

REPORT NO:13-3
DATE: 1/14/2013
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director, Development Services

CURRENT TITLE: New

INCUMBENT: Vacant

REASON FOR REQUEST: Review of proposed duties and responsibilities to determine appropriate classification

DATE QUESTIONNAIRE SUBMITTED: 1/3/2013

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Jeremy Hanson-Willis, Director CPED

RECOMMENDATION: Establish the position as Director Development Services (Appointed Grade 16, 745 Points)

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.

POSTION ANALYSIS

PREREQUISITE KNOWLEDGE

The requirements for the position include 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; where some portion of the experience must be in a government-related position, and must include three years of administrative or management experience or an equivalent combination of training and experience. 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, and experience in staff supervision, team building, and community interface.

A rating or **85 points** for the level educational and experience required is appropriate and will be applied.

DECISIONS AND ACTIONS

The proposed position will be responsible for managing zoning, land use, preservation, code inspections services, and development review customer service center staff with the responsibility for integrating urban design principles into the City of Minneapolis' efforts on housing and economic development; and protecting the safety and welfare of the public in the development of the City's built environment.

The position 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.

A rating of **80 points** will be applied. Positions at this level have significant input on budget, operations, staff allocations, and responsibility for daily department-wide operational decisions. Typically at this level the position is involved in strategic decisions for the Department. At this level work is highly complex and of broad variety, usually involving complex individual functions. Matters dealt with are broad in scope and involve many complex and unusual problems. Performance has a great influence on finances and/or delivery of services; and errors or inadequacies could do significant harm. The incumbent is expected to make decisions and take action in all but the most highly complex and unusual cases, to apply advanced principles and techniques and to do original thinking of a high order. Decisions and actions are subject to prior approval only in highly complex or unusual cases.

SUPERVISORY RESPONSIBILITY

The position will directly supervise the Manager Minneapolis Development Review, the Building Official, and City Planning and Zoning Staff, and have management authority over 100 positions. A rating of **50 points** is justified and will be applied.

RELATIONSHIPS RESPONSIBILITY

Very strong communication and presentation skills are required in this position. 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.

A rating of **80 points** will be applied. At this level positions are highly placed executive level positions in charge of major areas of responsibility where these positions have a multitude of contacts both internally and externally primarily at a high level. Within the departments where they are assigned they typically direct the efforts of the Department and/or Divisions under their leadership. There is typically daily contact at a high level advising City decision-making and providing leadership on regulatory enforcement, planning, housing, finance, on development projects, efficient and effective land use, or other very important political and financial matters. At this level, positions deal with legislative matters, budget concerns, and externally there are frequent contacts with Neighborhood, Regional, State and Federal Officials, with various business associations, non-profit and for profit organizations representing persons interested in matters related to City business. At this level the incumbents would frequently be in contact with the highest level of City management including the City Coordinator, City Council Members, and the Mayor regarding various matters under their management. Frequently there is a political nature to the relationships encountered in these positions. Strong human relation and communications skills are required.

WORKING CONDITIONS

The position will work in normal office setting with exposure to office equipment and a personal computer. A rating **20 points** will be assigned to this factor. This is the level for most office based positions including management level positions.

EFFORT

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.

A rating of **70 points** will be applied. Jobs at this level are appointed classifications, which primarily require mental effort. In these positions there is a high level accountability for planning, coordinating, and monitoring activities which requires mental effort and creates stress. These are executive level decision making positions and there are competing priorities which create stress and require effort in developing alternative recommendations or plans for budgets, and initiatives. There are numerous pressures to meet deadlines on projects, reports, budget preparation, plan development and approval, . The physical effort in these positions corresponds to that required in most executive positions working in an office environment.

