



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

Date: May 1, 2013

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director, Environmental Health

583 points/Grade 12 (\$88,165 - \$97,446)

Recommendation:

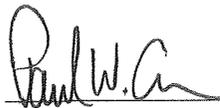
1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying 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; 583 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 March 19, 2013, as follows:

Step A	Step B	Step C	Step D
\$88,165	\$92,805	\$95,590	\$97,446

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: Timothy Giles; 673-3341

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:

This report amends and replaces the Report for the Director Environmental Health originally submitted to the Executive Committee on 4/3/2013. That report required amendment in order properly reflect the changes that will be present in the new position moving forward in comparison to how Manager Environmental Management, Safety and Green Building Programs operated in the Regulatory Services Department.

The Minneapolis Department of Health (MDH) has submitted a request to create an appointed position to oversee the environmental inspection and related work transferred to the Department in conjunction with Environmental Health Division being integrated into the MHD as part of the Regulatory Services reorganization, effective in January of this year. The funding from the current classified Manager Environmental Management, Safety, and Green Building Programs position will move to the new appointed position. The Manager Environmental Management, Safety, and Green Building Program was established at Grade 12, 578 points in March of 2011. The essential Functions of the proposed appointed position are very similar to the classified position that existed in the regulatory Services Department, however with the transition from Regulatory Services Department and the approval of addition positions in the unit the position will supervise, and some adjustments in the work there are some changes in the position that impact the Supervisory Responsibility Factor. Other changes impact the Effort Factor. All other Factors remain as originally presented. The position is FLSA-Exempt.

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

Direct Service Administration

- 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 Statutes pertaining to the Lead Poisoning Prevention Act, and 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.

Factor	Points	Analysis
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	30	The position will supervise the Manager Environmental Services, the Manager Environmental Initiatives, two Supervisor Health Inspections and the Supervisor Environmental. In total, the positions is responsible for 38 positions. A rating of 30 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	55	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 pressures associated with prioritizing and dealing with competing priorities, meeting deadlines, and in dealing with technical regulations.

Attached: Classification Report