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CITY COUNTY HUMAN RESOURCES DEPARTMENT

INTER-DEPARTMENT COMMUNICATION

TO	Todd Wiltgen, Chair	DATE	March 16, 2018
DEPARTMENT	County Commissioners	FROM	Karen Eurich <i>KE</i>
COPIES TO	Kerry Eagan Brad Johnson Melodie Montiel	DEPARTMENT	Human Resources
		SUBJECT	Exceptional Circumstances Award – Nathan Atkins – Step Increase

Under provisions of Personnel Rule 17.9 (b), Brad Johnson is requesting a one step pay increase to pay grade C21, Step 5, at a rate of \$36.461 per hour for Nathan Atkins. The enclosed memo from Brad Johnson explains his reasons for the request. We have investigated the merits of the matter and feel there are exceptional circumstances to support the award. Therefore, we recommend the Commissioners approve the request.

Enclosure

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MEMORANDUM**DATE:** 03/15/18**TO:** Doug McDaniel
Human Resources**FROM:** Brad Johnson
Corrections**SUBJECT:** Request for Exceptional Circumstance Award for Nathan Atkins

Current Class Code: 5361
Current Class Title: System Programmer
Current Pay Range: C21 (\$31,652-\$40,544)
Current Rate: \$35,193-Step 4
Requested Rate: ~~\$36,46~~-Step 5 **\$ 36,461**
Amount of Increase: One Step
Reference: County Rule 17.9 (b)
Reason:

Per County Personnel Rule 17.9 (b) I am requesting a salary advancement within a grade from step 4 to step 5 for Nate Atkins, Systems Programmer, for Lancaster County Department of Corrections.

Nate has consistently exceeded my expectations while improving the operational efficiency of our department. In the past couple of years Nate has designed, built and maintained our electronic time sheet system. The significance of this system cannot be over stated. Time keeping in this department is very complex. Nate built a system that took all of the functions we used to complete on paper and combined them into a one stop electronic portal. This has saved untold staff hours for the department as well as provided valuable data through reports he built.

This system's success led to the creation of an electronic shift scheduling system that combines both short term and long term scheduling for each shift. This has dramatically reduced the number of scheduling errors that had been occurring due to human error. These errors often led to overtime as well as lower morale for the officers that were being kept from going home at the end of their shift.

Nate has also been responsible for the improvement in the department's electronic rounding and inmate movement system. Based on department policy and Nebraska Jail Standards the officers are required to check on housing areas during specific time intervals. These checks must be recorded, in the past this was done on paper logs. These logs would have to be collected, categorized and filed each day. The current system does it electronically in real time. The result has been a dramatic decrease in the amount of paper

being handled and filed within our department. It has also improved the accuracy and detail which helps this department defend itself against legal challenges.

More recently our electronic video system needed updated software installed on each computer. The vendor provided a quote of nearly \$9,000 to do this install. Nate was able to complete this task himself at no expense other than his time.

The corrections department will be reducing it FTEs by one clerk typist this next budget cycle. It is my belief that Nate's ability to move us towards paperless processes has been a contributing factor in this staffing reduction.

Based on the above facts I respectfully request and would greatly appreciate your support in approving a pay grade increase for Nate Atkins.

Sincerely,



Brad Johnson
Corrections Director

BJ/eh

Approved: _____


Doug McDaniel, Human Resources Director

Date: _____

3-16-18