



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

**Date:** March 28, 2013

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

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position: Director, Environmental Health

578 points/Grade 12 (\$87,372 - \$96,591)

### 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, Environmental Health; 578 points/Grade 12  
The position is FLSA - Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective April 3, 2013, as follows:

Step A	Step B	Step C	Step D
\$87,392	\$91,992	\$94,751	\$96,591

**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 Minneapolis Health Department has submitted a request to change the title and to move the Manager Environmental Management and Safety, and Green Building Policy position from classified to appointed, as the Environmental Health Division is now integrated into the Health Department. It previously existed in the Regulatory Services Department. The position as it existed in the Regulatory Services Department previously factored out to a Grade 12 level position, with 578 total points, when it was established in March of 2011. The essential Functions remain the same and the same points and grade are assigned to the proposed appointed position. The new title shall be Director Environmental Health. The position is FLSA-Exempt.

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

- Provide oversight and strategic direction for the Environmental Services Division, including program development and management of fee budgets; development of fee schedules; development of performance measures including Results Minneapolis; short and long term business planning; application and management of grant funding; and the effective operations of the unit.
- Responsible for effective and reasonable execution of Minneapolis Code of Ordinances, including oversight of investigations of complaints, inspections, enforcement, permit issuance, environmental review, and environmental initiatives.
- Oversee implementing the annual pollution registration program; emergency spill response program development
- Provide oversight and strategic direction for the Lead and Healthy Homes unit.
- Responsible for effective and reasonable execution the City's duties outlined in Minnesota Statute 144.95XX, the Lead Poisoning Prevention Act, and of Minneapolis Code of Ordinances Chapter 240, including oversight of elevated blood lead level investigations, enforcement and permit issuance.

- Supervise the implementation mandated and grant-funded elevated blood lead level response and prevention and Healthy Homes initiatives; and effective operation of a City-owned safe house
- Provide oversight and strategic direction for the Food, Lodging and Pools unit, taking responsibility for effective and reasonable execution of the City's duties outlined in its delegation agreements with the Minnesota Department of Agriculture and the Minnesota Department of Health to enforce the Minnesota Food Code, Minnesota Lodging Code and the Minnesota Pool Code and relevant sections of Minneapolis Code of Ordinances.
- Provide oversight and ensure consistency and integrity in investigations of complaints, inspections, enforcement, permit issuance, plan review, educational initiatives, and issuing emergency closure orders.
- Supervise inspections and investigations including food borne illness outbreaks; supporting Home Grown Minneapolis; conducting compliance meetings and license settlement conferences

### **Division Administration**

- Responsible to prepare and manage the division budget and is accountable for developing policies and procedures pertaining to the division's functions and personnel transactions of the section.
- Participate in contract compliance for the division, including contract negotiation, preparation, processing, implementation, monitoring, and reporting.
- Participate in the research, preparation, and submission of requests for grant funding; assess the need for new initiatives; adjust current strategies to meet the changing needs of city residents within available resources; and assume administrative oversight of new initiatives as appropriate.

### **Department Administration**

- Work with the Commissioner of Health to set direction, provide leadership and lead businesses process improvement for the department. Provide input to department public policy, legislative agendas related to the areas of responsibility, and general allocation of available funds, And to assess the need for new initiatives and to adjust current strategies to meet the changing needs of City residents within available resources.
- Provide director level leadership related to Public Health Emergency Preparedness planning, training, and response, including developing and testing incident management skills, training and exercising various department emergency management leadership roles, and sharing call responsibilities.
- Plan projects by resources and be accountable for measuring results against budget or plan.
- Develop and deliver presentations to internal and external agencies, City committees, and community organizations
- Anticipate and influence change at the program, community, and City level. The work requires flexibility and the ability to prioritize and adjust priorities rapidly as events may dictate.

**Below is a summary of the study conducted to ensure proper evaluation of the position.**

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge	65	The position requires a Bachelor's Degree in a related field or equivalent and five years experience in public health environmental regulatory work, including experience in local government environmental, building code enforcement, or design and/or construction, including a minimum of two years' experience in public policy development
Decisions and Actions	65	The job will exercise broad latitude to make decisions. The position has Decisions and Actions equivalent to variety of positions that are managerial positions that oversee and guide major areas of accountability. At this level performance has considerable influence on finances or delivery of services; errors or inadequacies would cause very serious and notable inconvenience, embarrassment or expense.
Supervisory Responsibility	20	The position will supervise two Managers and 19 other staff. Case A rating of 20 points is appropriate for the level of supervision present in the position.
Relationships Responsibility	65	The position will have considerable contact with the public, complainants, city attorneys, and other parties. The work will entail daily contact with the staff in the Minneapolis Health Department.
Working Conditions	20	Normal office setting similar to other City management positions
Effort	60	Jobs at this level are charged with leading programs and projects, and 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**