



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

Date: January 6, 2011

To: Mayor R. T. Rybak and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Senior Manager Transit Oriented Development - 628 points/Grade 13 (\$95,124 - \$105,137)

Recommendation:

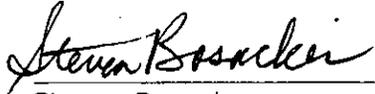
1. Find that the proposed positions meet the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying 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.
1. Approve the proposed positions: Senior Manager Transit Oriented Development; 628 points/Grade 13
2. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective January 19, 2011, as follows:

Step A	Step B	Step C	Step D
\$95,124	\$100,131	\$103,135	\$105,137

Previous Directives: None.

Prepared or Submitted by: Timothy Giles, Director of Employee Services; 673-3341

Approved by: 
Pam French
Director of Human Resources


Steven Bosacker
City Coordinator

Permanent Review Committee (PRC) - Not Applicable
Policy Review Group (PRG) - Not Applicable

Presenters in Committee: Pamela Nelms, Employee Services 673-3344

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 Rybak:

The Community Planning and Economic Development Department is requesting, and the Human Resources Department is recommending, the establishment of a new Appointed Position, Senior Manager Transit Oriented Development, which will lead and coordinate transit-oriented development in the City of Minneapolis.

The duties and responsibilities proposed for the new position are as follows:

- Implement relevant policies in the City's Comprehensive Plan and adopted small area, corridor, and transit station area plans, to create conditions that encourage higher-density, mixed-use development with good urban design around transit stations.
- Implement Hennepin County Regional Railroad Authority (HCRRRA) projects with a focus on future land use and development, and high quality design.
- Design public right-of-way improvements that promote a pedestrian and bicycle-friendly environment.
- Coordinate, at the policy level, the transit development activities of the City of Minneapolis, Metro Transit and Hennepin County.
- Convene meetings among key stakeholders including the Transit Oriented Development Metro Transit and Hennepin County Regional Rail Authority (HCRRRA), and others as appropriate.
- Access grants and other resources from Federal, State, Regional, Local, and Foundation sources to advance Transit Oriented Development related efforts.
- Develop projects consistent with Transit Oriented Development principles and regulatory requirements.

- Prepare reports, presentations and online resources to provide elected officials, City staff, community partners and the public with relevant information.
- Collaborate with governmental and non-governmental entities to ensure effective coordination of regional planning, housing and economic development policies, resources and initiatives.

Below is a summary of the study conducted to ensure proper evaluation of the positions. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

Factor	Points	Analysis
Pre-requisite Knowledge (1)	75	Requires minimally a Bachelor's Degree in Public Administration, Business Administration or an equivalent, and eight years of progressive experience in transportation policy; a proven track record of developing and fostering positive professional relationships, and five years experience managing complex programs.
Decisions and Actions (2)	70	The position will have a significant impact on the quality of long-term transportation services in the City.
Supervisory Responsibility (3)	0	Directly supervises no staff.
Relationships Responsibility (4)	75	Daily or frequent contact with the Director and other Directors and managers in Regulatory Services, Mayor, Council Members, community business leaders, complainants, respondents, contractors, and others internally and externally to the City.
Working Conditions (5)	20	Normal office setting similar to other City management positions
Effort (6)	70	Works and coordinates projects among various partners internal and external regarding grant funding and other opportunities and challenges related to transit and development along transit lines and near transit hubs.

Attached: Classification Report

Facts supporting the five criteria of Minneapolis Code of Ordinances, Section 20.1010 are listed at the end of the attached classification study.

Amending Title 2, Chapter 20 of the Minneapolis Code of Ordinances relating to Administration: Personnel.

The City Council of the City of Minneapolis do ordain as follows:

Section 1: That the following classification in Section 20.10.01 of the above-entitled ordinance be amended to make the following changes: (Annual Rates)

Appointed Officials (CAP)

Effective: January 19, 2011

<u>FLSA</u>	<u>OTC</u>	<u>CLASSIFICATION</u>	<u>PTS</u>	<u>G</u>	<u>P</u>	<u>Step A</u> <u>Start rate</u>	<u>Step B</u> <u>After 1</u> <u>"A" year</u>	<u>Step C</u> <u>After 2</u> <u>"B" Years</u>	<u>Step D</u> <u>After 3</u> <u>"C" Years</u>
E	1	Manager Transit Oriented Development	628	12	A	\$95,124	\$100,131	\$103,135	\$105,137