

REPORT NO: 14 34
DATE: 8/05/2014
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director Business Administration Public Works

CURRENT TITLE: Director Administration Public Works

INCUMBENT: Brette Hjelle

REASON FOR REQUEST: Newly proposed position requires review

DATE QUESTIONNAIRE SUBMITTED: 7/29/2014

DATE OF PREVIOUS STUDY: 2011

DISPOSITION OF PREVIOUS STUDY: Established as Director Administration Public Works, Grade 13 in appointed service

PERSONS INTERVIEWED: Steve Kotke, Director Public Works

RECOMMENDATION: Establish the position as: Director Business Administration, Public Works
678 Points, Grade 15

The Director of Public Works is proposing a new appointed position which will be responsible for all aspects of the Minneapolis Public Work's Administration and Fleet Services functions. This includes driving continuous improvement in the areas of budget and finance, fleet operations and repair, human resources, information systems, technology planning, safety, management services and analysis, and other operating activities as needed. This new position will replace the current Director Administration Public Works. It will take all the responsibilities formerly assigned to that position plus be responsible for oversight over the Fleet Services responsibilities in the Public Works Department.

The duties of the position include:

- Provide direction to department support services, including financial management and reporting; budget development; human resources; information systems; technology planning;

business planning; management services and analysis and other operating activities as needed.

- Provide direction and oversight for all functions and activities of the Fleet Services division including fleet procurement, repair shops, stock rooms, fueling operations, hazardous waste disposal, etc.
- Work in collaboration with the Public Works Director on the preparation of the annual budget and participate in budget negotiations and presentation.
- Monitor departmental budget expenditures and recommend reallocation of budget appropriations and expenditures.
- Develop, implement and maintain long-range fiscal plans for the department.
- Initiate and direct cost studies, and advise on ongoing evaluation of departmental operations and procedures.
- Develop, recommend and implement new and revised policies, practices, and procedures to affect operational efficiency and effectiveness.
- Ensure appropriate Public Works interests are represented on projects (both conceptual and actual) with other City departments (CPED, Regulatory Services) as well as interagency efforts (Hennepin County, Park Board).
- Ensure compliance with departmental financial guidelines to achieve improved services and a reduction in overall administrative costs.
- Oversee the Public Works Field Operations Center to ensure the effective distribution and operation of key equipment at project sites when needed or requested.
- Oversee the development and implementation of Public Works' Emergency Management action plan to ensure the needs of the City of Minneapolis' are met in the case of an emergency and/or disaster.
- Participate in the development and implementation of goals and objectives; identify priorities and resource needs; and select, train, assign and evaluate the performance of personnel.
- Oversee Public Works' compliance with State and Federal OSHA, DOT, and overall safety rules and requirements.
- Monitor and regularly report progress towards achievement of departmental goals to the Public Works Director.
- Maintain effective relations with other City and non-City departments, civic groups and the public; interpret the objectives and progress of the department; and communicate with the media and elected officials.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position will require a Bachelor's Degree in Business Administration, Public Administration or related field. It requires seven (7) years of experience which includes experience in budgeting and financial management, and in analysis of administrative, managerial, and operational policies, problems, and issues. It will require experience in policy development. It will require knowledge of the principals of current developments in public and local government administration. The position requires knowledge of the legislative processes related to local government and the funding practices of State and Federal agencies. It requires knowledge of

modern managerial concepts. The position requires broad based knowledge of public works operations/ The experience should be in an organization of similar size and scope as the Minneapolis Public Works Department.

A rating of **75 points** is appropriate for the level of education and experience required.

