



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: Assistant Director Civil Rights - Employment Equity

483 points/Grade 10 (\$72,701 - \$80,353)

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: Assistant Director Civil Rights - Employment Equity; 483 points/Grade 10 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
\$72,701	\$76,527	\$78,823	\$80,353

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 Director of Civil Right is proposing a new Assistant Director position which will assist the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director. It will provide for the administrative and fiscal oversight and management of personnel within the Employment Equity Division of the Department so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department.

The proposed duties include but are not limited to:

- Manage and supervise the operations of the Employment Equity Division within the Civil Rights Department.
- Plan, organize, monitor, evaluate, modify and execute as required all business and work processes and procedures to ensure organizational success, including accessing and developing specific programmatic initiatives to move the City toward the goals of reducing racial and other disparities in the unemployment and poverty rates, and toward increased minority participation in public and private sector economic activity.
- Participate in regional collaborations/committees representing the City's Employment Equity Division.
- Collaborate with other City Departments to identify opportunities to move the City toward achieving equity-related goals.
- Connect employers to city job training programs and to minority candidates who have successfully completed training.
- Responsible for convening a council of advisors, who are leaders from business, government, philanthropy and the nonprofit community, whose purpose will be to advise, support and advocate in a variety of ways that will enable the City to move toward its equity goals.
- Participate on the Civil Rights Department's Management Team.
- Develop and provide administrative oversight over the Equity Division's budget to ensure the accomplishment of the Department of Civil Rights goals.

- Plan, strategize and provide oversight for personnel to ensure the accomplishment of the Equity Division and Department of Civil Rights' goals
- Serve as liaison with the City Council or Mayor, and other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.

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	55	Requires a bachelor's degree in Bachelor's Degree in Public or Business Administration, Communications, or Government Relations and five years of directly related relevant experience in a Social Justice profession, Human Resources, Human Rights or Civil Rights.
Decisions and Actions	55	The job will exercise broad latitude and work independently, using initiative to make decisions for the good of the Department and stakeholders. This position functions as the City's principal strategist for creating, communicating, executing and sustaining strategic initiatives related to the elimination of employment disparities within the city enterprise and within the community.
Supervisory Responsibility	5	The position will supervise administrative and business analysts and support staff
Relationships Responsibility	55	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	55	Jobs at this level are charged with coordinating programs and projects, or coordinating major activities in a department or on a Citywide basis. In these classifications there are significant pressures to meet deadlines, coordinate activities, and keep operations running smoothly.

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.