



## 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 (Enterprise Performance Management) 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 (Enterprise Performance Management); 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:

For several years the City has been engaged in moving to a performance management model of job performance evaluation. As part of this process the new 'Perform Minneapolis' performance management model/tool has been introduced into operating departments starting in 2012, and this introduction process will continue through 2014. Leading this process is a primary responsibility for the proposed position. In the next two years, it will be primarily responsible for overseeing the implementation of performance management across the enterprise. Beyond initial implementation, this position will be responsible for the ongoing improvement of workforce productivity. In addition, this position will provide strategic HR leadership services in other initiatives that touch individual and organization performance such as employee development, training, and succession planning. Other aspects of the position include advising and supporting HR Generalists. The position has been evaluated at 523 points and is FLSA-Exempt.

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

- Advise and provide direction to Department Heads, managers, HR Generalists and other staff on performance management functions, including implementation, and application.
- Monitor, measure, and lead improvement efforts for employee performance throughout the enterprise, including making decisions about modifications to the performance management processes to fit and support each department.
- Provide leadership in linking performance management efforts to support other related initiatives.
- Provide high-level human resources advice and support to HR Generalists and others as assigned.
- Monitor and report on performance management metrics, including participation rates in improvement of the workforce in areas of development and engagement.
- Provide strategic input into workforce improvement and productivity.

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

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge	65	The position will require Bachelor's Degree with a focus on Human Resources Management, Industrial Relations, Organizational Development, Business Management, or equivalent, and five years of progressive human resources experience in project management, supervision, and training and development. It requires change management experience and enterprise performance management experience, as well as knowledge of competency modeling (e.g. Lominger).
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 closely with the Director, Human Resources, Human Resources Division Directors and City Department Heads and their direct reports for the initiation and coordination of performance management-related It will serve as key contact for reporting performance results (summary data) to the entire organization and as an available resource for all City employees regarding performance management.

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**