

REPORT NO: 15 91
DATE: 12/16/2015
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Deputy City Coordinator

CURRENT TITLE: Deputy City Coordinator

INCUMBENT: Vacant

REASON FOR REQUEST: Request to review an appointed position where changes are being implemented to determine the proper classification for the position

DATE QUESTIONNAIRE SUBMITTED: 12/7/2015

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Desk Audit

RECOMMENDATION: Establish the position as Deputy City Coordinator (Grade 17, 770 points, Appointed)

The Deputy City Coordinator position is now vacant and we have been asked to review the factor ratings in-light of proposed changes to the assigned duties and responsibilities to ensure appropriate placement in the City's classification system.

The City Coordinator is proposing adding significant supervisory responsibilities to the position. 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 positons.

The duties and responsibilities of the 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; its 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.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The requirements for the position are the same as when it was originally established. The position requires a Bachelor's Degree in Public Administration, Business Administration or a related field. It requires seven to ten years of progressively responsible municipal work experience, which has included managerial responsibility. Equivalent combinations of training and experience may be considered.

A rating of **85 points** remains appropriate and will be assigned.

DECISIONS AND ACTIONS

When originally classified the position was set up to act independently with considerable latitude in managing the daily operations of the City Coordinator's Office including work direction or redirection over Assistant City Coordinators. It was to have input in personnel matters and addressing all positions under the direction of the City Coordinator. The duties and responsibilities listed above indicate that this will remain as a core function of the position. The proposed change would bring full supervision of a portion of the City Coordinator's Office under the position. There is more emphasis now on impacting functions where the position will directly supervise including developing,

implementing, and managing initiatives and activities that strengthen and build strategic management capacity throughout the enterprise; providing leadership and oversight to the City's efforts in equity issues, both internal and external; leading efforts and work involving the arts and culture across the enterprise; and for guiding efforts in the City's sustainability throughout the enterprise. The position will represent the Coordinator's Office in important matters and will act as liaison to the City Council and to City Departments. It will serve as the City Coordinator's representative on various boards, task forces, and committees, and will make presentations as required. It will be involved in intergovernmental relations issues as needed. The position will oversee the production of research reports and recommendations, and other written documentation for the City Coordinators Office.

The rating of **90 points** will be retained. Jobs at this level manage operations of major significance with important financial impact subject to statutory and legal limitations and oversight from elected officials. Work is highly complex and of broad variety, usually involving complex individual functions. Matters dealt with are broad in scope and involve many complex and unusual problems. 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.

SUPERVISORY RESPONSIBILITY

The position will directly supervise the Director, Intergovernmental Relations; Director, Office of Emergency Management; Director, Innovation Delivery Team; Managers of Equity and Inclusion; Manager of Environmental Programs; Executive Manager of Arts; Results Management Program Coordinator; and Manager of Continuous Improvement. It will have management authority over a total of 27 positions. A rating of 20 points is appropriate and will be assigned.

RELATIONSHIPS RESPONSIBILITY

When originally classified the position was assigned a score just under the City Coordinator on Relationships Responsibility based on it having basically the same contacts but with lower level of effectively and efficiently administering the needs of the City. The contacts of the position will be the same as in the past. That is, it will have contact with Mayor, City Council Members and staff, department heads, middle managers, City staff of different levels, business leaders, civic leaders, labor leaders, and the media. The nature of the contacts will be to give advice, solve problems, and answer questions. The position will provide advice and assistance in solving personnel and business operation problems, and deal with funding questions. It will provide clarification of intent of directives from elected officials. Externally, the position will provide high level explanation of City policy and procedure and programs. It will deal with complaints. The position will need to deal with some issues that will require tact, diplomacy, and persuasion. Some of its contacts will be political in nature and require discretion and sensitivity.

The rating **90 points** on this factor will be retained. Jobs at this level have a large number of contacts, both internally and externally, primarily at a high level. Internally they direct the efforts of the various departments and divisions under leadership. There is daily contact at a high level advising City decision-making including the Mayor, City Council, department heads, and middle management. In these relations the job typically is providing leadership on important issues for the enterprise. Externally there are frequent contacts with business leaders, community leaders, labor leaders, news media, and neighborhood, regional, state and federal officials related to issues and performance; to explain City policies and procedures; legal matters; housing, economic and related matters. There typically is contact with various business associations, non-profit and for profit organizations representing persons interested in City services, economic development, small business, or major projects in the City. Jobs at this level have City-wide management responsibilities and communications responsibilities that impact throughout the organization and beyond the organization.

WORKING CONDITIONS

The position will work in an office setting with exposure to the typical equipment such as computer keyboarding equipment, and phones. The position will spend time presenting to various groups and considerable time in meetings. A rating of **20 points** will be assigned.

EFFORT

An increase in the effort is justified for the position given the increase in supervision and the added responsibility for important involvement with implementing strategic and business planning goals and objectives on an enterprise-wide basis, leadership and oversight to the City's efforts in equity issues, both internal and external; leading efforts and work involving the arts and culture across the enterprise; and for guiding efforts in the City's sustainability throughout the enterprise. The position is a high level executive position with broad City-wide involvement and impact requiring considerable mental effort in planning, managing, coordinating, and monitoring and implementing initiatives to enhance City efficiency and effectiveness.

A rating of **80 points** will be assigned. At this level there is need for considerable mental effort in managing important City activities. The jobs deal with planning, coordinating, implementing, and delegating. There is stress in dealing with budgets, deadlines, and other issues, and a constant need to pay attention to detail. The effort is primarily mental effort in a broad range of planning, coordinating, organizing, implementing, monitoring, and delegating. These positions are leaders for budget decisions and are spokespersons for the units they manage. All of this high level authority and responsibility plays into the mental effort and stress required in the classifications. They work under a high degree of mental stress dealing with deadlines and meeting preparations, etc., and the nature of the work entails a consistent need for attention to detail.

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 the 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

RECOMMENDATION:

Establish the position as Deputy City Coordinator (Grade 17, 770 points, Appointed)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Deputy City Coordinator	85	90	0	90	20	75	745	16
Executive Director CPED	90	90	70	85	20	80	835	18
Chief of Police	80	85	100	75	20	80	848	18
Director of Public Works	95	95	100	85	20	80	888	19
PROPOSED CLASSIFICATION								
Deputy City Coordinator	85	90	20	90	20	80	770	17

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

The job is FLSA-Exempt