

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, MAY 12, 2016
8:30 A.M.**

Commissioners Present: Roma Amundson, Chair
Todd Wiltgen, Vice Chair
Deb Schorr
Bill Avery

Commissioners Absent: Larry Hudkins

Others Present: Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk
Ann Taylor, County Clerk's Office

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on May 11, 2016.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:34 a.m.

AGENDA ITEM

1 APPROVAL OF MINUTES OF THE MAY 5, 2016 AND MAY 10, 2016 STAFF MEETING MINUTES

MOTION: Wiltgen moved and Avery seconded approval of the May 5, 2016 Staff Meeting minutes. Wiltgen and Avery voted aye. Amundson abstained from voting. Hudkins and Schorr were absent. Motion carried 2-0, with one abstention.

MOTION: Wiltgen moved and Avery seconded approval of the May 10, 2016 Staff Meeting minutes. Avery, Wiltgen and Amundson voted aye. Hudkins and Schorr were absent. Motion carried 3-0.

2 ADDITIONS TO THE AGENDA

- A. Reappointments to the Indigent Defense Advisory Committee (Exhibit A)
- B. Lincoln-Lancaster County Planning Commission Action Regarding County Change of Zone No. 16010, Community Mental Health Center (CMHC) Property (2201 South 17th Street)

MOTION: Avery moved and Wiltgen seconded approval of the additions to the agenda. Wiltgen, Avery and Amundson voted aye. Hudkins and Schorr were absent from voting. Motion carried 3-0.

3 BOARD OF EQUALIZATION (BOE) REVIEW - Rob Ogden, Chief Field Deputy Assessor/Register of Deeds; Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds; Ryan Swaroff, Deputy County Attorney

Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds, reviewed the Assessment/Equalization Calendar and time line (Exhibits B & C).

In response to a question from Wiltgen, Gaines said only Douglas, Lancaster and Sarpy County go through a preliminary process, noting sales information is submitted to the State periodically for analysis. He said the abstract that is submitted by the Assessor's Officer in March is the basis for the statistical analysis that the Nebraska Department of Revenue provides to the Tax Equalization and Review Commission (TERC). The Nebraska Department of Revenue also analyzes a county's practices and their recommendations to TERC incorporates that knowledge.

Avery said he was told there is a three-year wait for remedial action if an error is made on a valuation. Gaines said a property owner can request a refund if there is a factual error, noting the refund request must be made within three years from the date the tax was due. He said if a valuation is appealed to TERC, it can take several years before there is relief.

Avery asked whether state law requires a new protest for each year. Gaines said each year stands alone. Ryan Swaroff, Deputy County Attorney, added TERC is looking at the "landscape" of properties for that particular year.

Rob Ogden, Chief Field Deputy Assessor/Register of Deeds, presented BOE and Assessor Responsibilities Overview (Exhibit D). He said there are 110,000 parcels in Lancaster County, which includes exempt properties. Every property is required by law to have an exterior inspection on a six-year cycle. Assessor's staff will attempt to speak

to a homeowner at that time and ask specific questions regarding the property or will leave a door hanger directing them to a phone number or website to answer any questions the Assessor's Office might have regarding the property. Ogden said the Assessor's Office does not have a right to enter a property but will do so at the owner's request. He added the Assessor's Office will request an interior inspection if the property owner requests an informal hearing.

Schorr arrived at the meeting at 9:00 a.m.

Wiltgen said property owners question why their valuations increase if there had been no improvements. Ogden said the Assessor's Office revalues properties every three years. Gaines added values are more likely to change because of the market than physical changes.

In response to a question from Amundson, Swaroff said additional information is frequently provided at the TERC level rather than at the BOE level. The issue alleged at TERC may also be different than the BOE issue, it just has to relate to value. She said the information that is provided is reviewed and if it has merit, the County may agree to stipulate to the value.

Wiltgen exited the meeting at 9:13 a.m.

