

**PERSONNEL, LEGISLATIVE AND  
PUBLIC AFFAIRS  
SUBCOMMITTEE MEETING  
March 9, 2004  
7:00 p.m.  
AGENDA**

**Personnel, Legislative and Public Affairs Subcommittee:**

Barb Nichols, Chairperson  
Dick Connealy, Vice Chairperson  
Fred Conley  
Melissa Gardner  
Pete Rubin

Alternate Members: Rich Jansen  
Rich Tesar

Staff Liaison: Emmett Egr  
Christine Jacobsen

1. Meeting Called to Order – Chairperson Nichols
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. P-MRNRD Benefit Comparison (pursuant to 2003 State Salary Survey) – Pat Teer
7. Review and Recommendation(s) on P-MRNRD Wage and Salary Administration Program for 2004 (Based on Nebraska Department of Personnel 2003 State Salary Survey) – Steve Oltmans, Marlin Petermann and Pat Teer
  - a. Wage and Salary Pay Ranges (Midpoints)
  - b. Wage and Salary Administration Guide (“n” Factor)  
    (“n” Factor = 3.7% pursuant to 2003 State Salary Survey)
  - c. Salary Grade Schedule for CY 2004
8. Legislative Update – Steve Oltmans
9. Other Items of Interest
10. Adjourn

# MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: February 27, 2004

FROM: Pat Teer, Administrative Coordinator

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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 2003 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 2003:

1. Plan was updated and revisions approved by the Board of Directors at their April 10, 2003, 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 April 17, 2003 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 2003:
  - \* District Secretary (SG7) – **Penny Burch** hired 2/10/03
  - \* Receptionist/Secretary (SG6) – **Bernadet Taylor**, hired 3/10/03
  - \* Water Resources Technician (SG6) – **Lance Olerich**, hired 3/17/03

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

MEMO TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: P-MRNRD Benefit Comparison

DATE: February 25, 2004

FROM: Pat Teer, Administrative Coordinator

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As a part of the Nebraska State Salary Survey, the participants are asked to give information on benefit programs. Charts showing the comparison of the District and other Omaha area businesses are attached. The following is a summary of the benefit comparisons:

<b>Benefit</b>	<b>P-MRNRD</b>	<b>P-MRNRD Ranking</b>	<b>Summary of Other Omaha Area Businesses</b>
Vacation	0 – 5 Years = 13 days 6 – 10 Years = 18 days 11 Years + = 23 days	Mid to high range	Ranges from 5 days to a high of 30 days per year.
Holidays	10 Holidays	Mid to high range	Ranges from 6 holidays to high of 13 holidays.
Sick Leave	18 days per year (reduced from unlimited max in 1994)	High range	Ranges from 5 days to high of 52.
Sick Leave – Maximum Accumulation	180 days max	Mid to high range	Ranges from 10 days to high of 310 days.
Health Insurance – Single	\$312.53/mo District pays for single coverage	Mid to High range	Ranges from \$220/month to a high of \$420/month.
Health Insurance – Family	Employee(1/3) - \$261.43 District (2/3) - <u>530.77</u> \$792.27	Mid range	Ranges from \$650/month to \$1,210/mo.
Dental Insurance – Single	\$24.82/mo District pays for coverage	Mid to High range	Ranges from \$16.50/month to \$38.50/month
Dental Insurance – Family	\$67.46/mo District pays for coverage	Mid to High range	Ranges from \$38/month to \$84/month
Life Insurance	1 times salary, minimum - \$20,000 – max. \$75,000	Low range	Ranges from 1 times salary to 2 times salary
Retirement	Employee - 4.6% District - <u>5.1%</u> 9.7%	Low range	Ranges from 6% to 22.5%

**There are no recommended changes to the P-MRNRD Benefit Program for calendar year 2004 at this time.**

MEMO 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)
- c. Salary Grade Schedule for CY 2004

DATE: February 26, 2004

FROM: Steven G. Oltmans, General Manager

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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 2004. The PLPA Subcommittee is to review this information and make recommendations to the Board for consideration and action.

Base data from the Omaha job market is used to determine the recommended midpoint values and the "n" factor. The base data is taken from the 2003 Nebraska State Salary Survey (dated, January, 2004), which is prepared by the Nebraska Department of Personnel. The P-MRNRD is a participant in this survey. Approximately 200 benchmark positions in the Omaha area are used to calculate the updates to the P-MRNRD Wage and Salary Administration Program. A spreadsheet showing the midpoints used from the 2003 State Salary Survey is attached. Also attached is a copy of the regression calculation used to determine the proposed midpoints for calendar year 2004.

a. Pay Range Revisions (Midpoints): Attached is a chart showing the current (2003) and proposed pay ranges for calendar year 2004. The figures in the middle box are the midpoints. Please note that pay ranges have increased from .7% for Salary Grade 2 through 4.9% for Salary Grade 21. The average increase in midpoint is **3.7%**. Also attached is a chart showing the proposed P-MRNRD payroll (the straight line) and the midpoints from the base data obtained from the State Salary Survey.

**RECOMMENDATION: It is recommended that the wage and salary pay ranges be adjusted to the proposed ranges shown on the attached chart, effective January 1, 2004.**

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

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 2004, using 3.7% as the "n" factor to compute Adjustment Factors. The Adjustment Factors for last year (2003) are also shown.

**RECOMMENDATION:** It is recommended that an "n" Factor of 3.7% (average increase in midpoint values) be used to compute Adjustment Factors for Calendar Year 2004 and that the resulting Adjustment Guide become effective January 1, 2004.

If these recommendations are adopted, the estimated dollar impact for calendar year 2004 (January 1, 2004 through December 31, 2004), would be approximately \$60,000.

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 2003.

c. Salary Grade Schedule for CY 2004: Following are the recommended changes to salary grade schedule for CY 2004:

Salary Grade	Position	Change
SG 4	Water Supply Technician (Part Time)	Title changed to Water Supply Technician from "Operator" to better reflect actual duties.
SG 6	Water Supply Operator (2 positions)	One position added for the Washington County Rural Water System No. 2
SG-8	Water Supply Superintendent (2 positions)	Position upgraded to SG8 from SG7 to better reflect duties and responsibilities of the position. One position added for Washington County Rural Water System No. 2.
SG9	Field Representative	One position added for the Dakota County Service Center
SG10	Engineering Aide/Survey Party Chief	Position upgraded to a SG10 from a SG8 to better reflect duties and responsibilities of the position. Job Description changed to include licensed surveyor to qualifications.

A copy of the Salary Grade Schedule for CY 2004 showing recommended changes is attached.

**RECOMMENDATION:** It is recommended that the changes to the Salary Grade Schedule for CY 2004, as presented, be approved

Attached for your review is a copy of the proposed P-MRNRD Wage and Salary Administration Program for 2004.