



## Request for City Council Committee Action from the Department of Human Resources

**Date:** February 2, 2012

**To:** Mayor R. T. Rybak and the Executive Committee

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position: Deputy Finance Officer/Director Budget and Enterprise Financial Management Finance - 688 points/Grade 15 (\$104,403 - \$115,393)

### Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
  - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
  - (2) The person occupying the position will be part of the designated department head's management team.
  - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
  - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
  - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Deputy Finance Officer/Director Budget and Enterprise Financial Management Finance; 688 points/Grade 15  
The position is FLSA - Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective February 2, 2012, as follows:

Step A	Step B	Step C	Step D
\$104,403	\$109,898	\$113,195	\$115,393

**Prepared or Submitted by:** Timothy Giles, Director of Employee Services; 673-3341

**Approved by:** \_\_\_\_\_

Pamela French  
Director of Human Resources

\_\_\_\_\_  
Steven Bosacker  
City Coordinator

Permanent Review Committee (PRC) - Not Applicable  
Policy Review Group (PRG) - Not Applicable

**Presenters in Committee: Pamela Nelms, Employee Services 673-3344**

**Financial Impact** (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information).

Action requires an appropriation increase to the \_\_\_\_\_ Capital Budget or \_\_\_\_\_ Operating Budget.

Action provides increased revenue for appropriation increase.

Action requires use of contingency or reserves.

Business Plan: \_\_\_\_\_ Action is within the plan. \_\_\_\_\_ Action requires a change to plan.

Other financial impact (Explain):

Request provided to department's finance contact when provided to the Committee Coordinator.

## **Background/Supporting Information**

Dear Mayor Rybak:

The Assistant City Coordinator Finance has requested a review of the Director Budget (Appointed) position including an evaluation of proposed changes in responsibility and reporting relationships which he is implementing prior to refilling the position.

The proposed job responsibilities include but are not limited to:

- Advise the Chief Finance Officer and make recommendations on the City enterprise budget, financial and resource management, and strategic direction.
- Provide staff support to allow City officials to make the best decisions regarding the appropriate tax burden on City residents and property.
- Provide staff support to study and recommend the best allocation of revenue and expense among City departments and boards and commissions to support City services and activities.
- Present complex information at public hearings, City Council meetings and to large organizations, explaining City budget-related processes and decisions, and complex financial issues.
- Establish and monitor a budget and financial management process that incorporates the priorities of elected officials and assigns responsibility for adherence to these processes within budget guidelines.
- Identify and prioritize fiscal and management matters which influence, and are influenced by, the resources available to the City.
- Provide capital and debt management that has a long-term focus and incorporates sound financial planning to help policy-makers make informed decisions.

- Provide sound long-term financial planning and advice to the Mayor and City Council, and department heads to assist them in fulfilling their respective roles and responsibilities and achieving key objectives.
- Coordinate, oversee and manage the performance of directly reporting directors and managers, setting goals and objectives for these staff, ensuring that division objectives fit with overall City and department direction, and monitoring division performance.
- Oversee all aspects of development finance activity in support of CPED and NCR development and neighborhood activities, including analysis of development opportunities and policy ramifications of resource allocation decisions.
- Lead enterprise risk management activities to promote a safe and supportive work environment and reduce financial exposure including workers' compensation and tort claims administration, loss prevention, workplace safety and insurance.
- Act on behalf of the Chief Financial Officer in his/her absence.

Below is a summary of the study conducted to ensure proper evaluation of the positions. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge	75	Requires a Master's Degree in Finance, Business or Public Administration or equivalent, and broad-based knowledge of financial management, budgeting, policy development; seven or more years of public or private sector experience at similar level.
Decisions and Actions	75	The position will be the number two position in the Finance and Property Services Department and will have significant responsibility to support the Chief Finance Officer in his role to make City resource allocation decisions and facilitate the City's financial stability.
Supervisory Responsibility	25	The position will directly supervise the Director Development Finance; the Director Risk and Claims Management; The Director Capital and Debt Management and the Manager Budget Information and Analysis. It will have direct management oversight over 25 positions.
Relationships Responsibility	85	Continuous contact with Assistant City Coordinator - Finance and other City staff including: elected officials, department heads and financial managers. It will interact with State and Federal authorities regarding financial matters and will serve on various boards and task forces
Working Conditions	20	Normal office setting similar to other City management positions
Effort	75	The position requires considerable mental effort in dealing with financial matters and with the management of several significant business operations within the Finance and Property Services Department. It will experience deadlines and other pressures from budget cycles, and project-related timelines.

**Attached: Classification Report**

**Facts supporting the five criteria of Minneapolis Code of Ordinances, Section 20.1010 are listed at the end of the attached classification study.**