4 BOARD OF EQUALIZATION (BOE) REFEREE PROCESS - Tom Kubert, Great Plains Appraisal Company; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk

Tom Kubert, Great Plains Appraisal Company, said the County has met the statutory requirements once it has gone through the referee process but has traditionally given a second step to the local appeal process. He said once the property owner is informed of the referee's decision, they are given an opportunity to appeal the referee's finding directly to the BOE, prior to finalization of the value. Over the past five to seven years, that second appeal has been relegated to written testimony. Kubert recommended the Board retain the second appeal and limit additional information to written form.

Wiltgen returned to the meeting at 9:17 a.m.

Kubert said the Assessor's Office held approximately 125 informal hearings earlier this year and said he anticipates 1,000 to 1,500 property valuation protests will be filed in June. Kubert noted the Assessor's Office has focused on agricultural changes this year, as a property class and has adopted a number of changes to set those values. He said he has talked to the Assessor's Office about their process and is in agreement with their methodology.

Kubert said one significant change in the process is the result of legislation recently passed that allows an increased role for licensed brokers at the BOE and appeal process level. He said the brokers can issue price opinions and comparative market analysis. Kubert said that is additional information to consider.

Kubert said the policies and procedures will be brought before the Board in the coming weeks and said there are no significant changes.

Cori Beattie, Deputy County Clerk, said a resolution to extend the hearing date to August 10th will come before the Board in early June. It was noted that by extending the date the County waives certain rights it has to appeal some of the values that come out of statewide equalization. Kubert said he believes that the extra time is needed, given the two step process Lancaster County uses. Beattie said final action on the property valuation protests will take place on August 9th during the regular BOE meeting.

Beattie also reviewed proposed revisions to the letters that are sent to property owners who file protests (see agenda packet). She said Kubert has proposed adding the following language to the end of the third sentence of the TERC pending letter (see Page 1): *"if you believe the 2016 value is in error."* Beattie referenced the waived letter (see Page 5) and suggested that the first sentence in the second paragraph be reworded to read: *"Referees will begin reviewing protests with waived hearings approximately one week after they are submitted."* There was consensus to retain the original language.

Wiltgen expressed concern regarding the short time span between the time the property owner receives their referee recommended value letter and the deadline to submit additional information. Beattie said the County Clerk's Office generates the letters as soon as the protest packets are received back from the referee coordinator. She explained that time frame depends on how long the referees need to complete their review. Gwen Thorpe, Deputy Chief Administrative Officer, noted property owners can go on the County's website to see their referee recommended value once that information is entered. Beattie said they encourage property owners to file early but said the majority wait until the end of June to file.

MOTION: Schorr moved and Wiltgen seconded to proceed with the referee hearings as normal and to limit second appeals to written form. Schorr, Avery, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

Kubert said he reviewed the files held by Great Plains Appraisal on TERC appeals and reported that last May there were protests covering 686 properties. As of this May, there are 344. He said those cases range from Years 2012-2015 and said most involve large commercial properties that are still going through the discovery process.

5 DIVERSITY TRAINING AT YOUTH SERVICES CENTER (YSC) - Sheli Schindler, Youth Services Center (YSC) Director; Kari Foote, Human Resources Coordinator

Sheli Schindler, Youth Services Center (YSC) Director, said YSC is collaborating with the Human Resources Department on developing a strategic plan for strength-based training for staff. She said Human Resources contracts with Continuum for training services but said it may be necessary to develop contracts with other professionals. Schindler said one professional has been identified who can provide training at a cost of \$4,000. She requested authorization to appropriate those funds, noting YSC will be returning approximately \$300,000 in unused funds to the General Fund. In future years, Schindler said she would try to find funds within her budget for this training.

Kari Foote, Human Resources Coordinator, said the training would take place over the course of six months to a year, noting it would be assessment-based and outcome-based. She said they also plan to develop resources internally through supervisor training and specific skill coaching, utilizing Continuum as much as possible. Foote added there could be situations where a specially designated trainer would be brought in to facilitate discussions with employees regarding a specific goal.

Avery suggested a pilot program would be preferable. Schindler said she is open to allowing other departments to participate in the training. Foote added the overall framework could potentially be replicated in other departments.

