



City of Omaha
Jean Stothert, Mayor

Human Resources Department

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Tim Young
Director

Honorable President

and Members of the City Council,

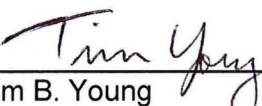
The attached Ordinance provides for the creation of a new classification, Education and Community Outreach Coordinator. The position was created at the request of the Director of the Human Rights and Relations (HRR) Department. Most of the essential functions of this position were previously performed by a Human Relations Representative III in the HRR Department. Although the Human Relations Representative III position was eliminated in the 2019 budget, it was determined that the education and community outreach functions must continue to be carried out. To attract and retain qualified candidates in this field, this new position is being created rather than adding the related essential functions to an existing class specification. A copy of the new classification is attached.

The Education and Community Outreach Coordinator will be a Civilian, Management, Professional and Technical Employees Council (CMPTEC) bargaining unit position. In the evaluation of similar positions within the City of Omaha with a similar level of responsibility and to attract qualified candidates, it was determined that the Education and Community Outreach Coordinator classification should be set at the salary level of 15.3 MC (\$55,531 to \$68,522) in the pay plan for CMPTEC.

The classification was submitted and approved by the Personnel Board at its December 20, 2018, meeting.

Respectfully submitted,

Referred to City Council for Consideration:


Tim B. Young
Human Resources Director

1-8-19

Date


Mayor's Office/Title

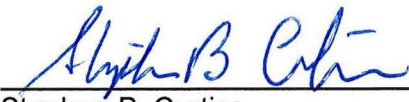
1/10/19
Date

Approved as to Funding:


Franklin T. Thompson
Human Rights & Resources Director

1-9-19

Date


Stephen B. Curtiss
Finance Director

1/10/19
Date

ORDINANCE NO. 41722

AN ORDINANCE to amend Section 23 - 177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled Education and Community Outreach Coordinator with a salary range of 15.3 MC (\$55,531 to \$68,522); to repeal Section 23 - 177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. Due to the length of the affected Ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this Ordinance and only the lined out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That Part A Classifications – Civilian Management, subpart Human Relations (04) of Section 23 - 177 of the Omaha Municipal Code is hereby amended by adding the classification entitled Education and Community Outreach Coordinator, Code Number 0625, pay range 15.3 MC which has a salary range of \$55,531 to \$68,522, as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
<u>0625</u>	<u>Education and Community Outreach Coordinator</u>	<u>15.3MC</u>

Section 3. Section 23 - 177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. This Ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) days following the date of its passage.

ORDINANCE NO. 41722
Page 2

INTRODUCED BY COUNCILMEMBER

Ben S. Gray

APPROVED BY:

Tom Sto Hart 2/14/19
MAYOR OF THE CITY OF OMAHA DATE

PASSED FEB 12 2019 7-0

ATTEST:

[Signature] 2/14/19
CITY CLERK OF THE CITY OF OMAHA DATE

APPROVED AS TO FORM:

[Signature] 1/2/19
DEPUTY CITY ATTORNEY DATE

2019\20348sel



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: EDUCATION AND OUTREACH COORDINATOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER:

PAY RANGE CODE: 15.3 MC REVISION DATE:

NATURE OF WORK:

This is professional civil rights, education, and community outreach work in the Human Rights and Relations Department. This individual will be responsible for developing strategic relationships in various communities to develop and implement community engagement for the Human Rights and Relations Department. These activities may involve but are not limited to establishing new partnerships with other communities, local governmental departments, metropolitan area schools, private and non-profit agencies. The Education and Outreach Coordinator will effectively develop and facilitate educational outreach programs to inform citizens of the resources that are available through the department. Work is performed with relative independence but is reviewed by a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Serves as city and community liaison to enhance collaborative efforts.

Gathers and interprets research on Title VI, Title VII, Title VIII, the Fair Housing Ordinance, and the Small and Emerging Business Ordinance.

Makes referrals to community and social services agencies based on data collected and personal observations.

Interacts with families and organizations to build trusting relationships between the Human Rights and Relations Department and the service providers.

Explains the discrimination charge process, the contract compliance ordinance, the anti-discrimination ordinance, and the associated procedures. Gathers and summarizes information; prepares reports as requested.

Plans and coordinates the annual Martin Luther King, Jr. "Living the Dream" music, poetry, and dance competition.

Speaks at community and school events.

Plans monthly civic engagement Brown Bag cultural awareness discussions.

Assists in quarterly U.S. Housing and Urban Development (HUD) training.

Serves as liaison on the Mayor's Commission for Citizens with Disabilities.

Participates in parades and local community engagement activities.

Edits and orders department literature; identifies and orders all department swag items.

Utilizes effective recruiting and assessment methods that result in individuals participating in local educational and training programs.

Interacts with all city departments, social service agencies, community partners, and resident organizations; attends resident/community organization meetings.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of and ability to effectively navigate social media networks and websites including but not limited to Facebook, Twitter, YouTube, Instagram, and blogs.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees, community partners, and with members of the general public in diverse settings.

Ability to stay abreast of the latest human relations developments and research.

Ability to facilitate and organize educational workshops and events.

Ability to communicate effectively, orally and in writing.

Ability to explain ordinances, policies, and procedures.

Ability to prioritize multiple projects and responsibilities while meeting stringent deadlines.

Ability to provide strong attention to detail while maintaining accurate records.

Ability to make oral presentations to small and large groups.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit 76 to 100% of the time; to bend, stoop, and reach from 51 to 75% of the time; and to stand and walk from 26 to 50% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree.

Master's degree preferred.

AND

Three (3) years of responsible experience working the community in any of the following areas: formal classroom setting, community workshops and outreach, diversity and inclusion outreach, housing and employment advocacy outreach, diversity training of trainers in the field of business or the military.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Must be available to work flexible hours, including evenings and weekends.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises and at various locations when gathering information on alleged discrimination charges.

EQUIPMENT OPERATION:

Telephone
Copy Machine
Presentation Equipment

Computer/Mobile Devices
Fax Machine

Printer

Previous Revision Date(s):