DECISIONS AND ACTIONS

The position will have responsibilities for oversight of budget and finance operations for the Public Works Department. The more routine matters will be handled independently. Budget development and more complex and controversial budget decisions will be a collaborative effort with input from the Director and Deputy Director level in Public Works. The position will oversee all management services and administrative support services in the Administration area of Public Works. It will be responsible for approving operational standards for the Public Works Administration Division. It will manage Department wide projects and programs under the Direction of the Director Public Works. The position will coordinate Department-wide initiatives and Departmental involvement in City-wide initiatives. It will represent the Public Works Department on City-wide enterprises such as time and labor, emergency management operations planning, finance/budgeting, information technology efforts, and others as necessary. The position will be responsible for the Public Works Results Minneapolis data collection, analysis, and reporting. It will respond to complex inquiries from Council Members, or delegate the responsibility and manage and supervise the research and response process. The position will be involved with the Director and Deputy Director in setting overall policy direction for the Public Works Department. It will have policy development responsibility.

The position will be responsible for oversight of the Public Works Safety and Risk Management program and for oversight of departmental Emergency Response planning to ensure necessary policies and procedures are in place. It will provide directional leadership to the Public Works Department regarding technological improvements and enhancements.

The position will oversee the Fleet Operations and Field Coordination services for the City of Minneapolis, including overall loss control and accident prevention, with a focus on sustainability and minimal environmental impacts of Fleet assets and activity

A rating of **70 points** will be assigned. Jobs at this level make decisions and take action on some of the more complex and unusual problems that arise and develop solutions to complex problems involving advanced principles and techniques and considerable original thinking. Jobs at this level may manage a branch or sub-function of a large or major department with significant impact on expenditures or revenue. 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 being encountered with considerable frequency. Performance has considerable influence on finances or delivery of services; errors or inadequacies can cause very serious and notable inconvenience, embarrassment or expense. Work is done under general supervision in accordance with broadly stated policies or principles. Most work is of an advanced nature and calls for the exercise of independent judgment. Decisions and actions are subject to prior approval in unusual cases or where considerable expense is involved.

SUPERVISORY RESPONSIBILITY

The position will directly supervise the Finance Manager, the Manager Administration and Personnel, the Public Works Interagency Coordinator, the Management Analyst II, and the Director Fleet Division. All together the position will have management authority over 86 positions in the Public Work Department. A rating of **50 points** is appropriate and will be assigned.

RELATIONSHIPS RESPONSIBILITY

The position will report directly to the Director of Public Works/City Engineer, and will have daily contact regarding on-going concerns with that position. It will have daily interaction with the Public Works Deputy Director regarding coordination and collaboration of overall Department oversight. The position will have daily contact with the Divisional Directors in the Public Works Department regarding coordination/assistance for financial, budget, human resources, and operational change issues.

The position will have as needed contact with the Finance Department from various levels, including the Finance Officer, regarding the Public Works financial budget matters and risk management information and issues. It will be in contact with the City Attorney's Office in matters requiring legal consultation. The job will interact with the Information Technology Department regarding technology issues and projects. The position will work with the Civil Rights Department on diversity issues and policy questions. It will work with Inter Government Relations Department regarding legislative agendas and issues. The position will be the Public Works Department liaison to the Emergency Management Department and will respond to emergency situations and disasters as needed. The position will work with the Communications Department to gather information/and review press releases, It will work with the Minneapolis Health Department regarding logistical support for potential health-related emergency preparedness events. The job will have contact with Elected Officials, regarding budget and related issues and with the Council Staff regarding ordinances, and policy initiatives. The position will interact with the City Coordinator and his staff regarding Results Minneapolis issues. There will be contact with other City Department heads regarding specific City-wide project/initiatives as required. The position will interact with Human Resources Director and Staff regarding personnel-related initiatives and issues.

The position will work with the Minneapolis Park Board regarding the resolution and coordination for multijurisdictional issues.

The position will interact with employee union representatives in negotiations and grievance processes.

The job will work with external consultants in project work for the Public Works Department. As the Public Works Department liaison for emergency management the position will have occasional contact with the Federal Emergency Management Agency regarding response and

coordination for disasters. The position will interact with the public (citizens) to resolve complaints.

