.			
2. Communications - The employee is able to communicate information clearly, logically and convincingly either orally or written.			
3. Problem Solving - The employee recognizes the need, analyzes all the information, considers a number of possible solutions/alternatives, and makes sound decisions or recommendations.			
4. Teamwork - The employee builds a cohesive unit, is supportive of employees and teams and demonstrates tact and patience. The employee is sensitive to differences in people and strives for success by others.			
5. Continuous Improvement - The employee adds value by improving the department's function. The employee is continually looking at ways to improve their position, their area, their department. The employee is not satisfied with the status quo.			
6. Personal Responsibility - The employee takes ownership for their performance and actions. Attempts to improve their skills and contributions to the District. Possesses acceptable attendance record.			
7. Supervisor Responsibility - The employee coaches, supports and assists in the development of people and conducts performance appraisal reviews on a timely manner.			
8.			

PART III PERSONAL DEVELOPMENT GOALS: SUPERVISOR & EMPLOYEE DEVELOPMENT	
1.	
2.	
3.	
4.	
5.	

PART IV -- EMPLOYEE REVIEW/COMMENTS

PART V -- SUPERVISOR COMMENTS/SUMMARY

Please check the appropriate overall Performance Rating below:

1 Unacceptable	2 Falls Below Expectations	3 Meets Expectations	4 Exceeds Expectations	5 Far Exceeds Expectations

Employee

Date

Second Manager

Date

Reviewer

Date

Third Manager

Date

General Manager

Date

Attachment 2

Example
Salary Adjustment Worksheet

Name: Mary Smith

Job Title: Project Coordinator

Date: 1/4/2005

Salary Grade: 9 Length of Service Increase: Yes x No
Adjusted Salary Grade: 10

Current Salary: \$46,343.45 Midpoint: \$43,317.74

%of Midpoint: 107.0%

Current Performance Evaluation Level: Meets Expectations

Adjustment Factor*: 1.025

Adjusted Salary: \$47,502.04 \$1,158.59 increase

% of Midpoint*: 109.7%

Effective Date: 1/4/2005

Next Evaluation Date: 1/4/2006

* Based on Current Adjustment Guide and Salary Range

Comments:

(General Manager's Signature)

(Date)

Attachment 3

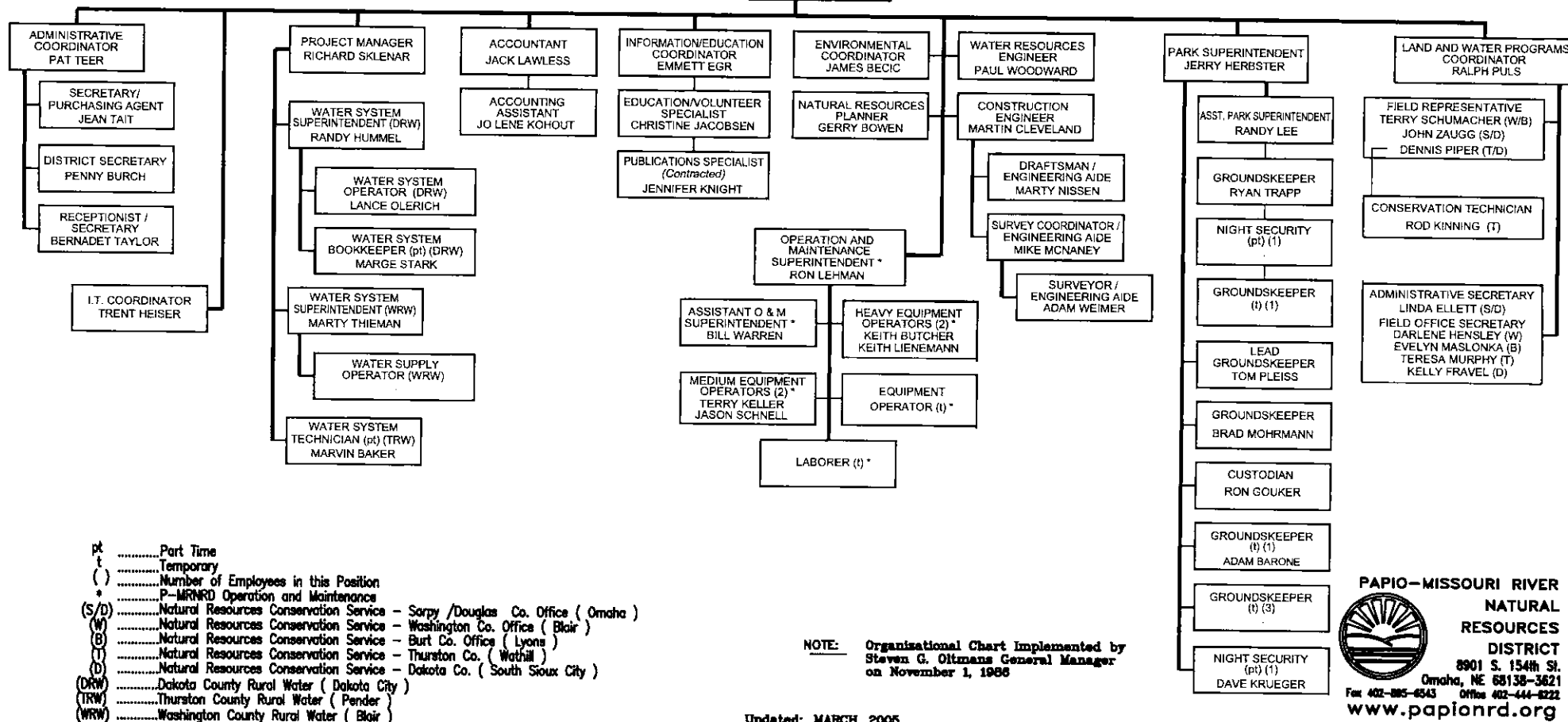
PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT BOARD OF DIRECTORS

LEGISLATIVE REPRESENTATIVE
RICH LOMBARDI

GENERAL MANAGER
STEVE OLTMANS

LEGAL COUNSEL
PAUL PETERS, ESQ.
TAYLOR, KLUVER, PETERS, & DREWS

ASSISTANT GENERAL MANAGER
MARLIN PETERMANN



pt Part Time
 () Temporary
 () Number of Employees in this Position
 P-MRNRD Operation and Maintenance
 (S/D) Natural Resources Conservation Service - Sarpy /Douglas Co. Office (Omaha)
 (W) Natural Resources Conservation Service - Washington Co. Office (Blair)
 (B) Natural Resources Conservation Service - Burt Co. Office (Lyons)
 (T) Natural Resources Conservation Service - Thurston Co. (Wathill)
 (D) Natural Resources Conservation Service - Dakota Co. (South Sioux City)
 (DRW) Dakota County Rural Water (Dakota City)
 (TRW) Thurston County Rural Water (Pender)
 (WRW) Washington County Rural Water (Blair)

NOTE: Organizational Chart Implemented by
Steven G. Oltmans General Manager
on November 1, 1995

Updated: MARCH 2005

**PAPIO-MISSOURI RIVER
NATURAL
RESOURCES
DISTRICT**

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