



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

Date: May 2, 2012

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

Referral to: Ways and Means Committee

Subject: 1) Reclassification of Existing Appointed Position:

Old Title: City Assessor - 640 points/Grade 14 (\$96,180 to \$107,188)

New Title: City Assessor - 715 points/Grade 15 (\$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 City Assessor 640 points, grade 14 to City Assessor; 715 points, grade 15
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective May 2, 2012 as follows:

Step A	Step B	Step C	Step D
\$108,578	\$114,293	\$117,722	\$120,008

Prepared or Submitted by: Timothy Giles, Acting Director of Human Resources; 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:

Review of the City Assessor job was initiated by Human Resources based on a general sense that the job may be out of alignment with other appointed jobs in the city. The job was evaluated in 1988, 1994 and again in 2005 with only very limited changes in factors and no change in overall points. Directs the work of the Assessor's Office and develops long-range plans aimed at realizing the city's vision as outlined in the City's goals, departmental business plan and legislated mandates. Provides technical and administrative leadership and direction to the department. The position has been evaluated at 715 points, and allocated to grade 15. The position is exempt from the provisions of the Fair Labor Standards Act.

The duties and responsibilities proposed for the position include:

- Establishes Appraisal Quality Standards through defining the appraising and assessing techniques to be used. Coordinates with the State and surrounding jurisdictions to foster consistency in application of methodology.
- Establishes individual work standards as reflected in measurable goals and allocates personnel time based on work load, required appraisals and skills.
- Makes final decisions regarding hiring of new employees, progressive discipline and termination.
- Keeps City Leaders informed and answers their questions about the assessment process and issues of importance impacting individual neighborhoods and businesses.
- Works directly to build a working relationship with major taxpayers as a means of uncovering relevant information that impacts valuations so as to mitigate the risk of sustained legal challenges that can result in large aggregate unrecoverable losses of revenue through court ordered reductions or repayments.

- Minimizes court cases and reviews that reduce the time available for the primary task of re-evaluating real estate.
- Speaks with neighborhood groups, business groups and reporters to share assessment information and answer their questions, thus gaining public understanding and improving trust.
- Provides information to the Minnesota Department of Revenue, State Legislators and their staff about the impact and practical application of legislative and administrative actions.
- Works with City departments regarding livability issues, legislative matters, shared property information and City-wide projects.

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

Factor	Points	Analysis
Pre-requisite Knowledge (1)	80 points	Increase of fifteen points. Requires a Bachelor's degree and ten years of progressively responsible related experience including supervisory experience. Knowledge of business and property economics, public policy development and thorough knowledge of property evaluation laws and related trends are needed.
Decisions and Actions (2)	80 points	Increase of five points. Requires leadership and independent action. Decisions have potential to have great affect on the financial position of the organization; Performance has a great influence on delivery of services; errors or inadequacies could do irreparable harm.
Supervisory Responsibility (3)	30 points	No change in points. Management authority over 34 staff. Points are given consistent with the rating guide for supervisory positions.
Relationships Responsibility (4)	80 points	Increase of ten points. The job involves maintenance of professional and collaborative relationships with elected officials, city staff from all departments, property owners and others of the general public, including the media, and officials from other governmental jurisdictions. Success in this factor reduces the risk of court challenges and encourages investment in the City.
Working Conditions (5)	20 points	Decrease of ten points. 20 points is the normal point value given to jobs that are primarily office with some local travel.
Effort (6)	75 points	Increase of five points. Deals with City-wide responsibilities for property valuation, defense of positions, and the overall demands of the job, which involves numerous deadlines and detailed work.

