



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 Development Services

745 points/Grade 16 (\$113,218 - \$125,135)

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 Development Services; 745 points/Grade 16
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
\$113,218	\$119,177	\$122,752	\$125,135

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

Approved by: Timothy Giles
Timothy Giles
Acting Director of Human Resources

Paul W. Aasen
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 position under review is being created to oversee the new Development Services Division of the Community Planning and Economic Development Department (CPED). The new Division encompasses the Development Review area, and the Construction Code Services area recently transferred from the Regulatory Services Department to CPED. In addition, the new Division will take in around 20 positions from the old Planning Department, and the work that they do including zoning, land use, and preservation. The new Division will be responsible for Collaborating with the City Planning Commission, Heritage Preservation Commission, and Zoning Board of Adjustment on policy formulation and implementation of regulations.

The specific duties proposed for the new position are listed below:

- Lead and manage 100+ staff to develop and implement the division's work plan including establishing policies, goals, objectives and performance measures; includes recruitment and retention of diverse workforce, training, performance management, and employee relations and engagement.
- Ensure collaboration with the City's Planning Commission, Heritage Preservation Commission, and Zoning Board of Adjustment on policy formulation and implementation of regulations.
- Develop strong partnerships/working relationships with other Departments and develop the credibility and expertise of the planning function within the City enterprise.
- Continue to ensure that the City is innovative in its planning policies and regulations.
- Work with the Mayor, City Council and City staff to establish annual priorities, which guide the budget.
- Maintain contact with Elected and Appointed Officials on policy questions and discuss issues related to specific projects.
- Respond to requests for information from the public, other governmental bodies, and the media.

- Provide guidance to managers in areas of responsibility where decisions have serious code considerations and potentially large economic impact on individual property owners or occupants.
- Work with others to improve City ordinances, State codes and Federal models; represent the City on various internal and external boards and committees; testifies in public and legislative hearings on matters relating to codes and ordinances;
- Direct the work of the Building Official in the administration of adopted building/construction codes and standards and on matters relating to interpretation and rulings on formal appeals, in order to ensure accuracy and consistency of code enforcement.

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 Public or Business Administration, Planning, Urban Design, and ten years of progressively responsible experience as a administrator in planning or code enforcement; The position requires knowledge of the theory and practice of city planning—urban principles and how they relate to comprehensive planning, zoning and planning functions, capital planning, land use and development review and budget administration—as well as knowledge of Federal, State and Local building and construction codes.
Decisions and Actions	80	The job will have significant influence over land use development, construction site plan review, zoning enforcement, historic preservation, and the City's permit customer service center activities. It will be responsible for service delivery and enforcement which adheres to State and Local laws, and City ordinances and ensures that Minneapolis remains the heart of the upper Midwest region as a premier destination for dynamic urban living and working. The position will manage a department with 100 employees and a significant budget and which has an influence over major City activities.
Supervisory Responsibility	50	The position directly supervise the Manager Minneapolis Development Review, Building Official, and all of the City Planning and Zoning Staff, thus has management authority over 100 positions.
Relationships Responsibility	80	There is a need to establish and maintain on-going relationships with staff throughout the City Enterprise and with external parties and with business owners, and the public regarding planning, zoning, historical preservation, and regulatory matters. The position will work in a political environment and requires strong public communications skills and the ability to educate non-planning personnel and citizens regarding planning activities and issues regulatory and

		enforcement matters.
Working Conditions	20	Normal office setting similar to other City management positions
Effort	70	The position primarily requires mental effort in leading and managing zoning, land use, preservation, code inspections, and customer service center staff with the responsibility for integrating urban design principles into the City of Minneapolis' efforts on housing and economic development; protecting the safety and welfare of the public in the development of the City's built environment.

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.