6 CAPITAL HUMANE SOCIETY CONTRACT - Bob Downey, Capital Humane Society President and Chief Executive Officer (CEO)

Bob Downey, Capital Humane Society President and Chief Executive Officer (CEO), discussed proposed increases to the billable rates for services provided to the County (see agenda packet). He pointed out the Capital Humane Society has not requested an increase since 2009 and is subsidizing the services at the current rates. Downey noted if the proposed rates had been in effect during 2015 it would have increased the amount paid to the Capital Humane Society by \$9,700.00. He added he would like to see the contract move to a flat rate in the future, like the City's contract.

Wiltgen questioned the boarding rate. Downey explained that every animal that comes into the shelter is vaccinated upon intake to protect their health and is seen multiple times throughout the day by staff, including checks by veterinary staff. He said their

costs are greater than that of a boarding kennel. Downey said all the fees are collected from the owner if the pet is reclaimed and would be debited on the monthly bill that is submitted to the County.

MOTION: Schorr moved and Wiltgen seconded to approve the proposed fee increases, as outlined, with formal action at a County Board of Commissioners Meeting.

Wiltgen expressed concern that individuals who cannot afford the fees might relinquish their pets. Downey said they work with individuals in that type of situation to get their pets returned to them.

ROLL CALL: Avery, Wiltgen, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

7 POTENTIAL LITIGATION - Dave Derbin, Deputy County Attorney

MOTION: Schorr moved and Avery seconded to enter Executive Session at 10:16 a.m. for the purpose of protecting the public interest with regards to potential litigation. Wiltgen, Schorr, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

The Chair restated the reason for the Board entering Executive Session.

MOTION: Wiltgen moved and Avery seconded to exit Executive Session at 10:30 a.m. Schorr, Avery, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

8 CORRECTIONS DIRECTOR SEARCH PROCESS - Doug McDaniel, Lincoln-Lancaster County Human Resources Director; Kari Foote, Human Resources Coordinator

Doug McDaniel, Lincoln-Lancaster County Human Resources Director, disseminated copies of the classification description for the Lancaster County Corrections Director, which he said was updated in September, 2015 (Exhibit E). McDaniel asked Board members to review the document and forward any changes to his department.

McDaniel noted said there are several approaches the Board could take to source candidates for the position. He said he has done some preliminary work on advertising resources and recommended the County steer away from print media because it is costly and has a lengthy lead time. McDaniel said the Board will need to decide whether it wants local, regional or national recruitment and how soon to fill the position. He estimated it will take at least four to six months.

Schorr inquired about Nebraska Jail Standards requirements regarding qualifications and an interim director. McDaniel said he would need to research those issues, noting the classification description does not address a credentialing process.

Wiltgen and Avery indicated they favor opening the position to a nationwide search. McDaniel said a nationwide search could be done internally by Human Resources with expenses, such as advertising, promotional materials, background checks, and the candidates' travel expenses, assessed to the Corrections Department. He said the Board could also retain a search firm, estimating that cost at \$25,000 to \$32,000, with expenses. Dennis Meyer, Budget and Fiscal Officer, appeared and said those costs could be paid out of the General Fund.

Thorpe, who is serving as Interim Corrections Director, suggested the vacancy provides an opportunity to review the relationship between Corrections and other County departments. Kim Etherton, Community Corrections Director, appeared and said she would like to see more collaboration between Corrections and Community Corrections.

In terms of interviewing candidates, McDaniel said the City has used a process that involves other customers or affected parties. He felt that approach would benefit the County. McDaniel said he also has a tool that will help Commissioners identify the qualities they believe are most crucial for the position.

There was consensus to proceed internally with a nationwide search. McDaniel said Human Resources will begin to create a profile, adding it would be helpful to have the assistance of a focus group. The following were suggested for inclusion: Kim Etherton, Community Corrections Director; Sheli Schindler, Youth Services Center (YSC) Director; and Judy Halstead, Lincoln-Lancaster County Health Department Director. McDaniel said he will also seek feedback from labor.

Brief discussion also took place regarding the need to appoint a longer term Interim Director and Thorpe was asked to identify current Corrections employees that could step into that role.

ADDITIONS TO THE AGENDA

- A. Reappointments to the Indigent Defense Advisory Committee (Exhibit A)

The Board tentatively scheduled the reappointments on the May 17, 2016 County Board of Commissioners Meeting agenda.

