

REPORT NO: 13 27 – Amended

DATE: 4/17/2013

ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director of Environmental Health

CURRENT TITLE: Using funding from the classified Manager Environmental Management and Safety and Green Building Programs

INCUMBENT: Vacant

REASON FOR REQUEST: Move the position from classified to appointed, in conjunction with Environmental Health being integrated into the Health Department as part of the Regulatory Services reorganization

DATE QUESTIONNAIRE SUBMITTED: 3/19/2013

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Becky McIntosh, Director Administration
Dan Huff, Manager Environmental Safety and green Building Program

RECOMMENDATION: Establish the position as Director Environmental Health, Grade 12, 583 Points, (Appointed)

POSITION ANALYSIS

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.

Job Duties and Responsibilities of the position as described by the Health Department include

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 business 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.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The Director Environmental Health requires a Bachelors Degree Public Health, Environmental Health, Public Policy or related field and five years of experience in public health environmental regulatory work, including experience in local government environmental health, including a minimum of two years' experience in public policy development. A rating of **65 points** will be assigned.

DECISIONS AND ACTIONS

The new classification will have responsibility for environmental management and policy development for the City's environmental health programs. It will be the manager over a significant sub-division of the Health Department, with 38 assigned staff, and responsibility for code enforcement for food related and environmental regulations.

The position has Decisions and Actions equivalent to variety of positions rated at **65 points** on this factor. These 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. The incumbent will be expected to make decisions and take action on complex and unusual problems that arise and to develop solutions to these problems. Most of the work is of an advanced nature and calls for the exercise of independent judgment. Decisions and actions are subject to prior approval only in unusual cases or where considerable expense is involved.

SUPERVISORY RESPONSIBILITY

The position will directly supervise: the Manager Environmental Services; the Manager Environmental Initiatives; two Supervisor Health Inspection positions; and the Supervisor Environmental. In total there are 38 positions under the management authority of the position. The appropriate rating is **30 points** for this level of supervision, and this will be assigned.

RELATIONSHIPS RESPONSIBILITY

The individual in this position will interact with high level City, county, and state officials, department heads, and members of external organizations on a daily basis. The Director serves as a key liaison and representative of the Health Department to a broad variety of constituencies, internal as well as external to the City. 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. A rating of **65 points** will be assigned.

WORKING CONDITIONS

The positions will work in a normal office or indoor setting with little exposure to unusual conditions. The position will use of modern computer and/or keyboarding equipment, and phones, copiers, fax machines or related equipment. As a managerial position it will attend a variety of meetings, typically in an office environment. A rating of **20 points** is appropriate and will be assigned.

EFFORT

The rating here reflects the new work of the position moving forward as opposed to what was assigned to the now obsolete Manager Environmental Safety and Management, and Green Building Programs, when the position was in the Regulatory Services Department. Some Duties and responsibilities such as leading the Regulatory Services Department's sustainability efforts

and serving as the Regulatory Services Department liaison to other Departments and policy makers on the City's sustainability; and acting as principal provider of advice to Regulatory Service management on some issues, which entailed a great deal of effort and time are no longer part of the job.

A rating of **55 points** will be assigned. Like other positions at this level the position entails a need to pay strict attention to detail, resulting in significant mental effort. Deadlines are crucial and work often must be performed in a constrained time window. The job will be involved with the development, implementation, modification and administration of policies and procedures for environmental health programs, and for managing code enforcement activities requiring mental effort. Positions at this level are higher level positions and have major responsibility for projects and communications with customers which adds to the mental effort and stress. They are over major areas of accountability, where actions and activities can have City-wide impact, and involve significant resources.

According to the Commissioner of Health 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.

The proposed Director Environmental Health position will report directly to the Commissioner of Health.

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

The proposed Director Environmental Health position will be a member of the Department 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.

The proposed Director Environmental Health position will have significant discretion and substantial involvement in the development, interpretation, or implementation of City and department policy – which is true of all director positions in the Department.

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

The duties of the position do not require primarily 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.

It is important that a person occupying this position be accountable, loyal and compatible with the Mayor, City Council, and the Department Head.

RECOMMENDATION:

Establish the position as Director Environmental Health, Grade 12, 583 Points, (Appointed)

CLASSIFICATION								
FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Policy and Advocacy (Appointed)	65	60	10	65	20	50	543	12
Director Planning and Administration (Appointed)	65	60	30	65	20	50	563	12
Director Research and Program Development (appointed)	70	65	15	65	20	50	578	12
Deputy Director Environmental Management and Safety (Obsolete)	65	65	40	65	20	55	593	13
PROPOSED CLASSIFICATION								
Director Environmental Health (Appointed)	65	65	30	65	20	55	583	12

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

The work of the position is exempt level work

The position meets the criteria for the executive exemption from the fair labor standards act

The position will pay above the minimum \$455.00 per week required. It will entail the supervision and oversight over more than 2 fulltime employees. It will work in a subdivision of a recognized Department of the City, in the Environmental Health Division of the Minneapolis Health Department. The position as Manager and supervisor in the City will have authority over staff regarding hiring, firing, discipline, and assignments, and its opinion will be given particular weight/

