



## 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: Director Assessments

650 points/Grade 14 (\$100,891- \$111,511)

### Recommendation:

- Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
  - The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
  - The person occupying the position will be part of the designated department head's management team.
  - The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
  - The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
  - The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
- Approve the proposed position: Director Assessments; 650 points/Grade 14 The position is FLSA – Exempt
- 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
\$100,891	\$106,201	\$109,387	\$111,511

**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:

This is a request to replace the existing Director Assessments position, which is vacant and valued at 598 points, Grade 13, with a new position that will function as an assistant department head for the department. The new position, which will also be titled Director Assessments, has been evaluated at 650 points.

The Director Assessment was last reviewed in 2008. Since that time, there has been new legislation and changes in industry best practices which affect the position. Along with these changes, the duties and responsibilities have evolved. Now the position will be the second in command in the Assessor's Office, and will be involved in all aspects of executive management for the Department. The position is FLSA-Exempt.

The duties and responsibilities of the proposed position are:

- Assume overall command of the Department in the absence of the City Assessor
- Manage the Department’s assessment operation to insure compliance with the Department of Revenue, and other State, and City requirements.
- Provide executive level direction and management of the Department’s human resource plan including but not limited to: hiring, training, coaching, evaluating, promoting, and grievance resolution. Ensure Department compliance with educational requirements of the State Board of Assessors
- Department liaison with labor representatives, the Civil Service Commission, arbitrators, mediators, etc. concerning labor relations
- Manage the Department’s policies, procedures, and strategic direction to ensure that they provide a framework for an accurate, effective, and safe workforce.
- Manage the Department’s internal and external communications to staff, Council Members, taxpayers, and the media
- Represent the Department at legislative hearings, City and County board meetings, and taxpayer meetings
- Provide management and staff training on new legislation and industry best practices.
- Assist the City Assessor in planning, directing and implementing the Department’s short and long-term goals, objectives, and strategies.
- Provide management for and advise the City Assessor on the Department’s business plan, budget, space, and staffing resources.
- Represent the Department on citywide projects and initiatives. Interface with other Departments, divisions, community/governmental agencies and organizations, professionals and the public to coordinate services and activities
- Investigate and respond to inquiries or complaints from citizens or public officials concerning tax and valuation issues that have not been resolved by subordinates.
- Advise City Elected Officials and IGR concerning property tax legislation and policy decisions

**Factor Summary of the evaluation of the position.**

Factor	Points	Analysis
Pre-requisite Knowledge	70	The position requires a Bachelor’s Degree in Real Estate, Architecture, Engineering, or an equivalent degree and 6 years of experiences that includes prior director or lead-manager experience within a large municipal or private sector appraisal or assessing office, and hold a Senior Accredited Minnesota Assessor Designation (SAMA) Certification.
Decisions and Actions	75	Jobs at this level manage in departments with significant impact on expenditures or revenue. Others manage a branch or sub-function of a large or major department. At this level

		the job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant organization, and work is of considerable variety and complexity, usually involving all phases of a major function. Matters dealt with are broad in scope with complex and unusual problems 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.
Supervisory Responsibility	30	The position will supervise the Manager of Assessment Services; the Chief Appraiser; and three Supervisor Real Estate Assessment positions one in commercial assessment, one in residential assessment, and one in apartment and condominium assessment and homestead/classification. It will have management authority over more than 30 staff.
Relationships Responsibility	70	The position will have frequent contact with other City departments including Mayor and Council Offices, Community Planning and Economic Development Department, Finance and Property Services, Communications, and Neighborhood and Community Relations regarding things related to tax increment finance, development issues, assessment and tax questions, and media inquiries on related matters. It will have monthly contact with the Minnesota Department of Revenue regarding property tax program administration and compliance.  Positions at this level are high-level leadership positions that communicate broadly pertaining to the work of their department. As such, these are high-level jobs which are called on to deal with sensitive and important matters on a frequent basis. They often speak on behalf of the City on matters relating to a function or an operation. This level requires highly developed communications skills and very strong interpersonal skills.
Working Conditions	20	The position will work in an office setting with some field inspection work on complex tax court cases. It will attend neighborhood meetings as needed.
Effort	70	Positions at this level have a high-level accountability for planning, coordinating, and monitoring activities which requires mental effort and creates stress. These are decision-making positions that must decide among competing priorities. The position requires mental effort to develop alternative recommendations or plans for budgets, personal actions, department initiatives, and solutions for identified problems. There are numerous time pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc.

**Attached: Classification Report**