- B. Lincoln-Lancaster County Planning Commission Action Regarding County Change of Zone No. 16010, Community Mental Health Center (CMHC) Property (2201 South 17th Street)

Wiltgen said the Lincoln-Lancaster County Planning Commission voted against the County's request for a zoning change for the Community Mental Health Center (CMHC) property. The issue will now move to the Lincoln City Council, which will have the final say. Wiltgen said he plans to attend the City Council's public hearing on June 6th and will provide testimony from the perspective of both the County and Region V Systems.

9 ACTION ITEMS

There were no action items.

10 CONSENT ITEMS

There were no consent items.

Avery exited the meeting at 11:08 a.m.

11 ADMINISTRATIVE OFFICER REPORT

- A. Request from Sinclair Hille & Associates Inc. to Use Lancaster County Logo

There was no objection to the request.

- B. Appointment of Dr. Katherine Garcia to the Lincoln-Lancaster County Board of Health

The Board scheduled the appointment on the May 17, 2016 County Board of Commissioners Meeting agenda.

- C. Utilities Capital Improvement Program (CIP) Project Tour - Wednesday, May 18, 2016

Informational only.

12 PENDING

There were no pending items.

13 DISCUSSION OF BOARD MEMBER MEETINGS

A. Region V Services Executive Committee - Wiltgen

Meeting was cancelled.

B. Region V Services Governing Board - Wiltgen

Wiltgen said he did not attend the meeting.

C. Region V Systems Governing Board - Wiltgen

Wiltgen said he did not attend the meeting.

D. Region V Systems Executive Committee - Wiltgen

Wiltgen said the Executive Committee met with Region V Systems managers to evaluate the Region V Systems Administrator's job performance and said the Executive Committee will forward its recommendation to the Region V Systems Governing Board.

Avery returned to the meeting at 11:13 a.m.

E. Public Building Commission (PBC) Vice Chair Meeting with Mayor

Meeting was cancelled.

F. Chair/Vice Chair Meeting with Mayor

Meeting was cancelled.

G. Public Building Commission (PBC) - Amundson/Hudkins

Amundson said they discussed replacement of the 605 Building's generator and issues related to cameras and the sprinkler system at the Benesch Building. She said they also adopted a security policy.

H. Board of Health - Avery

Avery said they received a briefing on a proposal to ban cardboard from the landfill and discussed a smoke-free ordinance for multi-unit housing.

I. Mental Health Crisis Center Advisory Board

Meeting was cancelled.

J. Visitors Promotion Committee (VPC) - Schorr

Schorr said the VPC approved four grant requests from the Lincoln Parks Foundation (\$10,000 to improve two disc golf courses and build an 18-hole disc golf course); Star City BMX (\$10,000 to improve its track); University of Nebraska (\$10,000 to help establish an exhibit on parasites at the State Museum); and the Camp Creek Antique Machinery and Threshing Association (\$11,570 to improve its show ground).

ADDITIONS TO THE AGENDA

MOTION: Wiltgen moved and Avery seconded to add a report on the Railroad Transportation and Safety District (RTSD) Meeting to the agenda. Avery, Wiltgen, Schorr and Amundson voted aye. Hudkins was absent from voting. Motion carried 4-0.

C. Report on the Railroad Transportation and Safety District (RTSD) Meeting

Schorr said they received a briefing on the RTSD project at the North 33rd and Cornhusker Highway and North 35th and Adams Street crossings.

14 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

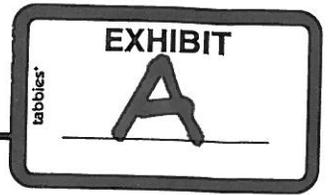
15 ADJOURNMENT

MOTION: Schorr moved and Wiltgen seconded to adjourn the meeting at 11:27 a.m. Avery, Wiltgen, Schorr and Amundson voted aye. Hudkins was absent from voting. Motion carried.



