

REPORT NO: 13-87
DATE: 1/6/2013
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Deputy Director, Public Works

CURRENT TITLE: Deputy Director Public Works

INCUMBENT: Heidi Hamilton

REASON FOR REQUEST: The Director Public Works requested a review to verify proper classification

DATE QUESTIONNAIRE SUBMITTED: 12/27/2013

DATE OF PREVIOUS STUDY: 2006

DISPOSITION OF PREVIOUS STUDY: Established as Deputy Director, Public Works (Appointed) (Grade 17, 793 Points)

PERSONS INTERVIEWED: Steven Kotke, Director Public Works

RECOMMENDATION: Change the rating for the Deputy Director, Public Works (Appointed) from 793 points, Grade 17 to 820 points, Grade 18

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 current duties and responsibilities include:

- Develop and administer departmental directives, goals, policies and budgets under the supervision of the City Engineer/Director, Public Works.
- Responsible for coordinating the daily operations of the department and direct supervision and management of all Division Directors.
- Responsible for general oversight of CIP and budget development and implementation, and forecasting future needs to achieve business planning objectives.

- Advise the City Engineer/Director, Public Works on departmental opportunities and challenges and offer recommendations.
- Advise the City Engineer/Director Public Works on the development of strategic direction, and policy within the Public Works Department.
- Review, coordinate and respond to inquiries and complaints addressing the concerns and interests of the City Council, Mayor, City Departments, other agencies and the general public.
- Participate in the formulation and implementation of management recommendations as part of the Public Works Management Team.
- Assist in the development and implementation of management systems for long-range planning, resource management, and compliance with statutory requirements, established policies and procedures.
- Establish and maintain effective working relationships with other governmental units and public and private agencies in matters relating to Public Works Management and engineering.
- Participate in the preparation and implementation of the Department Business Plan.
- Act on behalf of and may assume decision making responsibilities of the City Engineer/Director, Public Works in his absence.
- Responsible for represent the department with internal and external agencies, elected officials, and the media, and coordinate department activities with other departments.
- Direct and participate in studies and projects relating to technical and administrative aspects of the Public Works function.

A review of the Factor Allocations clarifies the proper placement of the position in the appointive system.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position requires a Bachelor's Degree in Civil Engineering or equivalent, and registration as a Professional Engineer in the State of Minnesota. It requires ten years of related experience which includes some experience as a high level administrator/manager in a public sector public works operation with diverse operations. Four of the positions that report to this position require a Bachelor's Degree in Civil Engineering or equivalent, registration as a Professional Engineer and ten years of experience related to the work of the area assigned. The other three positions it supervises require a Bachelor's Degree in an appropriate field and related progressive experience ranging from five to six years. The position needs a broader level of knowledge than the positions it supervises, but not as in depth. It requires well-rounded and developed knowledge of public works operations, and considerable knowledge of modern management and supervision, combined with strong planning and organizing skills and strong communication skills. It requires good knowledge of funding sources and processes and of the laws and regulations which impact public sector public works and utilities operations. A rating of **85 points**, a slight increase from the prior rating, is justified.

DECISIONS AND ACTIONS

The position is the second in command of the Minneapolis Public Works Department. It works with considerable independence in providing management and supervision of Public Works activities. It works closely with the Division Directors in Public Works to establish overall goals and resolve most issues. It works closely with financial staff in developing and monitoring budget and capital improvement project (CIP) activities. The position handles most issues that arise in an independent manner, including issues involving contact with the media, and interaction with Elected Officials. Major policy and change management activities are subject to review. Activities involving large expenditures are also subject to review.

A rating of **85 points**, equivalent to the current rating is appropriate and will be applied. 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

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. A rating of **100 points**, consistent with the current rating, is appropriate, and will be applied.

RELATIONSHIPS RESPONSIBILITY

The position interacts with wide variety of people in carrying out its division's mission. Internally, the position has daily contact with the Director Public Works/City Engineer and the Public Works Division Directors regarding management, budget, and operational issues. Less frequently the position interacts with engineers and Public Works managers regarding operational issues, budget, and to get project status updates. Contacts with other City Departments include weekly contact with CPED and Regulatory Services and other Departments regarding planning efforts and environmental issues that involve Public Works. The position interacts with the City Coordinator on management issues, and with a variety of staff from the Finance and Property Services Department regarding financial and budget matters. The job requires contact with the City Attorney's Office regarding legal questions and concerns. The job also entails contacts with the Police and Fire Department in emergency situations. It has contact with staff from the Human Resources Department regarding personnel related issues. It has contact with the Mayor's and City Council Offices to respond to concerns and provide updates.

Outside contacts include weekly contact with other jurisdictions regarding projects where collaboration is required and/or to network. There is contact with regulatory agencies regarding adjustments to requirements. The position will have contact with business owners and leaders to seek collaboration on issues, and deal with concerns. The position has weekly contacts with other citizens to respond to concerns. This position will be involved in media relations for the Public Works Department.

A rating of **80 points**, a slight increase from the prior rating, is justified and will be applied. 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.

WORKING CONDITIONS

The position works in an office environment with exposure to typical office equipment including keyboarding and computer equipment, telephones and copiers. As a highly placed executive the position will be expected to attend meetings, including some evening or weekend meetings. A rating of **20 points**, consistent with the prior rating, and consistent with other executive level positions, is appropriate and will be applied.

EFFORT

The position operates at a level where there is a need for considerable mental effort in managing the Public Works Departments operational activities. The job deals with planning, coordinating, implementing, and delegating. There is stress in dealing with budgets, deadlines, and other issues, and a constant need to pay attention to detail. The position has heavy communications responsibilities.

The managerial responsibilities of the position warrant a rating of **80 points**, which is slight increase from the prior rating. 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.

The position continues to meet the criteria for appointment in Minneapolis City Ordinance 20/1010 (As described in previous review of the position).

RECOMMENDATION:

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CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director, Fleet Services	70	65	70	65	20	65	648	14
Director, Solid Waste and Recycling	70	70	50	70	20	65	650	14
Director, Traffic and Parking Services	75	75	55	70	20	65	685	15
Director, Transportation Planning and Engineering	80	75	35	70	20	65	695	15
Director Surface Water and Sewers	80	75	60	65	20	70	703	15
Director, Transportation Maintenance and Repair	80	75	60	65	20	70	503	15
Director Water Treatment and Distribution	80	80	75	65	20	70	733	16
Deputy Director, CPED	90	85	60	85	20	70	793	17
Deputy Director, Public Works (Current)	80	85	100	75	20	75	793	17
Director Public Works	95	95	100	85	20	80	888	19
PROPOSED CLASSIFICATION								
Deputy Director, Public works (Proposed)	85	85	100	80	20	80	820	18

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility

4. Relationship Responsibility
5. Working Conditions
6. Effort

Executive Exemption

If a position meets one of the standards set out by the United States Department of Labor regarding Executive Exemption and is paid at more than \$100,000.00 per year, then it is exempt. This position meets that criteria. It supervises 7 full- time positions and thereby meets one of the requirements of the Executive Exemption set out by the United States Department of Labor (Supervising two or more FTEs) and the position also is paid at rate more than \$100,000.00/a year, and by the standards set out by the United States Department of labor is therefore exempt from the requirements of the Fair Labor Standards Act.