



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

Date: April 17, 2012

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

Referral to: Ways and Means Committee

Subject: 1) Upgrade of Existing Appointed Position:

Old Title: Director Emergency Management - 583 points/Grade 12

New Title: Director Emergency Management - 675 points/Grade 14

(\$102,393 to \$113,171)

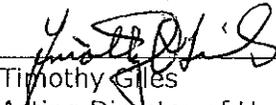
Recommendation:

1. Find that the proposed positions meet 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 upgrade of an existing, budgeted position from Director Emergency Management (583 points, grade 12) to Director, Emergency Management; 675 points, grade 14
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective April 11, 2012 as follows:

Step A	Step B	Step C	Step D
\$102,393	\$107,782	\$111,015	\$113,171

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

Approved by:


Timothy Giles
Acting Director of Human Resources


Jayne Khalifa
Acting City Coordinator

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

Presenters in Committee: Pamela Nelms, Human Resources Senior Consultant 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 reorganization of the Emergency Management function in the City of Minneapolis from the Regulatory Services Department requires a restructuring of the leadership position for the function. The new Director Emergency Management position will report directly to the City Coordinator and will provide the leadership and direction of all activities of the Office of Emergency Management. The Office of Emergency Management will ensure the efficient and effective preparation for and the coordinated response during emergencies, and assure the implementation of federal and state emergency preparedness and management program requirements. The position has been evaluated at 675 points, and allocated to grade 14. The position is exempt from the provisions of the Fair Labor Standards Act.

The duties and responsibilities proposed for the new position include:

- Lead the Office of Emergency Management's efforts in mitigating, preparing for, responding to, and recovering from natural or manmade disasters in the community.
- Create and maintain a comprehensive framework to reduce the vulnerability to hazards and cope with disasters.
- Anticipate future disasters and take preventive and preparatory measures to build disaster-resistant and disaster-resilient communities.
- Analyze and report on operational efficiency and preparedness activities.

- Respond to queries, requests and complaints from the Mayor, City Council members and other City staff to promote customer service.
- Support regional, state and national response and recovery efforts through mutual aid, emergency management assistance compact (EMAC), incident management teams and similar regional, state or federal organizations and deploy with such organizations as warranted.
- Represent the City of Minneapolis at various forums, public hearings, meetings, task forces, etc. Act as the Public Information Officer with media outlets and the public.
- Pursue grant funds from outside agencies and organizations in order to offset the cost of materials, equipment and human resources used in preparing, responding and recovery from events; accounts for all time and materials expended in case that reimbursement is available.
- Serve as EOC Manager or Director under the National Incident Management System (NIMS).
- Provide leadership in exploring the development and potential implementation of a City Strategic Operations Center.
- Oversee the management of 4+ employees and lead teams including other persons outside of the Office of Emergency Management.
- Establish policies, goals, objectives and performance measure for the department, including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.

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.

Factor	Points	Analysis
Pre-requisite Knowledge (1)	75 points	Requires minimally a Bachelor's degree in public or business administration, public safety or other relevant field and up to ten years of progressively responsible experience in the appropriate field, with strong management and policy development experience
Decisions and Actions (2)	80 points	Requires leadership and independent action. Decisions have potential to have great affect on the organization; Performance has a great influence on delivery of services; errors or inadequacies could do irreparable harm.
Supervisory Responsibility (3)	5 points	Management authority over 4 staff. 5 points are given consistent with the rating guide for positions in the City that supervise five or fewer staff.
Relationships Responsibility (4)	80 points	Relationships responsibility is a core factor for the job's existence. The job involves maintenance of professional and collaborative relationships with elected officials, city staff from all departments, the general public and officials from other governmental and industry groups, and emergency responders from multiple jurisdictions as a means of aligning resources and preparing them for emergency responses. It is vital for the position to maintain strong partnerships with other local, state and

		federal agencies.
Working Conditions (5)	30 points	Combination of field and office work, with the potential for exposure to dangerous situations.
Effort (6)	70 points	Deals with City-wide responsibilities for emergency management. There is mental effort in analyzing and formulating plans, organizing major activities, and managing resources, supervising staff, and overseeing the Emergency Operations Center. Activities include development of emergency operation plans, training of responders, education of the public, communication of evacuation plans, debris management and recovery and financial planning and administration of the Emergency Management Function. There are project-related deadlines, responsiveness to elected officials, and other constituencies.