

**REPORT NO: 15-35**  
**DATE: 5/4/2015**  
**ANALYST: Michael Hebner**

**CLASSIFICATION REPORT**

**PROPOSED TITLE:** Director Budget

**CURRENT TITLE:** Director Budget

**INCUMBENT:** Vacant

**REASON FOR REQUEST:** Request to review an established appointed position and access impact of changes on classification

**DATE QUESTIONNAIRE SUBMITTED:** 4/17/2015

**DATE OF PREVIOUS STUDY:** 2007

**DISPOSITION OF PREVIOUS STUDY:** Establish as the Director Budget, at Grade 14, 635 Points

**PERSONS INTERVIEWED:** Sandra Christensen, Deputy Finance Officer

**RECOMMENDATION:** Establish the position as Director Budget (Grade 13, 588 points, Appointed)

The Deputy Finance Officer has requested that the Director Budget be reviewed based on a new set of duties and responsibilities. Responsibility for Finance and Property Services Department management and coordination previously present in the position has been moved to the Deputy CIO position. Whereas the Budget Director historically supervised other Director positions and had authority over their activities, it now will supervise the Financial Analyst staff in Finance and Property Service Department. The position will be responsible for management and coordination of all aspects of the budget process. It will lead and coordinate long term financial projections.

The proposed duties for the position are as follows:

- Advise the Mayor, Council and staff regarding the impact of financial decisions and financial aspects of policy decisions.

- Evaluate data and prepare recommendations for the Mayor, Council, and staff on financial decisions and financial aspects of budget-related matters to assist them in fulfilling their respective roles and responsibilities and achieving objectives.
- Establish a process that incorporates the priorities of elected officials and assigns responsibility for adherence to these policies within budget guidelines.
- Assess changing financial conditions and incorporate them into longer term financial projections and planning so that elected officials may be advised in their decision making.
- Coordinate, oversee and review staff responsibilities during the annual budget process.
- Lead and coordinate cross functional staff and related efforts to achieve specific project goals to further enterprise goals and strategic directions.
- Train and coach managers and supervisors on analytical and system skills needed in the budget process to improve quality of financial information.
- Reply to factual or policy questions, respond to requests for research, discuss office management, communicate budget policies, and determine the direction of special projects.
- Update and develop financial policies and guidelines for consistent practices through-out the division and enterprise.
- Collaborate with accounting staff to improve accounting transaction processes to promote greater efficiency, ease of understanding and meaningfulness of data produced, and resolve budget disputes.
- Provide sound financial planning and advice to Department Heads, Mayor and City Council
- Develop, maintain, and enhance budget documentation to meet Government Finance Officers Association (GFOA) standards and effectively communicate to management, elected leadership and the public.

## **POSITION ANALYSIS**

### **PREREQUISITE KNOWLEDGE**

The position requires Bachelor's Degree in Finance, Business Administration, Public Policy, a related field or equivalent (CPA or Advanced Degree preferred). It requires five years of professional experience in State or local budgeting and policy analysis, with a minimum of two years of experience in program development and administration. (CPA or Advanced Degree preferred).

A rating of **70 points** will be assigned. Jobs at this level require five or more years of directly related experience, which has included management or supervisory experience

### **DECISIONS AND ACTIONS**

The position will be responsible for management and coordination of all aspects of the budget process; and for leading and coordinating long-term financial projections for the City enterprise; It will provide elected officials and department heads with assistance needed to appropriately allocate City resources and evaluate the effectiveness and efficiency of City operations in an informed manner. It will evaluate data and prepare recommendations for the Mayor, Council, and staff on financial decisions and financial aspects of budget-related matters to assist them in fulfilling their respective roles and

responsibilities and achieving objectives. The position will make personnel decisions in its supervisory role over the City's Financial Analysis function.

A rating **65 points** will be assigned. Jobs at this level serve in a supervisory level staff or analytical capacity. The majority of these jobs are appointed. Performance has considerable influence on finances or delivery of services; errors or inadequacies would 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 only in unusual cases or where considerable expense is involved.

### **SUPERVISORY RESPONSIBILITY**

The position will supervise four Senior Financial Analyst positions and one Enterprise Financial Specialist. These positions will also be indirectly providing work direction to other city staff. A rating of **10 points** is appropriate and will be assigned.

### **RELATIONSHIPS RESPONSIBILITY**

The position will be in continuous contact with Finance and Property Services Department and other City staff, including Elected Officials, Department Heads and financial managers serving various Departments regarding budget matters and financial analysis activities under its supervision. It will interact with and work collaboratively frequently with Finance and Property Services Division Directors regarding Department business operations where budget or financial analysis information is required. The position will advise the Mayor, Council, and staff regarding the impact of financial decisions and financial aspects of policy decisions. It will be responsible for verbally presenting information at public hearings, City Council meetings, and before other organizations regarding financial analysis and budget decisions. The position will also handle inquiries from the media and citizens about financial budget and analysis matters

A rating of **65 points** will be assigned. Jobs at this level are responsible for creating and maintaining effective relationships that are essential to the success of the job function and that require the use of tact and diplomacy in dealing with important matters, such as budgeting and financial information. These are high level professional, managerial, and/or director level jobs which are called on to deal with sensitive and important matters on a frequent basis. This level requires highly developed communications skills and very strong interpersonal skills.

### **WORKING CONDITIONS**

The position will work in an office environment and have exposure to the typical office tools and equipment including a phone, computer work station, and keyboarding equipment. A rating of **20 points** will be assigned.

