REPORT NO. 15 11
DATE: 2/18/2015
ANALYST: Mike Hebner

CLASSIFICATION REPORT

PROPOSED TITLE:	Director Transportation Planning
CURRENT TITLE:	New
INCUMBENT:	Vacant
REASON FOR REQUEST:	Review of proposed position which was approved for the 2015 Budget and will take on executive duties for transportation planning
DATE QUESTIONNAIRE SUBMITTED:	02/09/2015
DATE OF PREVIOUS STUDY:	N/A
DISPOSITION OF PREVIOUS STUDY:	N/A
PERSONS INTERVIEWED:	Steve Kotke, Director Public Works
RECOMMENDATION:	Establish the position as Director, Transportation Planning (685 Points, Grade 15 Appointed)

The Minneapolis Public Works Department proposes a new position to be responsible for all aspects of the proposed Minneapolis Public Work's Transportation Planning Division. This includes the study and implementation of internal and external transportation programs and facilities, including but not limited to bicycle and pedestrian programs, to continually improve mobility throughout the City of Minneapolis.

The proposed duties and responsibilities are as follows:

- Oversee Public Works' internal and external transportation planning efforts impacting the City of Minneapolis.
- Manage and oversee capital assets related to transportation and transit infrastructure and conduct long range replacement planning of the owned assets and infrastructure.
- Responsible for the administration and supervision of all Transportation Planning division employees, including hiring, training and performance management.
- Responsible for the coordination and development of the Public Works Capital Improvement Plan

- Coordinate with regional transportation planning agencies (i.e. Met Council Policy Plan, MN/DOT, TIP, Hennepin County Transportation Plan) on the development of plans and programs impacting the City of Minneapolis.
- Research, develop, and implement innovative transportation planning methods including plans and programs for auto, bicycle, streetcar, pedestrian and transit infrastructure improvements.
- Oversee the data gathering, analysis and recommendations involved in conducting long range studies of multi-modal travel conditions.
- Recommends the development of new policies, strategies and ordinances regarding transportation planning.
- Develop and oversee the City of Minneapolis' transportation project improvement planning and programming (i.e. MSA, NDB, STP, and CMAQ).
- Oversee the City of Minneapolis' applications for Federal, State and County transportation funding for necessary transportation improvements.
- Prepare and oversee all aspects of the Transportation Planning budget, including approval and tracking of budget expenditures.
- Maintain effective relationships and works collaboratively with City, County, State and Federal elected officials, as well as other City Public Works Directors, other City Departments, Park Board and other transportation agencies on integrated approaches to planning, development and mobility.
- Meet frequently with neighborhood citizen groups, technical boards and commissions on transportation needs, concerns and issues.
- Serve as the City representative on external committees and working groups (i.e. Met Council Technical Advisory Committee and Planning) to advance the goals of the City.

POSITION ANALYSIS

PREREQUSITE KNOWLEDGE

The position requires a Bachelor's degree in Urban Planning, Transportation Planning, Civil Engineering, or closely related field required. A Master's degree in Transportation Planning, Civil Engineering or closely related field is highly desirable. It requires five years of experience which provides a thorough knowledge of transportation planning and traffic engineering principles, applications and analysis methods. The experience must include supervising and motivating a multi-disciplinary staff. Previous experience in the administration and management of a municipal/county transportation planning division and experience in planning for alternative modes of transportation and innovative approaches to improving mobility is highly desirable.

A rating of **80 points** will be assigned. Jobs at this level are senior level management positions requiring five of more years of management and policy development experience.

DECISIONS AND ACTIONS

The position will manage and oversee approximately $1 billion in capital assets related to transportation and transit infrastructure and conduct long range replacement planning of the owned assets and infrastructure. It will manage all business and personnel issues in the Transportation Planning and Programming Division. The primary responsibilities of the new division are Transportation Planning, Transportation Capital Programing, Transportation Asset Management, and to act as a project lead for Partner Agency Projects. Transportation planning activities will include the development of all City transportation projects including non-motorized modes, through the concept design stage, which includes the community engagement process. It will be the responsibility of the Division Director to determine how all these activities will be performed. The position will also be responsible for determining the asset condition of the City transportation infrastructure and make recommendations on a proper course of action. The Division Director is also responsible for the programming and development of the City's five Year Capital Funding program. The Division Director will assign and monitor City project leads on major partner agency projects such as Light Rail Transit and major freeway interchange work by Mn/DOT, Hennepin County, and Metro Transit.

