



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

Date: May 30, 2013

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Manager Homelessness Initiatives

585 points/Grade 12 (\$90,598 - \$100,134)

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: Manager Homelessness Initiatives; 585 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 June 2, 2013, as follows:

| Step A | Step B | Step C | Step D |
|----------|----------|----------|-----------|
| \$90,598 | \$95,366 | \$98,227 | \$100,134 |

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

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 Senior Project Manager Homelessness Initiative has historically been a classified position. It is a joint City/County Position which most recently has been assigned in the Neighborhood and Community Relations Department. Now, the position is vacant, and a decision has been reached to move the position to the Community Planning and Economic Development Department (CPED). The position will report to the Director Housing and Policy Development in the CPED, who in turn reports to the Director of CPED. In conjunction with his change the Human Resources Department has been asked to assist in converting the position to the appointed service. The position has been evaluated at 585 points and is FLSA-Exempt.

The duties and responsibilities of the job include but are not limited to:

Oversee a community response to ending homelessness

- Monitor progress on the original Heading Home Hennepin Plan and periodically make progress reports to stakeholders. Make recommendations for adjusting the plan, if appropriate, given emerging concerns.
- Develop partnerships with nonprofit agencies working to end homelessness and other constituent groups such as businesses, faith communities, neighborhood groups, civil groups, foundations, school districts, and institutions of higher education.
- Review promising practices from around the country and identify new initiatives that can end homelessness for targeted populations.
- Develop a communication plan to keep the community abreast of changing opportunities and stressors in the effort to end homelessness. This includes public speaking and education on the topic of homelessness and the efforts of Heading Home Hennepin and engaging the media in the message.

- Host semi-annual meetings of the community to learn about emerging trends, promising strategies, and to engage their ideas for new initiatives.

Lead local government entities in directing services and programming to respond appropriately to people experiencing homelessness or at risk of homelessness

- Lead a multiple sector public/private collaborative to implement the Heading Home Hennepin Plan. This will include leading the efforts of the City and County, the business community, faith community, public housing authorities, family services organizations, school districts, and other jurisdictions in the metropolitan area.
- Take a leadership role in the implementation of the Hearth Act in Hennepin County.
- Provide oversight for the Continuum of Care planning process as it relates to federal and state funds directed towards homelessness programs.
- Coordinate funding responses and ensure optimal targeting of resources from federal, state, local, philanthropic, and private donations, including FHPAP, ESG, SHIF, etc. so that needs are addressed with the most appropriate funding source.
- Increase private sector investment in achieving the goals of the Ten Year Plan to End Homelessness.
- Respond to concerns with city and county elected officials on issues of homelessness and the six strategies laid out in the Heading Home Hennepin Plan.
- Coordinate and align with federal and state plans to end homelessness.
- Work in collaboration with state agencies, the State Director to Prevent and End Homelessness, and other metro-area leaders of agencies for a coordinated response to homelessness across the state, including a data system (HMIS) that can coordinate the response.
- Work with City of Minneapolis Departments to engage neighborhood and cultural organizations to achieve the goals of the Heading Home Hennepin Plan.
- Manage the Office to End Homelessness and the Executive Committee of Heading Home Hennepin

Manage the work of staff in the Office to End Homelessness.

- Work with management of Hennepin County for employee concerns that require a county response (promotions, tenure, etc.).
- Work in collaboration with the chairs of the Executive Committee to develop the agenda for the initiative. Lead semi-annual meetings of the Executive Committee to inform members on progress for the plan and elicit their help where appropriate.

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

| Factor | Points | Analysis |
|------------------------------|---------------|--|
| Pre-requisite Knowledge | 70 | The position requires a Bachelor's Degree in Social Work, Public Affairs, Business Administration or equivalent and six years of progressive related experience including management and supervisory experience. This position needs to be well versed in the homelessness issues and potential response on a regional basis |
| Decisions and Actions | 65 | The job will exercise broad latitude to make decisions. The position is responsible for overseeing (the) community response to ending homelessness. It is responsible for leading all aspects of the City/County initiative to end homelessness. 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 | 10 | The position will supervise the staff of the Hennepin County Office to End Homelessness. In total, the position is responsible for 6 positions. A rating of 10 points is appropriate for the level of supervision present in the position. |
| Relationships Responsibility | 60 | The ability to build alliances and forge partnerships and the ability to give guidance and direction to others while assuming responsibility for achieving success is paramount in this position. The position needs to develop and maintain partnerships with nonprofit agencies working to end homelessness and other constituent groups such as businesses, faith communities, neighborhood groups, civil groups, foundations, school districts, and institutions of higher education. The job will need to make presentations and recommendations before decisions makers. |
| Working Conditions | 20 | Normal office setting similar to other City management positions |
| Effort | 60 | At this level jobs are dealing with significant challenges. These jobs are leadership positions for significant projects and initiatives in the City, like the Homelessness Initiatives. They are responsible for planning and organizing work functions and are under pressure to deal with problems that arise in units under them. There are deadline pressures based on business cycles, and a need to deal with detail in contracting, negotiating, reviewing financial information, creating reports, making recommendations |

Attached: Classification Report