



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, Housing Inspection Services

610 points/Grade 13 (\$94,557- \$104,511)

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, Housing Inspection Services; 610 points/Grade 13 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
\$94,557	\$99,534	\$102,520	\$104,511

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:

Though there are some changes to the work and responsibilities, the work of this proposed position has historically been, and is currently being done by a Grade 13 classified position: Manager, Housing Inspection Services. The Regulatory Services Department has undergone a reorganization in the last year and in the new Regulatory Services Department moving forward the proposed appointed position will be responsible for leadership and coordination of all housing inspection activities and services, assuring consistent policy and procedure are followed through education and enforcement of the Minneapolis Housing Code, and other applicable codes, resulting in a safer and improved housing stock.

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

- Provide leadership to achieve the goal of safe housing.
- Provide intra-departmental leadership for Fire Inspection Services, Problem Properties, and Housing Services by developing, facilitating, and managing programs to ensure consistent and

effective application of standard operating procedures, and consistent code enforcement to achieve safe housing.

- Serve on the executive Regulatory Services management team and assist in the development and implementation of the Department Business Plan to ensure a successful re-engineering effort, improve efficiency and consistency and increase levels of customer service.
- Develop performance measurements for Results Minneapolis.
- Plan, coordinate, and direct the activities of district supervisors, administrative services and housing inspectors to effectively implement housing maintenance enforcement, rental licensing, and to ensure neighborhood livability.
- Manage and oversee the performance management for the Housing Inspection Services Division, including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.
- Provide leadership on housing policy changes for Housing Inspection Services with policymakers and participate in code development, and present to the Council for approval.
- Provide testimony to the legislation on State code development.
- Represent the City on various internal and external boards and committees.
- Develop, implement and direct budget and resources allocation to maximize effectiveness and efficiency in pursuit of departmental objectives.
- Provide constituent services by responding to inquiries and complaints from policy makers, other City staff, and the public.
- Interpretation and clarification of housing, fire, licensing, building, mechanical, plumbing, electrical and zoning code requirements of a highly complex nature for division staff, property owners and contractors to ensure accuracy and consistency of code enforcement.
- Attend neighborhood and rental property owner meetings to educate the public on code and inspection procedures.
- Manage the approved revenue and expense budget for Housing Inspection Services to ensure adequate resources for service deliverables.
- Collaborate with City Departments, county agencies, community groups and other stakeholders to address problem properties. Track, monitor, and ensure follow-up on these properties.
- Assist District Supervisors to identify appropriate resources for enforcement case resolution.
- Recommend systemic changes to laws, internal procedures and City policies that will prevent the occurrence of problems at the same address or similar problems elsewhere in the City.
- Manage elected official and community member complaints and expectations.
- Assist the Director of Regulatory Services with controversial enforcement cases.

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

Factor	Points	Analysis
Pre-requisite Knowledge	70	The position will require a Bachelor’s Degree in Public Administration, Business Administration, Housing, Urban Studies, or equivalent and seven years of progressively responsible experience in code enforcement, or building design, and/or construction, which has included management experience, with communication responsibilities regarding codes and procedures.
Decisions and Actions	65	At this level work is of considerable variety and complexity, usually involving multiple phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered with considerable frequency. Performance has considerable influence on finances or delivery of services; errors or inadequacies would cause very serious and notable inconvenience, embarrassment or expense. The incumbent 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. Jobs at this level are in leadership of divisional or larger work areas where assigned.
Supervisory Responsibility	35	The position will supervise six District Supervisor Housing Inspection positions, and one Supervisor Problem Properties, will have management authority over 41 staff.
Relationships Responsibility	70	The position will have daily contact with Housing Inspections Staff, the Problem Properties Unit, and the Fire Inspection Services Unit regarding enforcement cases, and to provide approval for Housing Code exceptions, and dealing with process & procedural questions, housing policy changes, difficult case resolution, and community initiatives, and regarding inspections. Within the Regulatory Services Department there will be on-going contact with Supervisory staff regarding financial, employee, and policy and procedural issues. Outside the Regulatory Service Department the position will work with various divisions of CPED for Building Official consultation, and regarding coordinated enforcement of case, process, and procedural code interpretations. There will be contact with the Police Department concerning problem property case strategy, policy review, partnership analysis, community initiatives. Jobs at this level require considerable tact and diplomacy. Issues dealt with are of broad or City-wide impact, and achieving objectives may require considerable persuasion, where cooperation is essential, and issues often controversial.
Working Conditions	20	The working conditions are the same as related managerial positions in the City that work primarily in an office environment.
Effort	55	At this level jobs are faced with continual deadlines, time pressure, and a need to pay strict attention to detail, resulting in mental effort and fatigue. Managerial and supervisory jobs at this level will typically be over major areas of accountability, where actions and activities can have City-wide impact, and involve significant resources. Deadlines are crucial, and there can be limited windows of time to complete work.

Attached: Classification Report