

**City of Minneapolis**  
**Request for Committee Action**

**To:** Executive Committee  
**Date:** 2/3/2016  
**Referral:** Ways and Means  
**From:** Human Resources  
**Prepared by:** City of Minneapolis  
**Presented by:** Pamela Nelms  
**File type:** Action

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**Subject:**

Request to establish a new appointed position in the City Coordinator's Office: Deputy City Coordinator

**Description:**

- a. Adopting findings that the proposed position meets the criteria in Section 20.1010 of the Minneapolis Code of Ordinances, City Council to Establish Positions.
- b. Approving the appointed position of Deputy City Coordinator, evaluated at 770 total points and allocated to Grade 17.
- c. Approving the salary schedule for the position, which has a 12/31/2015-effective range of \$133,244 to \$157,952, effective 2/12/2016:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Deputy City Coordinator	\$133,244	\$140,256	\$143,062	\$145,923	\$148,841	\$151,818	\$154,854	\$157,952

- d. Referring to the Ways & Means Committee.
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**Background/Analysis:**

The City Coordinator is proposing adding significant supervisory responsibilities to the vacant Deputy City Coordinator position, currently valued at 745 points, in grade 17. Whereas the position had no direct reports in the past, now it will directly supervise 9 positions and have management authority over a total of 27 positions.

The duties and responsibilities of the proposed position are as follows:

- Manage the daily operations of the City Coordinator's office including budget, personnel issues, departmental business plans and various special projects.
- Develop, implement, and manage initiatives that improve the service delivery of the City Coordinator's departments.
- Develop, implement, and manage initiatives that strengthen and build strategic management capacity throughout the enterprise.
- Provide leadership and oversight to the City's efforts in equity issues, both internal and external;

it's efforts and work involving the arts and culture across the enterprise; and for efforts it's in sustainability throughout the enterprise

- Function as a liaison with the Mayor and City Council members on policy issues as needed.
- Function as a liaison to operating departments, helping facilitate service agreements among the management support departments and operating departments, responding to interdepartmental concerns and facilitating responses to issues.
- Assist with implementing strategic and business planning goals and objectives on an enterprise-wide basis.
- Serve as the City Coordinators representative on various boards, task forces, and committees.
- Work on intergovernmental relations issues as needed.
- Identify issues that may affect the City in the future, monitor national, state and local trends; participate in national or state professional organizations.
- Direct the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.
- Verbally present complex information at public hearings, Council Committee meetings and to large organizations, explaining City decisions or positions.
- Work with Human Resources/Labor Relations as needed on the City's collective bargaining priorities.

#### **Findings:**

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 reports directly to the City Coordinator
2. The person occupying the position must be part of the designated Department Head's management team
  - The position will be a part of the City Coordinator's Office 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 duties of the position will involve significant discretion and involvement in the development, interpretation, and implementation of City policy
4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.
  - The position requires experience and knowledge of local government functions, practices, financial and personnel operations, including applicable local and state laws related to the administration of municipalities. Strong communication, strategic, and leadership are vital in this job.
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 person occupying this position will need to be accountable to, loyal to, and Compatible with the City Coordinator, City Council, and Mayor

#### **Financial Review:**

**No additional appropriation required, amount included in current budget.**

#### **Attachments:**

1. Classification Report, Salary Schedule