



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

**Date:** January 22, 2013

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

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position: Director Long Range Planning

683 points/Grade 15 (\$103,630 - \$114,538)

### **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: Director Long Range Planning; 683 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 10, 2013, as follows:

Step A	Step B	Step C	Step D
\$103,630	\$109,084	\$112,356	\$114,538

**Prepared or Submitted by:** Pamela Nelms, Human Resources Senior Consultant/Compensation; 673-3344

Approved by:

  
Timothy Giles  
Acting Director of Human Resources

  
Paul Aasen  
City Coordinator

**Presenters in Committee: Pamela Nelms; 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 Community Planning and Economic Development Department is expanding to four divisions as part of the reorganization they are going through. One of these divisions will be the Long Range Planning Division, which is a subset of the former Planning Department. The Division will maintain the City's comprehensive plan, guide development, partners in implementation, and oversee the public art program. The Division will deliver services while maintaining the Comprehensive Plan to ensure that Minneapolis remains the heart of the upper Midwest region as a premier City. The position under review will be the Director for the Division.

The duties and responsibilities include but are not limited to the following:

- Manage and direct long-range planning and research staff in the development and implementation of the work plan of the Department and division.
- Develop strong partnerships/working relationships with other City Departments and develop the credibility and expertise of the long range/future planning functions within the City enterprise.
- Promote and implement transit-oriented development and traditional urban form as described in the City's comprehensive plan. Continue to ensure that the City is innovative in its planning policies and regulations.
- Provide leadership to the City continuing efforts to address the issues of poverty and unemployment among citizens.
- Work with the Mayor, City Council and City staff to establish annual priorities, which guide the division's budget process.
- Maintain contact with Elected and Appointed Officials on policy questions, respond to requests for research, discuss planning issues, and determine future planning projects.

- Respond to requests for information from the public, other governmental bodies, and the media.

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	85	Requires a Bachelor's Degree in Planning, Urban Design or a closely related field, and ten years of progressively responsible planning experience as a Public administrator and planner with some portion of the experience in a government related position, which has included three years of administrative or management experience.
Decisions and Actions	75	The position will be responsible for leading and managing long-range planning and research staff with the responsibility for integrating urban design principles into the City of Minneapolis' long-range plans for housing, economic development and neighborhood planning. It will be responsible for promoting and implementing transit-oriented development and traditional urban form as described in the City's comprehensive plan. It will be responsible for continuing to ensure that the City is innovative in its planning policies and regulations.
Supervisory Responsibility	15	The position will supervise Thirteen staff (City Planners and one Public Arts Administrator) engaged in long range planning and research efforts aimed at guiding development, and guiding the Public Arts program.
Relationships Responsibility	75	This position serves as the representative of the Director, both internally to department staff and externally to the Mayor, City Council and staff, community partners and affected stakeholders.
Working Conditions	20	Normal office setting similar to other City management positions
Effort	65	At this level jobs are executives with wide ranging responsibility for planning, coordinating, and monitoring activities which requires mental effort and creates stress. This is an executive-level decision-making position routinely dealing with competing priorities that require the development of alternative recommendations, plans and solutions.

**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.**