



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

Date: November 12, 2013

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Deputy Director, Parking Management and Traffic Control
543 points/Grade 12 (\$83,947- \$92,783)

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: Deputy Director, Parking Management and Traffic Control; 543 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 November 20, 2013, as follows:

Step A	Step B	Step C	Step D
\$83,947	\$88,365	\$91,016	\$92,783

Prepared or Submitted by: Michael Hebner, SPHR

Human Resources Senior Consultant/Classification; 673-3119

Approved by: _____

Patience Ferguson
Director of Human Resources

Paul Aasen
City Coordinator

Presenters in Committee: Pamela Nelms. CCP, SPHR
Human Resources Senior Consultant

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:

With the reorganization of the Department that has occurred since January of 2013 The Department is requesting a new appointed position to oversee the parking management and traffic control function in the City. The position will report directly to the Director of Regulatory Services, and be on the management team for the Department. The position will replace the current classified Manager Parking Management and Traffic Control, a Grade 11 position.

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

- Manage parking enforcement, traffic direction and the authorization of towing of vehicles according to statutory and ordinance parameters to obtain parking compliance and traffic safety objectives, melding activities into Regulatory Services Department and City goals.

- Provide overall performance analysis and policy direction for parking enforcement, traffic control, and parking fine revenue in the City.
- Manage staff development, through mentoring, training and performance management.
- Responsible for managing division budget and working with Finance on budgetary requests/administration
- Review financial statements, activity reports, and other performance data to assess productivity and goal achievement and to determine areas needing program improvement.
- Review alternatives for enforcement efficiency, improved collection and system improvements within statutory parameters in conjunction with the Minnesota Fourth Judicial District.
- Conduct enforcement data analysis to determine effectiveness and disposition outcomes.
- Obtain and analyze court disposition and collection data to evaluate Violation Bureau performance and conformance to guidelines.
- Work with the City Attorney's Office in setting up appropriate guidelines for citation disposition by the Violations Bureau.
- Provide constituent services by responding to queries, requests and complaints from the public, Elected Officials, and other City staff in a timely manner.
- Monitor technical needs with respect to modern computerization methods to ensure security of data, permit easy access to services and remain compatible with current systems.
- Conduct pilot projects to test alternative processes and procedures.
- Create formal reports back to management and City Council of pilot results for policy considerations.
- Improve codes and ordinances by assisting with code development to ensure adoption of reasonable codes for the citizens, visitors, and businesses.
- [Manage the division's financial matters, including budget development and oversight.](#)
- Manage personnel requirements and ordinance modifications by preparing documentation and testifying at City Council Committee meetings to ensure adequate resources and authority to provide services.
- Participate in project development in order to create new initiatives to improve productivity and service delivery.
- Serve on the Top Management Team assisting in the development and implementation of the Department and Division's Business Plan.
- Work with all Regulatory Services divisions to coordinate service, enforcement, strategic planning and any and all other project initiatives as required by the Director.
- Communicate with the Court System, Violations Bureau and other agencies regarding processes and procedures.

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

Factor	Points	Analysis
Pre-requisite Knowledge	60	The position requires a Bachelor's in Bachelor's Degree in Business, Traffic Management, or a related field and seven years of increasingly responsible experience which includes supervision of enforcement activities, involvement in case preparation and legal interpretation in enforcement, traffic flow analysis, and communication responsibilities regarding enforcement procedures and policies.
Decisions and Actions	60	The position will report directly to the Director of Regulatory Services and will be a part of the Department's Management team, assisting in business planning and other departmental

		decisions. The position will be in charge of the Parking and Traffic Control unit in the Regulatory Services Department and will have oversight over all decisions made within the Division. It will have authority over budget, staffing and overtime, purchases, citation and citation dismissals, enforcement activities, and procedure and policy. The job will be responsible for providing overall analysis and policy direction for parking enforcement, traffic control and parking fine revenue in the City. It will be responsible for the analysis of the divisional activities and programs, and development of recommendations based on the findings of the analysis. It will develop, and propose new ordinances and be responsible for taking these before the City Council for approval.
Supervisory Responsibility	35	The position will supervise four Traffic Control Agent II positions and will have managerial authority over all 41 staff in the Parking and Traffic Control area.
Relationships Responsibility	55	<p>The position will have frequent contact with all levels of Regulatory Services Staff including Managers and Supervisors to coordinate service, enforcement, business planning, and project initiatives, and to communicate regarding some activities related to parking or traffic control. The job will have contacts in other City Departments such as with Staff in Public Works Department regarding parking permits, parking meter and street sign changes, and road closures. It will work on collaborative efforts with the Public Works Traffic area. It will interact with the Police Department regarding threats to employees, violator problems, and coordination of enforcement. The position will deal with the Elected Officials (City Council Offices and Mayor's Office) and citizens on a frequent basis regarding various activities of the Division and to handle complaints.</p> <p>The position will have contact with community stakeholders regarding traffic and parking matters as required. Outside contacts of the position will also include weekly contact with the Hennepin County Court management regarding citation revenue and dismissals, and any other issues that come up. The position will be in contact with various State of Minnesota agencies regarding coordination of efforts, vehicle registration, disability certificates, revenue statute changes, etc.</p>
Working Conditions	20	The working conditions are the same as related administrator positions in the City that work in an office environment.
Effort	55	At this level positions are over major areas of accountability, where actions and activities can have City-wide impact, and involve significant resources. Deadlines are crucial, and there are limited windows of time to complete work. Typically there are a variety deadline pressures that positions at this level must be aware of. and a need to monitor requests for service, planning cycles, City Council requirements, etc. These jobs

		have major responsibility for projects and communications with customers, which adds to the mental effort. Conflict situations roll up to these positions as they hold decision making authority and this adds complexity and stress to the work.
--	--	---

Attached: Classification Report