Dan Nolte
Lancaster County Clerk





Gwen K. Thorpe

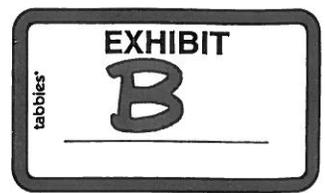
From: Joseph D. Nigro
Sent: Wednesday, May 11, 2016 4:14 PM
To: Gwen K. Thorpe
Subject: FW: Indigent Defense Advisory Committee

From: Joseph D. Nigro
Sent: Wednesday, May 11, 2016 4:12 PM
To: Kerry P. Eagan; Minette M. Genuchi
Subject: Indigent Defense Advisory Committee

Sean Brennan, Jeanelle Lust, and Dallas Jones have each agreed to serve another three year term on the Lancaster County Indigent Defense Advisory Committee. Their terms expired on May 10th. I was waiting for the Lincoln Bar Association to recommend that they serve another term before I brought this before the County Board. I just received an email from the Lincoln Bar Association that they have nominated Sean, Jeanelle, and Dallas to serve another term. Please set this on the agenda, and let me know if I need to do anything else.

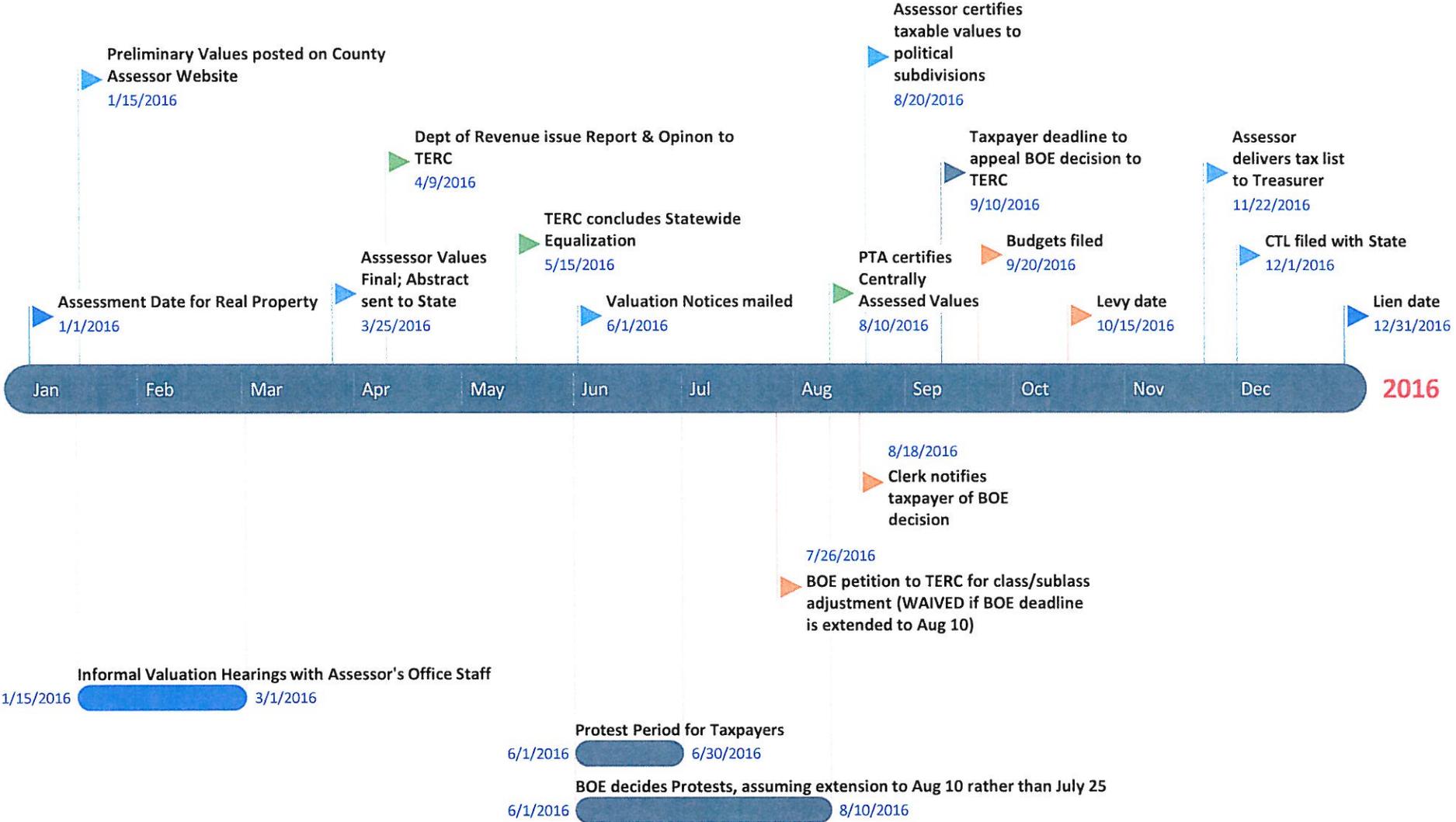
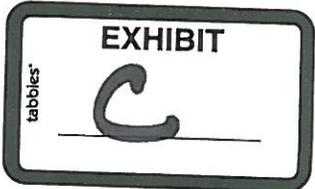
Thanks,