The Division Director will typically run final decisions on asset management and capital program by the Director and the Deputy Director of Public Works. The Division Director will also require approval on budget related issues.

A rating of **80 points** will be assigned. At this level manage a branch or sub-function of a large or major department. Here the job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant sized organization. Performance has a great influence on finances or delivery of services; errors or inadequacies could do irreparable harm. 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. Work is done under direction in accordance with general policies and objectives and with considerable latitude for the exercise of independent judgment. Decisions and actions are subject to prior approval only in highly complex or unusual cases.

SUPERVISORY RESPONSIBILITY

The position will supervise between 16 and 21 positions in three separate sub units including Transportation Planning, Asset Management, and Programming and Pre-Project Delivery. A rating of **20 points** is appropriate and will be assigned.

RELATIONSHIP RESPONSIBILITY

Within the Public Works Department the position will interact with the Director – Public Works (City Engineer) regarding coordination/collaboration of overall PW Department oversight. It will report to the Deputy Director – Public Works and will interact to exchange information, get direction and make recommendations. The position will also

work with other directors and managers, and staff in the Public Works Department regarding coordination and assistance for financial, budget, human resources, and operational change issues.

The position will work with the Finance and Property Services Department regarding Public Work's financial/budget/risk management information and issues. It will work with the City Attorney's Office regarding legal consultation. The position will work with the Information Technology Department (IT) regarding technical and issues and projects. It will work with the Inter-Governmental Relations Department on Legislative agendas and related issues; and regarding requests for information.

The position will interact with Elected Officials, and City Council staff regarding project planning, development and programming. The position will work with union representatives on employee issues as required. It will also coordinate with the Minneapolis Park Board on Project planning, development, and programming.

It will work with County, State and Federal Officials, and the Met Council on coordination of projects, and planning, development, and programming.

A rating of **70 points** will be assigned. Jobs at this level are high level Sub Directors, Deputy Directors or high level managerial positions where the interactions present in the positions require considerable tact and diplomacy, and issues dealt with are on broad or City-wide basis, where cooperation is essential and issues can be controversial. Internally contacts will be with other divisions and departments through all levels, but typically through higher levels such as Directors, Deputy Directors and highly placed managers. At this level the position typically represents the Division or Department before the City Council, and other important bodies. At this level the position is in a high level leadership position in terms of communication for area that the position represents.

WORKING CONDITIONS

The position will work in office setting with exposure to typical office equipment including keyboarding and computer equipment and telephones. It will attend meetings in various locations in the City government and with outside agencies and groups. A rating of **20 points** will be assigned.

EFFORT

This is an executive level position with managerial authority over an important area in a major Department. The position will have 20 positions under its management authority. The position will entail mental effort in planning and organizing, creating plans and strategy. There will be mental effort in staffing and directing resources and providing measurement and control aimed at achieving goals. This 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, all activities entailing mental effort. There are many deadline and time pressure situation associated with this position, including State and

Federal grant submittals, budget timelines, construction schedules, and capital programming submittals.

A rating of **70 points** will be assigned. At this level jobs are high level executives in the appointed service responsible for planning, coordinating, and monitoring activities which requires mental effort and creates stress. They deal with competing priorities which create stress and these jobs 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, and in handling inquiries.

According to the Director Public Works the position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

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

   The position will report to the Deputy Director Public Works

2. The person occupying the position must be part of the designated Department Head's management team

   The position will be part of the Public Works 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.

   The position will have significant involvement and discretion 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.

