



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

Date: March 26, 2015

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director Transportation Planning and Programming

685 points/Grade 15 (\$109,094- \$128,617)

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: Director Transportation Planning and Programming; 685 points/Grade 15 The position is FLSA – Exempt
3. Approve the recommended salary schedule for the position, which has a range of \$109,094 to \$128,618, effective March 26, 2015, and authorize annual step movement for the incumbent provided satisfactory or better performance in the job:

Title	Points	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>Director Transportation Planning & Programming</u>	685	\$109,094	\$114,836	\$117,133	\$119,430	\$121,726	\$124,023	\$126,320	\$128,617

4. Refer to Ways and Means

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Patience Ferguson
Chief Human Resources Officer

Spencer Cronk
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 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 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 affecting 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.

Factor Summary of the evaluation of the position

Factor	Points	Analysis
Pre-requisite Knowledge	80	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.
Decisions and Actions	80	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 Programming, Transportation Asset Management, and to act as a project lead for Partner Agency Projects.

Supervisory Responsibility	20	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.
Relationships Responsibility	70	<p>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, 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.</p> <p>It will work with County, State and Federal Officials, and the Met Council on coordination of projects, and planning, development, and programming.</p>
Working Conditions	20	The position will work in normal office environment and will have exposure to the typical equipment in an office including computer keyboarding, copiers, and phones.
Effort	70	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.

Attached: Classification Report and Salary Ordinance