



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

Date: November 6, 2013

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Human Resources Principal Consultant (Workforce Planning) 523 points/Grade 11 (\$80,779- \$89,282)

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: Human Resources Principal Consultant (Workforce Planning); 523 points/Grade 11 The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective November 6, 2013, as follows:

Step A	Step B	Step C	Step D
80,779	85,031	87,582	89,282

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Patience Ferguson
Director of Human Resources

Paul Aasen
City Coordinator

Presenters in Committee: Timothy Giles
Director Employee Services

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 proposed position is being established to manage the workforce planning function being set up in the human resources department (approved in 2013 budget). The new workforce planning function will offer enhanced services in the areas of workforce analysis, succession planning, and talent need identification and strategy, and affirmative action reporting. The position has been evaluated at 523 points and is FLSA-Exempt.

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

- Manage the workforce planning function by planning, organizing, implementing, and evaluating the work product, and supervising employees to achieve the planning goals of the Human Resources Department. Adjust and change the workforce planning function's operation as needed.
- Develop effective working relationships with Department Heads, and other City leaders such that they willingly engage in workforce planning efforts.

- Analyze information about the City’s workforce, or a specific customer department, and undertake initial analysis to create a workforce profile and to support the workforce planning process/model
- Determine which departments need workforce planning services based on departmental and organizational needs and prioritize the delivery of those services based on existing resources/
- Lead cross department collaboration and provide the overall process management and coordination, identifying appropriate goals and tactics required to successfully implement workforce solutions across the enterprise.
- Advise Department Heads, managers, HR Generalists and other staff on workforce planning process, methodology and the creation and development of department workforce action plans.
- Operate with the HR talent management framework, overseeing both data and processes, to assure that workforce needs are met.
- Participate as a member of the HR Department management team.
- Develop and recommend strategies and actions that will reduce or eliminate “capacity and capability” gaps that have been identified in customer department’s workforces including key talent segments.
- Decide when to bring in or communicate issues/needs that are outside the realm of workforce planning but are critical to the department and organization’s future (technology plan, finance plan, etc.)
- Develop RFPs to identify and select outside vendor(s) to provide specific services or to retain outside expertise that will enhance the Workforce Planning function and service delivery system and manage contracts with vendors who may be retained to support the development and delivery of workforce planning.

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

Factor	Points	Analysis
Pre-requisite Knowledge	65	The position will require a Bachelor’s Degree in Business Administration, Human Resources Management, Industrial Relations, Organizational Development, or equivalent. It will require five years of professional human resources experience with exposure to a broad range of human resources disciplines, which includes at least two years of experience leading or managing the delivery of workforce planning and/or organizational development related services.
Decisions and Actions	55	Jobs at this level manage and supervise in complex work areas, manage a specialized function, and serve in a more critical staff and advanced analytical capacity. Decisions tend to have greater effect on the organization. At this level work is varied and complex, usually involving multiple phases of a major function and the incumbent is expected to make decisions and take action on problems that arise and to develop solutions to problems involving advanced principles and techniques and original thinking. Work is done under supervision in accordance with broadly stated policies or principles, sometimes of advanced nature and with latitude for the exercise of independent judgment. Decisions and actions are subject to prior approval in high cost, complex or unusual cases.

Supervisory Responsibility	10	A rating of 10 points will be assigned, consistent with rating for the HR Principal Consultant.
Relationships Responsibility	65	The position will work with the Director, Human Resources, City Department Heads and their direct reports to coordinate and deliver workforce planning related services to a department, a division or a large business unit. The position will work with the City Coordinator's Office, the Finance and Information Technology Departments to provide information and to coordinate work activities with other enterprise efforts (e.g. Business Planning and Results Minneapolis, the budget process) and with Elected Officials and/or their staff to provide information, answer questions, attend meetings, etc. related to the Workforce Planning function's activities.
Working Conditions	20	The working conditions are the same as related administrator positions in the City that work in an office environment.
Effort	60	At this level, this position leads significant projects and initiatives within the City. There are deadline pressures based on budgets, business plans, business cycles, City Council cycles. Attention to detail and timely decisions are critical.

Attached: Classification Report