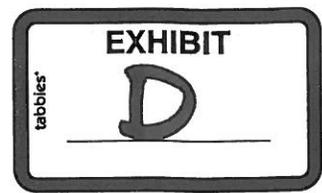
Joe Nigro



Assessment/Equalization Calendar

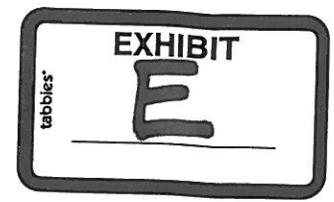
DUE DATE	DUTY	STATUTE	RESPONSIBILITY:
January 1	Assessment Date	77-1301	Assessor
January 15	Preliminary Values posted on Assessor website	77-1301	Assessor
Jan 15 – Mar 1	Informal Hearings with Assessor Staff. Taxpayer must request hearing by Febr 1 to be assured a hearing spot.	77-1311	Assessor
March 25	Assessor Values are FINAL and Abstract is submitted to State---after this date, only TERC and BOE may modify 2016 values.	77-1301 77-1514	Assessor
April 9	PTA provides Report & Opinion to TERC and Assessor	77-1514 77-5027	Property Assessment Division
May 15	TERC concludes Statewide Equalization	77-5028	TERC
June 1	Valuation notices mailed to all owners whose value has changed from the prior year.	77-1315	Assessor
June 1-30	Taxpayers may file valuation protests with Clerk.	77-1502	Taxpayer
June 1-July 25 (Aug 10 w/ext)	BOE holds protest hearings and issues decisions	77-1502	BOE
June 1-July 25 (Aug 10 w/ext)	BOE may take action to correct assessment of any undervalued/overvalued property reported by assessor. After this time period, only the values of property which was not properly reported to the assessor or clerical errors resulting in value errors may be adjusted by the BOE.	77-1504 77-1507	BOE
July 26	BOE may petition TERC for class/subclass adjustments (this option is forfeited if BOE extends to Aug 10)	77-1504.01 77-1502	BOE
August 2 (Aug 18 w/ext)	Clerk notifies taxpayer of BOE protest decision	77-1502(4)	Clerk
August 10	PTA certifies Centrally Assessed Values	77-5030	PAD
August 20	Assessor certifies taxable values to political subdivisions and TIF project values to city.	13-509 13-518 18-2148	Assessor
August 24 (Sept 10 w/ext)	Taxpayer deadline to appeal BOE decision to TERC	77-1510	Taxpayer
September 20	Budgets filed	13-508	Political Subdivisions
October 15	Levy Date	77-1601	BOE
November 22	Assessor delivers Tax List to Treasurer	77-1616	Assessor
December 1	Certificate of Taxes Levied (CTL) filed with PTA	77-1613.01	Assessor
December TBA	Tax Statements mailed by Treasurer	77-1701	Treasurer
December 31	Property Taxes "Due" and Lien Date	77-203	Taxpayer
April 1	1 st half taxes delinquent	77-204	Taxpayer
August 1	2 nd half taxes delinquent	77-204	Taxpayer





BOE and Assessor Responsibilities Overview

- Two specialties in one industry
 - Mass Appraisal:
 - Equity vs level of value
 - State oversight
 - 80 to 90%
 - Use Statistics, Models, limited Inspections
 - Standards, USPAP
 - Credentialing
 - Fee Appraisal:
 - Single property
 - Two appraisers – 10 % variance
 - In-depth Inspections
 - Standards, USPAP
 - Credentialing
- Informal Hearings:
 - Chance to explain process
 - Gather additional information
 - Inspections
- BOE
 - Assessor has limited role
 - Values only changed by BOE
 - After process Values are BOE's not Assessors value
- TERC
 - Additional time and information.
 - Assessor has advisory role. This is a BOE responsibility.



