



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

Date: February 12, 2014

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Deputy Director Public Works

820 points/Grade 18

(\$127,812- \$141,266)

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 Public Works; 820 points/Grade 18
The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective February 21, 2014, as follows:

Step A	Step B	Step C	Step D
\$127,812	\$134,539	\$138,575	\$141,266

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: 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 Hodges:

The Director, Public Works has submitted the Deputy Director Public Works position for review stating that it has evolved and that responsibilities have been added. The job will have additional responsibilities for representing the department before the City Council and the media. It will also now directly supervise the Director Water Treatment and Distribution, bringing all operational divisions in Public Works under this position. The position is FLSA-Exempt.

The duties and responsibilities of the proposed position are:

- Develop and administer departmental directives, goals, policies and budgets under the supervision of the City Engineer/Director, Public Works.
- Coordinates the daily operations of the department and directs supervision and management of all division directors.
- Oversees Capital Improvement Programming and budget development and implementation, and forecasting future needs to achieve department objectives.
- Advises the City Engineer/Director Public Works on departmental opportunities and challenges and offers recommendations.
- Advises the Director Public Works on the development of strategic direction and policy within the Public Works Department.
- Reviews, coordinates and responds to inquiries and complaints addressing the concerns and interests of the City Council, Mayor, City Departments, other agencies and the general public.
- Participates in the formulation and implementation of management recommendations as part of the Public Works Management Team.
- Assists in the development and implementation of management systems for long-range planning, resource management, and compliance with statutory requirements, established policies and procedures.
- Establishes and maintains effective working relationships with other governmental units and public and private agencies in matters relating to Public Works Management and engineering.
- Participates in the preparation and implementation of the Department Business Plan.
- Acts on behalf of and may assume decision making responsibilities of the Director, Public Works in his absence.
- Represents the department with internal and external agencies, elected officials, and the media, and coordinate department activities with other departments.
- Directs and participates in studies and projects relating to technical and administrative aspects of the Public Works function.

Factor Summary of the evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge	85	The position requires a Bachelor’s Degree in Civil Engineering and registration as a Professional Engineer in the State of Minnesota. It requires ten years of related experience which includes experience as a high-level administrator/manager in a public-sector public works operation with diverse operations.

Factor	Points	Analysis
Decisions and Actions	85	At this level positions manage the operations of a major department with significant financial impact subject to statutory and legal limitations. The work performed by these positions is primarily of an independent nature with guidance provided when necessary by the highest level decision makers, including Elected Officials, the incumbents are accountable for day-to-day operations, management and policy decisions for the Department/Divisions under their direction. At this level the incumbent is expected to make decisions and take action in all but the most highly complex and unusual cases, to apply advanced principles and techniques and to do original thinking of a high order.
Supervisory Responsibility	100	The position supervises seven division directors in the Public Works Department, including The Director, Water Treatment and Distribution, Director, Surface Water and Sewers, Director, Fleet Services, Director, Solid Waste and Recycling Services, Director, Transportation Planning and Engineering, Director, Traffic and Parking Services, and Director Transportation Maintenance and Repair. It has management authority over all employees that work under these positions, totaling more than 925 employees.
Relationships Responsibility	80	<p>The position interacts with wide variety of people in carrying out its division's mission including the Mayor and Council Offices, Community Planning and Economic Development Department, Finance and Property Services, Communications, Human Resources and the City Attorney's office. Externally there is contact with the media, various regulatory agencies and other jurisdictions regarding projects where collaboration is required and/or to network. The position will have contact with business owners and with other citizens.</p> <p>Jobs at this level are department heads, or highly placed sub-directors, with City-wide responsibilities and influence. Tact and diplomacy, is required and there is a high level of visibility. At this level these executives are interacting with subordinate managers to supervise and direct work in their areas providing direction; giving directional feedback, consulting on media relations issues, responding to requests for assistance, exchanging information and resolving consumer issues. At this level there are large funding dollars at risk, legislative demands, reports to the City Council, and other Elected Officials. These executive positions are often involved in a role in trying to bring about change among stakeholders.</p>
Working Conditions	20	The position will work in an office setting with some field work. It will attend neighborhood meetings as needed.

Factor	Points	Analysis
Effort	80	At his level work is high-level executive work with managerial authority in large and complex span of control where the effort is primarily mental effort in a broad range of planning, coordinating, organizing, implementing, monitoring, and delegating. These positions are leaders for budget decisions and are spokespersons for the Departments they manage, with heavy communications responsibilities. All of this high level authority and responsibility plays into the mental effort and stress required in these positions. They work under a high degree of mental stress dealing with deadlines and meeting preparations, etc., and by virtue of the nature of the work, there is a constant need for attention to detail.

Attached: Classification Report