RECOMMENDATION:

Establish the position as Director Development Services (Appointed –Grade 16, 745 Points)

CLASSIFICATION								
FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Housing and Policy Development (Appointed)	85	80	35	85	20	75	743	16
Director Economic and Policy Development (Appointed)	90	80	35	85	20	70	753	16
Deputy Director CPED (Appointed)	80	85	60	85	20	70	793	17
Director CPED (Appointed)	90	90	60	90	20	80	825	18
PROPOSED CLASSIFICATION								
Director Development Services	85	80	50	80	20	70	745	16

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

Executive Exemption

The position will meet the requirements for an executive exemption in that it will be paid more than \$455.00/ week; and it will entail managing a recognized sub-unit of the Minneapolis Community Planning and Economic Development Department which will impact City Government, and it will directly supervise more than two employees, and have management authority over approximately 100 positions, and it will have authority within the City system to effectively influence major personnel decisions of the employees under its authority, including effective recommendations concerning hiring, disciplining, firing, and other changes in the status of the employees.

Appointed Positions

According to the Director CPED the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

- 1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.**

This position will report to the Department Director.

- 2. The person occupying the position must be part of the designated Department Head's management team.**

This position will be part of the executive management team.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.**

This position will include these responsibilities.

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

This position will not require technical expertise.

- 5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.**

This need will exist with this position.

DIRECTOR, DEVELOPMENT SERVICES (APPOINTED)

CODE: C

REPORTS TO: Director, Community Planning and Economic Development

SUPERVISES: Building Official, Manager Minneapolis Development Review, and Manager Planning, and Inspector Zoning II, and support Staff

NATURE OF WORK

Responsible for directing and managing zoning, land use, preservation, code inspections, and development review customer service with the responsibility for integrating urban design principles into the City of Minneapolis' efforts on housing and economic development and protecting the safety and welfare of the public in the development of the City's built environment.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- 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 Local 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.

MINIMUM EDUCATION: Bachelor's Degree in Public or Business Administration, Planning, Urban Design or equivalent

MINIMUM EXPERIENCE: Ten years of progressively responsible experience as a public administrator in planning or code enforcement; some portion of the experience must be in a government-related position, which includes three years of administrative or management experience

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS:

- Extensive knowledge of the theory and practice of city planning and professional organization management.
- Knowledge of comprehensive planning, City zoning and planning functions; capital planning; land use and development review; budget administration; staff supervision and team building.
- Knowledge and experience in social geography relating to urban issues including neighborhood building and community interface.
- Knowledge and understanding of urban design principles and how they relate to long-range planning efforts.
- Extensive knowledge and understanding of State statutes, including the State fire code, State licensing and consumer protection statutes, State building code, City ordinances, including fire, housing maintenance, building, zoning, health, environmental, and licensing codes.
- Ability to work in a political environment and establish effective working relationships.
- Ability to educate non-planning personnel and citizens regarding Planning activities and issues and effectively communicate the anticipated outcome.
- Ability to work closely with other departments to integrate planning into the policy and budgets of those departments.
- Strong leadership skills; consensus and team building skills; excellent oral and written communication skills; and good interpersonal and managerial skills.
- Ability and commitment to develop and promote a diverse productive work environment and to manage diverse teams and individuals in a large organization.
- Ability to work effectively within the diverse communities that reside, and work in the City.
- Knowledge and understanding of the principles of effective office management and administration of a large organization.
- Working knowledge of Human Resources policies and procedures, including collective bargaining, labor-management issues, grievance procedures, civil service rules, contracts and applicability to the unit being supervised.
- Ability to develop long range plans and programs and the ability to look for ways to proactively accomplish goals and objectives through planning, process improvement and innovation; knowledge and ability to develop, implement and manage a department business plan
- Strong and effective communication skills, with the ability to articulate a point or opinion, listen to feedback and incorporate other points of view.

- Ability to effectively react to situations that require immediate attention and tactical or strategic response.
- Strong customer service skills and the ability to a strong commitment to serving the citizens of the City of Minneapolis through excellent customer service.

WORKING CONDITIONS: Normal Office, with occasional field work

SERVICE:	APPOINTED
GRADE:	16 (745 Total Points) Executive Exemption
ESTABLISHED:	February 2012
JOB SPEC:	February 2012

CITY OF MINNEAPOLIS