A rating of **75 Points** is appropriate and will be assigned. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. At this level the job is typically in frequent contact with the chief executive of the department to get overall direction and consultation. There is daily contact with other executives in the department where the job is assigned regarding budgets, staffing issues and incidents, as well as with department staff on research, consultant work and contract issues, policies, procedures and in response to legal inquiries. At this level the jobs are regularly communicating with City Council Members and staff to advise them of aspects of the departmental operation that affect individual wards or to discuss City policies.

WORKING CONDITIONS

The position will work in a normal office setting with exposure to a personal computer and related office equipment and will frequently attend meetings. A rating of **20 points** is appropriate and will be assigned.

EFFORT

The position will be responsible for coordinating Public Works budget and financial information from a variety of sources in a timely manner in order for City and Department leadership to make decisions. It will be responsible for planning, coordinating, implementing and providing feedback on City-wide, Department-wide and Division initiatives, projects, plans and services. The Public Works Department is one of the largest and most complex multifaceted Departments and this adds to the effort required. The position will be responsible for providing timely and accurate information and recommendations to the Public Works Director, Public Works Deputy Director, Public Works Division Directors, and other internal and external parties as required. It will facilitate and coordinate administrative activities and provide financial oversight and coordination for a department of approximately 1000 employees, with a large multi - million dollar budget. The position will have heavy managerial - supervisory role directly supervising six positions and overseeing a Division of the Public Works Department that will have 86 total employees, and this will add to the effort required. There will be continuous pressure for decisions, reports, recommendations, and time demands for numerous meetings, e-mails, phone contacts, and a need to pay close attention to detail in dealing with a broad range of responsibilities.

A rating of **70 points** will be assigned. Jobs at this level primarily require mental effort. In these positions there is a high level accountability for planning, coordinating, and monitoring activities which requires mental effort. These are executive level decision making positions and there are competing priorities which require mental effort in developing alternative recommendations or plans for budgets, personal actions, department initiatives, solutions for identified problems, and so on. There are numerous pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc. The physical effort in these positions corresponds to that required in most executive positions working in an office environment.

**CITY ORDINANCE 20.1010
CRITERIA FOR APPOINTED POSITIONS**

According to the Director Public Works, (the) Director Business Administration Public Works meets the criteria for appointed positions -

- 1. The person occupying the position must report to the Head of the designated City Department or the designated City Department Head's Deputy.**

This position will report to the Director of Public Works

- 2. The person occupying the position must be a part of the designated Department Head's Management Team.**

This position will be a part of the management team.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation or implementation of City or department policy.**

This position will have significant discretion and substantial involvement in all of the above.

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

This position does not primarily require technical expertise.

- 5. There is a need for the person occupying the position to be accountable to, loyal to, and compatible with the Mayor, City Council and the Department Head.**

This position will need to be accountable, loyal to and compatible with the above.

RECOMMENDATION:

Establish the positions as Director Business Administration Public Works (Appointed, 678 Points, Grade 15)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Administration Public Works	65	65	15	75	29	70	509	13
Director Fleet Services	70	65	70	65	20	65	648	14
Director Solid Waste	70	70	50	70	20	65	650	14
Director Traffic Services	75	75	55	70	20	65	685	15
Director Transportation Maintenance and Repair	80	75	60	65	20	70	703	15
Deputy Director Public Works	85	85	100	80	20	80	820	18
Director Public Works	95	95	100	85	20	80	888	19
PROPOSED CLASSIFICATION								
Director Business Administration Public Works	75	70	50	75	20	70	678	15

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

Executive Exemption

The position qualifies for an executive exemption from the requirements of the Fair Labor Standards Act. It will be paid more than the minimum \$455.00/week required. It will supervise the Administrative Section of the Public Works Department, a recognized subdivision of the enterprise. The position will supervise six full time positions. The person hired will have the authority to hire or fire other employees, and their suggestions and recommendations as to the hiring,

firing, advancement, promotion or any other change of status of o employees under their management authority will be given consideration within the City's system.