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

Date: August 3, 2015

To: Mayor Betsy Hodges and the Executive Committee
Referral to: Ways and Means Committee

Subject: Two New Appointed Positions: Client Services Managing Attorney

$109,372 to $129,653 Grade 14, 653 points

Recommendation:

1. Find that the proposed positions meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
   (1) The persons occupying the positions will report to the head of the designated city department or the designated city department head's deputy.
   (2) The persons occupying the positions will be part of the designated department head's management team.
   (3) The duties of the positions involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
   (4) The duties of the positions do not primarily require technical expertise where continuity in the position would be significant.
   (5) The persons occupying the positions need to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.

2. Approve two new proposed positions: Client Services Managing Attorney evaluated at 653 total points and allocated to Grade 14.

3. Approve the recommended salary schedule for the positions which has a range of $109,372 to $129,653 effective August 21, 2015, and authorize annual step movement for the incumbents provided satisfactory or better performance in the job:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Client Services Managing Attorney	$109,372	$115,128	$117,431	$119,779	$122,175	$124,618	$127,111	$129,653

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: Susan Segal, City Attorney, & Pamela Nelms, HR Senior Consultant

Financial Impact (Check those that apply)

_X_ 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 City Attorney is proposing two new appointed positions that will fill a role in succession planning for the upcoming turnover in the Deputy City Attorney level. The City Attorney envisions creating this new appointment as the Client Services Managing Attorney for the Civil Division. The Deputy City Attorney Civil is currently eligible to retire.

The following are the proposed duties for the position:

- Supervise a Civil Client Services Team.
    - Hire members of the Civil Client Services Team, provide or coordinate staff training, and determine assignments.
    - Oversee, review and evaluate the work performance of team members, identify performance concerns, and consult with the Deputy City Attorney Civil on such matters.
    - Provide expert advice and guidance to Assistant City Attorneys and clients on specific assignments and projects, including preparing and handling various assignments and projects as needed.
- Manage a Civil Client Services Team, based on the department and division's business plans; organize and prioritize the team resources to ensure that all client service is handled efficiently and effectively, and is of high quality and in the best interest of the City:
    - Lead the team's strategic business planning efforts.
    - Develop the team's overall client service strategy using lessons learned from past assignments and projects and use of attorney staff.
    - Communicate plans for handling specific client service matters to involved City departments.

    - Determine and recommend appropriate staffing levels for optimum support.
    - Ensure that the electronic case management system is being fully and optimally utilized, along with other technology to support client services efforts.
- Provide and supervise team members in providing legal services of a complex nature for the City, its officials and employees in a wide array of matters including land use planning, regulation and development; employment; governmental authority; elections; contracts; licensing; data practices; environmental concerns; government finance; ethics; etc.:
    - Take responsibility for ensuring legal services are responsive to City needs and are of the highest quality.
    - Work with City departments to identify issues and suggest solutions, including modifications to current ordinances, policies and practices.
    - Apply innovative problem solving skills and business judgment to resolve issues, minimize risk and achieve client goals.
    - Monitor and control costs, productivity, quality and other results of support efforts.
- Provide operational support as part of the City Attorney's Management Team.
    - Participate in policy-making and policy implementation identifying areas of concern and recommending appropriate responses, including developing statistics on various department and division initiatives in support of policymaking.
    - Assist in department business planning and in the development and implementation of initiatives.
    - Attend meetings of boards, committees, and commissions on behalf of the Deputy City Attorney Civil and the City Attorney as requested.

The duties track with those of the Litigation Managing Attorney. However, here the focus is on a variety of legal services not solely on litigation matters. The factor analysis below clarifies the appropriate point assignment for the proposed position.

Factor Summary of the evaluation of the position

Factor	Points	Analysis
Pre-requisite Knowledge	80	The requirements for the position are a Jurist Doctorate Degree and passage of the Minnesota State Bar Exam. The position requires ten years of experience in all aspects of a municipal law practice, including demonstrated success in providing legal advice in a wide variety of contexts.
Decisions and Actions	70	The position will supervise City Attorneys and make assignments for staff on the Client Services Team. It will make decisions and provide advice about legal services of a complex nature for the City, its officials and employees in a wide array of matters including land use planning, regulation and development; employment; governmental authority; elections; contracts; licensing; data practices; environmental concerns; government finance; and ethics and in other areas. 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. At this level 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	10	These positions will supervise between five and nine Assistant City Attorney positions.

Relationships Responsibility	75	The position will entail a variety of contacts both internally and external to the City. There will frequent contact with the Deputy City Attorney Civil and with other City Attorneys to share and exchange information and opinions, and materials. The position will work with City staff from a variety Departments and levels and with Elected Officials regarding land use planning, regulation and development; employment; governmental authority; elections; contracts; licensing; data practices; environmental concerns; government finance; ethics; and to give general and legal advice on civil matters, ordinances, policies, and other issues. Outside contacts would include representatives and members of firms doing development, contracting, seeking licensing or interacting with the City on variety of other civil legal matters. The position will interact with the media regarding civil legal matters. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. There is daily contact with other executives in the department where the job is assigned regarding staff issues and incidents, as well as with department staff on research, consultant work, policies, and procedures and in response to legal inquiries. At this level the jobs are regularly representing the City in a wide variety of forums and with a diverse clientele. Well-developed and strong communication skills are required. Maintaining strong relationships is important. At this level the position deals with major problems, legal issues, and communication challenges.
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 solutions for identified problems, and there are numerous pressures to meet deadlines on projects, reports, legal matters, plan development, and handling inquiries.

Attached: Classification Report and Salary Ordinance