### **EFFORT**

The effort in the position is mental effort in dealing with financial analysis information. The position must make recommendations and provide advice requiring analysis and effort in the preparation. There are deadlines in the project and budget processes which add to the stress and effort required.

Jobs at this level supervise technical, analytical, and related professional activities. These jobs like the jobs they are supervising and managing are dealing with significant challenges. These jobs are leadership positions for significant projects and initiatives in the City. They are responsible for planning and organizing work functions and are under pressure to deal with problems that arise in units under them. There are deadline pressures based on business cycles, and a need to deal with detail in contracting, negotiating, reviewing financial information, creating reports, managing risk, etc.

A rating of **65 points** will be assigned. At this level the job is a manager with wide ranging responsibilities that require considerable mental effort. These jobs are responsible for planning, organizing and managing in more complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations, and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher level managers and officials.

**According to the Deputy Finance Officer, the proposed 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 Finance Officer who reports to the Chief Finance Officer and is his Deputy

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

The position will be part of the Finance and Property Services Department's senior 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 direct and coordinate the resources and processes necessary to provide elected officials and department heads with the sound financial analysis and budget information to facilitate sound decisions.

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

The position will require a level of expertise in budget and financial analysis and experience in staff supervision, but a primary requirement is the ability to oversee, plan, organize, monitor, evaluate, and make strategic recommendations.

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

In this position, in order to successfully execute their responsibilities, the individual will be exercising discretion and decision authority and will work with the Mayor and City Council, as well as Department Heads, and will need to do this in cooperation with the goals and strategies of our City's management and leadership.

**RECOMMENDATION:**

Establish the position as Budget Director (Grade 13, 588 Points, Appointed)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Senior Financial Analyst	55	50	0	40	20	50	435	9
Enterprise Financial Specialist	65	55	0	55	20	55	508	10
Assistant Director Purchasing	60	60	20	60	20	55	535	11
Director Accounting & Financial Reporting	60	60	25	60	20	65	550	12
Director Capital and Debt Management	70	60	25	60	20	60	570	12
Director Risk and Claims	70	60	15	65	20	60	573	12
Director Treasury	70	65	45	65	20	65	623	13
Director Purchasing	70	65	25	65	20	65	603	13
Controller	75	65	40	70	20	70	645	14
Deputy Finance Officer	75	75	25	85	20	75	688	15
<b>PROPOSED CLASSIFICATION</b>								
Director Budget	70	65	10	65	20	65	588	13

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

#### Executive Exemption

The position will be compensated on a salary basis at a rate not less than \$455 per week. Its primary duty will be managing a subdivision in the Finance and Property Services Department.

The position will customarily and regularly direct the work of at least two or more other full-time employees or their equivalent. It 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 other employees will be given particular weight in the City system.

**DIRECTOR, BUDGET (APPOINTED)**

**CODE: C03180**

**REPORTS TO: Deputy Finance Officer**

**SUPERVISES: Financial Analyst, Senior Financial Analyst, Enterprise Financial Analyst**

**NATURE OF WORK**

**Responsible for management and coordination of all aspects of the budget process; lead and coordinate long term financial projections for the City enterprise; provide elected officials and department heads with assistance needed to appropriately allocate City resources and evaluate the effectiveness and efficiency of City operations in an informed manner.**

**TYPICAL DUTIES AND RESPONSIBILITIES**

**(Including, but not limited to the following)**

- Advise the Mayor, Council and staff regarding the impact of financial decisions and financial aspects of policy decisions.
- Evaluate data and prepare recommendations for the Mayor, Council and staff on financial decisions and financial aspects of budget-related decisions to assist them in fulfilling their respective roles and responsibilities and achieving objectives.
- Establish a process that incorporates the priorities of elected officials and assigns responsibility for adherence to these policies within budget guidelines.
- Assess changing financial conditions to incorporate into longer term financial projections and planning so that elected officials may be advised in their decision making.
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- Provide sound financial planning and advice to department Heads, Mayor and City Council

- Develop, maintain and enhance budget documentation to meet Government Finance Officers Association (GFOA) standards and effectively communicate to management, elected leadership and the public.

**MINIMUM QUALIFICATIONS:** Bachelor’s Degree in Public Policy, Business Administration, Finance, a related field or equivalent (CPA or Advanced Degree preferred).

**MINIMUM EXPERIENCE:** Five years of professional experience in State or local budgeting and policy analysis, with a minimum of two years experience in program development and administration.

**LICENSES/CERTIFICATIONS:** N/A

**OTHER SPECIFICATIONS**

- Exceptional knowledge of government finance and operations and related statutes.
- Considerable knowledge of professional standards – GFOA, GAAP, etc.
- Strong oral and written communication skills.
- Good presentation skills and the ability to prepare clear concise reports.
- Ability to communicate on financial matters with non-financial personnel.
- Ability to establish trust and support and integrate priorities in the budget process.
- Extensive experience in financial modeling
- Ability to exercise independent judgment and identify opportunities for improvement.
- Political sensitivity.
- Strong leadership skills.
- Ability to be creative and flexible in a changing fiscal environment.

**WORKING CONDITIONS:** Normal office setting

<b>SERVICE:</b>	<b>APPOINTIVE</b>
<b>GRADE:</b>	<b>13 (588 Total Points) Exempt</b>
<b>ESTABLISHED:</b>	<b>May 2015</b>
<b>JOB SPEC:</b>	<b>May 2015</b>

**CITY OF MINNEAPOLIS**