



EMPLOYERS ASSOCIATION, INC.

An Equal Employment Opportunity/Affirmative Action Employer

July 8, 2009

Mr. Timothy O. Giles
Director Employee Services
City of Minneapolis
250 S 4th St, Room 100
Minneapolis MN 55415-1339

Dear Tim:

We were requested to review the classification of a new job that will lead a proposed Neighborhood and Community Relations Department. The overall mission of the department is focused on strengthening our City's quality of life through vigorous community participation, resident involvement in neighborhood and community organizations, and supporting clearly defined links between the City, City services and neighborhood and community organizations. The general model is similar to employee involvement efforts used within a corporate environment to improve employee engagement in the organization.

Based on the mission of the department we expect all of the staff to have high levels of communication skills combined with strong knowledge of government processes. Each of the four proposed leadership positions, including this top job, reflects these core competencies in their job description drafts. We are using these drafts along with materials provided and discussions with City staff as the basis for our recommended Cresap ratings of the jobs.

The ACC/NCR Department Director leads a department that serves as a key communications link between elected officials, city leadership and staff, neighborhood and community organizations within the city of Minneapolis. The role of the Department Director is to establish and maintain a working team that will serve as facilitators and communicators who will support community engagement through problem solving and decision making in matters of importance to local communities and the City of Minneapolis as a whole. The Director will collaborate with the City Coordinator in establishing processes and methods to best carry out the neighborhood and community relations function to meet the objectives envisioned for the department.

We are recommending the following rating:

Knowledge Level	K-Pts	Decisions and Actions Level	D-Pts	Supervisory Level	S-Pts	Relationships Responsibility Level	R-Pts	Working Conditions	W-Pts	Effort	E-Pts	Total Pts
85	255	80	240	20	20	90	135	20	10	75	75	735

The job requires a Bachelor's degree (Master's preferred) in urban studies, public administration, political science or a related field, and ten (10) years of progressively responsible experience including managerial and job related experience, or an equivalent. A master's degree may be used to reduce the number of years of experience. We have used a rating of 85, which is consistent with the required education and experience. The Director of IGR, Director of Human Resources and Director of Housing Policy Development are at a similar level.

We have used a rating of 80 for decisions and actions. While the decisions and actions are important, the job has a strong recommending role, rather than being a final decision maker. Decisions where the Director will be a primary decision maker are mainly relating to the choice of procedure and internal staffing issues. Similarly rated jobs include Director of Planning and Deputy City Attorney.

Supervisory ratings are a function of head count under the span of control of the job. In this case the number of staff is expected to fall in the 15 to 20 range, which leads to a rating of 20.

Relationships responsibility is a core factor for the job's existence. We have rated relationships at 90, which is among the highest. Jobs at this level the job will have a multitude of contacts, both internally and externally, primarily at a high level. There will be daily contacts 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 legal questions, planning, housing, economic development, small business development and financial issues, development, efficient and effective land use, or comparable high-level issues. Other contacts would involve advice and assistance in solving personnel problems and answering funding questions; clarification of the Mayor/Council directions and intent internally. 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 explaining City policies and procedures; legal matters; housing, economic and human capital development, urban environment, transit, transportation and open spaces. 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. At this level the jobs are involved in City Council or Board activities and high-level City management activities or very important legal issues. Other jobs at this level include the City Attorney and Director of Planning and Economic Development.

Working conditions for this job are similar to other office occupations, with very intermittent seasonal exposure when traveling to outside meetings. The rating is 20. Most department heads, managers and professionals are at this rating.

Effort is rated at 75. This rating is used primarily for appointed jobs with high level responsibilities and heavy supervisory responsibilities. All these jobs are highly placed executives (Department Heads or Divisional Directors) where the managerial and administrator responsibilities place considerable stress on the incumbents. There is considerable mental effort and stress in creating plans, programs, and problem solutions in the assigned area, and managing complex work units, that are providing a variety of services to both internal and external customers. These classifications are under considerable deadline pressure in dealing with budgets, City Council directives, project schedules, and department work activities. There is constant need to pay close attention to detail in the work. The physical requirements of the position are equivalent to most other office positions.

Overall points are 735. To place this in perspective, the smaller staff size tends to reduce the rating compared to department heads. Jobs with close ratings are Director IGR at 733, Deputy City Attorney at 740, Deputy Chief Police at 733, and Director of Planning at 748.

Please do not hesitate to contact me for clarifications or further assistance. My direct line is 763-253-9148.

Sincerely,



George B. Gmach, Director of Compensation and Surveys Services