LANCASTER COUNTY CORRECTIONS
DIRECTOR

7285

NATURE OF WORK

This is highly responsible administrative and professional work with responsibility for the overall administrative and managerial direction of the Department of Correctional Services for Lancaster County. This is an unclassified position.

Work involves responsibility for development and implementation of modern and innovative programs for the delivery of correctional services to meet the needs of Lancaster County and the City of Lincoln. Work involves responsibility for directing the construction, maintenance and repair of minimum and maximum security Adult Detention Facility with recommendation for growth and improvements. Work also involves the coordination of Lancaster County correctional activities with all elements of the criminal justice system and the general public. This position is expected to exercise critical independent judgment and initiative in directing development, implementation and regulatory accountability for the department. An employee in this class is expected to exercise considerable independent judgment within the framework of established policies and guidelines. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of conferences, reports submitted, results achieved as well as the effectiveness and feasibility of program recommendations. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Plan, direct, study and research various correctional and rehabilitation programs; analyze data obtained and recommend correctional programs to meet the needs of Lancaster County and the City of Lincoln.

Establish department procedures and approve procedures for an adult detention operation; insure department policies and procedures comply with federal, state, and state professional standards.

Review and monitor procedures for an adult detention system which include intake, book-in and release, inmate classification, inmate programs and services, release functions, for a system with all levels of inmate custody levels.

Determine the appropriate action to be taken in the event of emergencies including, but not limited to, riots, suicides, disasters, and assaults. Review results and reports in order to evaluate the effectiveness of actions.

Review reports concerning incidents at the Department of Correctional Services. Notify superiors of incidents and respond appropriately to inquiries from the public, media, and families.

Prepare recommendations pertaining to the continuing development, organization, and structure of the Department of Correctional Services.

Coordinate development of and oversee a comprehensive program of community based services directed to the deterrence of criminal conduct and recidivism, including but not limited to pre-trial services, community-based offender rehabilitation programs, and adult detention based rehabilitation programs.

Direct the creation and submission of the departmental budget; monitors expenditures with respect to budgetary accountability.

Plan and schedule work of subordinate personnel assigned to program; prepare annual budget;

formulate policies and procedures pertaining to the Department of Correctional Services.

Participate in policy development for the departmental administrative operations; insure interdivisional operations are consistent with corrections operations.

Perform short and long range planning with respect to department's fiscal, physical, staffing, and development needs.

Represent the Department of Correctional Services by contacts, presentations, and participation on committees with civic and community groups, professional organizations, other correctional jurisdictions, law enforcement agencies, and interested groups.

Perform related work as required. DESIRABLE

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of correctional institution management practices including the care, custody and welfare of offenders.

Thorough knowledge of the principles and practices pertaining to administration and execution of the legal process relevant to correctional facilities and programs.

Thorough knowledge of state jail standards, regulations and federal law relating to jail facilities.

Ability to work with state and local laws and regulations pertaining to the operation of correctional and rehabilitation facilities.

Ability to plan, organize and supervise the work of subordinate staff members. Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, co-workers, and the general public.

Ability to handle and maintain confidential information and material.

Ability to establish, maintain, and promote effective working relationships with employees, elected/appointed officials, representatives of governmental units, volunteer/service agencies, media, and the general public.

Knowledge of budgetary principles and methods.

Knowledge of crisis intervention techniques.

Cooperate with the County Attorneys' Office in litigation matters and provide necessary information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in a relevant social and behavioral science, public administration or related field supplement by a Masters degree in the appropriate field. Ten years of related work experience, of which at least five years must have been in an administrative or senior management capacity in a corrections setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a relevant social or behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.