   The does not primarily require technical expertise

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

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

RECOMMENDATION:

Establish the position as Director Transportation Planning, Grade 15, 685 points, Appointed

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	**Factors**						**Total Points**	**Grade Level**
	1	**2**	**3**	**4**	**5**	**6**		
Director Solid Waste and Recycling	70	70	50	70	20	65	650	14
Director Surface Water and Sewer	80	75	60	65	20	70	703	15
Director Transportation Planning and Engineering	80	75	45	70	20	70	695	15
Director Transportation Maintenance and Repair	80	75	60	65	20	70	703	15
Director Water Treatment and Distribution	80	80	75	65	20	70	733	16
PROPOSED CLASSIFICATION								
Director Transportation Planning	80	80	20	70	20	70	685	15

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

Exempt

As the Director /Manager over the Transportation Planning Division the position qualifies for the position met the requirements to be exempt. The position will be paid at rate exceeding the minimum required $455.00. It will supervise more than two staff in a recognized subdivision of the Minneapolis Public Works Department. The position will have managerial and supervisory authority to effectively recommend hiring, and status changes, and discipline for the employees under its management authority.

DIRECTOR TRANSPORTATION PLANNING **CODE: CXXXXX**

SUPERVISED BY: Deputy Director Public Works

SUPERVISES: Principal Professional Engineer, Supervisor, Transportation Planning, Supervisor, Engineering Technician, and Support Staff

NATURE OF WORK

Oversee the Minneapolis Public Work's Transportation Planning Division, including managing capital assets related to transportation and transit infrastructure and conduct long range replacement planning of the owned assets and infrastructure, and the administration and supervision of all Transportation Planning Division employees

TYPICAL DUTIES AND RESPONSIBILITIES
(Including but not limited to the following)

- Oversee Public Works' internal and external transportation planning efforts impacting the City of Minneapolis.
- Manage and oversee capital assets related to transportation and transit infrastructure and conduct long range replacement planning of the owned assets and infrastructure.
- Responsible for the administration and supervision of all Transportation Planning Division employees, including hiring, training and performance management.
- Responsible for the coordination and development of the Public Works Capital Improvement Plan
- Coordinate with regional transportation planning agencies (i.e. Met Council Policy Plan, MN/DOT, TIP, and Hennepin County Transportation Plan) on the development of plans and programs impacting the City of Minneapolis.
- Research, develop, and implement innovative transportation planning methods including plans and programs for auto, bicycle, streetcar, pedestrian and transit infrastructure improvements.
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- Oversee the City of Minneapolis' applications for Federal, State and County transportation funding for necessary transportation improvements.
- Prepare and oversee all aspects of the Transportation Planning budget, including approval and tracking of budget expenditures.
- Maintain effective relationships and works collaboratively with City, County, State and Federal elected officials, as well as other City Public Works Directors, other City

Departments, Park Board and other transportation agencies on integrated approaches to planning, development and mobility.

- Meet frequently with neighborhood citizen groups, technical boards and commissions on transportation needs, concerns and issues.
- Serve as the City representative on external committees and working groups (i.e. Met Council Technical Advisory Committee and Planning) to advance the goals of the City.

MINUMUM QUALIFICATIONS: Bachelor's degree in Urban Planning, Transportation Planning, Civil Engineering, or a closely related field or equivalent

MINIMUM EXPERIENCE: Five years of experience which provides a thorough knowledge of transportation planning and traffic engineering principles, applications and analysis methods, and includes experience in administration, supervision, and management in municipal transportation planning

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS

- Considerable knowledge of transportation planning and traffic engineering principles, applications and analysis methods.
- Supervisory skills and the ability to motivate a multi-disciplinary staff.
- Knowledge of alternative modes of transportation and innovative approaches to improving mobility is highly desirable.
- Knowledge of City and departmental policies and procedures.
- Knowledge of the functions and roles of various divisions in the department.
- Knowledge of budget and budget preparation.
- Knowledge of capital, operations and strategic planning.
- Ability to communicate effectively verbally and in writing and strong presentation skills.

WORKING CONDITIONS: Normal office setting

SERVICE: **Appointed**
GRADE: **15 (Exempt)**
CLASSIFIED: **April 2015**
JOB SPEC DATE: **April 2015**

CITY OF MINNEAPOLIS