

REPORT NO: 13
DATE: 5/23/2013
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Manager Homelessness Initiatives (Appointed)

CURRENT TITLE: New

INCUMBENT: Vacant

REASON FOR REQUEST: Review of proposed appointed job to ascertain the proper classification

DATE QUESTIONNAIRE SUBMITTED: 5/15/2013

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Thomas Streitz, Housing and Policy Division
David Rubedor, Director Neighborhood and Community Relations
Beth Toal, HR Generalist
Susan Jones, HR Generalist

RECOMMENDATION: Establish the position as Manager. Homelessness Initiatives (Appointed, 585 points, Grade 12)

POSITION ANALYSIS

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 duties and responsibilities of the job are as follows:

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 to ensure that all aspects of the Heading Home Hennepin plan are addressed. 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.

POSITION ANALYSIS

The factor allocations from the classified position will be applied to the proposed appointed position. These are discussed below.

PREREQUISITE KNOWLEDGE

The rating here is **70 points**. 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

The rating here is **65 points**. 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 by implementing Heading Home Hennepin: The Ten Year Plan to End Homelessness in Minneapolis and Hennepin County with broad support from the community and key input from local and national experts. The position is expected to take a leadership role in leading local government entities in directing services and programming to respond appropriately to people experiencing homelessness or at risk of homelessness. It manages the Office to End Homelessness and the Executive Committee of Heading Home Hennepin. The job coordinates 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. At this level the position is expected to make decisions and take action on complex and unusual problems that arise and to develop solutions to these problems using advanced principles and techniques and considerable original thinking. The job is expected to act independently in most decision making.

SUPERVISORY RESPONSIBILITY

The position will supervise the staff of the Hennepin County Office to End Homelessness
A rating **10 points** is appropriate and will be applied.

RELATIONSHIPS RESPONSIBILITY

The rating here is **60 points**. 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.

The assigned includes positions where stronger communication skills are required. At this level more finesse and communication skills are needed. There is more facilitation of meetings and groups, more negotiating being done, and more presentations are being made. These act on behalf of the City to advocate for interests / objectives. They have more interactions with high level decisions makers, Council Members, and other important internal contacts regarding issues/concerns.

WORKING CONDITIONS

The position will work in a normal office setting, with exposure to computer and office equipment. A rating **20 points** is appropriate and will be assigned.

EFFORT

The rating here is **60 points**. 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, etc. These positions have physical effort equivalent to other office based positions.

According to the Director Housing and Policy Development 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.

Yes the position will report to the Director Housing and Policy Development who in turn reports to the Director, Community Planning and Economic Development

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

The position will be part of the 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 position will be involved in the development interpretation, and implementation of policy which address the homelessness issues in the City and will work with elected and other City Officials and staff on these issues.

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

The position requires strong leadership and the ability to coordinate multi-agency activities, and strong presentation and persuasive skills

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.

The position will need to be accountable to, loyal to, and compatible with the Mayor, City Council, and Department Head

RECOMMENDATION:

Establish the position as Manager Homelessness Initiatives (Appointed, 585 points, Grade 12)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Senior Project Manager Homelessness Initiative (Classified Service)	70	65	10	60	20	60	585	12
PROPOSED CLASSIFICATION								
Manager, Homelessness Initiatives (Appointed Service)	70	65	10	60	20	60	585	12

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

Administrative Exemption

The position meets the Administrative Exemption from the Fair Labor Standards Act. The position will be paid more than the minimum \$455.00 per week required. The primary duty of the job is the performance of office based non-manual work directly related to the management or general business operations of the Joint employers (City and County).

The duties of the position will include public relations; government relations; legal and regulatory compliance; and similar activities in striving to deal with the homelessness issues in the City and County. The position will operate with high authority in the area of Homelessness and will be expected to make recommendations that will be weight in the decisions process.

MANAGER HOMELESSNESS INITIATIVES (APPOINTED) CODE: C

SUPERVISED BY: Director, Housing and Policy Development

SUPERVISES: Staff of the Hennepin County Office to End Homelessness

NATURE OF WORK

Lead all aspects of the City/County initiative to end homelessness by implementing Heading Home Hennepin: The Ten Year Plan to End Homelessness in Minneapolis and Hennepin County with broad support from the community and key input from local and national experts.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

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

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- 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, school districts, and other jurisdictions in the metropolitan area.
- Take a leadership role in the implementation of the Hearth Act in Hennepin County.
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MINIMUM EDUCATION: Bachelor’s Degree in Social Work, Public Affairs, Business Administration or equivalent

MINIMUM EXPERIENCE: Six years of related experience working with homelessness

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS

- Extensive knowledge of homelessness and best practices aimed at reducing homelessness.
- Extensive knowledge of public administration and the functions of City and County government as they relate to homelessness.
- Knowledge and understanding of grant funding at the Federal and State level as well as local foundations and businesses.
- Considerable knowledge of grantor rules, regulations, guidelines and procedures.
- Excellent presentation and communication skills.
- Excellent project management and decision making skills.
- Developed negotiation skills.
- Ability to build alliances and forge partnerships; ability to give guidance and direction to others while assuming responsibility for achieving success; and ability to make recommendations.
- Supervisory experience.

WORKING CONDITIONS: Normal

SERVICE:	APPOINTED
GRADE:	12 (Exempt)
ESTABLISHED:	May 2013
JOB SPEC:	May 2013

CITY OF MINNEAPOLIS

