



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

**Date:** September 7, 2010

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

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position: Assistant Director Regulatory Services -763 points/Grade 16 (\$116,001 - \$128,212)

### Recommendation:

- Find that the proposed positions meet the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
  - The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
  - The person occupying the position will be part of the designated department head's management team.
  - The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
  - The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
  - The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
- Approve the proposed positions: Assistant Director Regulatory Services; 763 points/Grade 16
- Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective September 24, 2010, as follows:

Step A	Step B	Step C	Step D
\$116,001	\$122,107	\$125,770	\$128,212

- With the approval of the Assistant Director, Regulatory Services position, find that the positions of Deputy Director Minneapolis Development Review; Building Official; Deputy Director, Housing Inspection Services; Deputy Director, Environmental Management and Safety; Deputy Director, Licenses and Consumer Services do not meet the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
  - The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.

**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: Timothy Giles, Director, Employee Services 673-3341**

**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 Director, Regulatory Services is requesting, and the Human Resources Department is recommending, the establishment of a new Appointed Position, Assistant Director Regulatory Services. The job of Assistant Director Regulatory Services will be responsible as second-in-charge for leadership and direction of all activities of the Regulatory Services and Emergency Management department. Areas covered include Emergency Management, Licensing & Environmental Services, Housing Inspections, Parking & Traffic Control, Development Review (Zoning) and Building Construction (Inspection). The common element of all areas is planning and executing code enforcement that will contribute to establishing and maintaining a safe and healthy environment for persons living, working, or traveling within the City of Minneapolis and will protect the interests of consumers and property owners.

The position will report directly to the Director, Regulatory Services.

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

- Provide leadership to achieve the goal of Regulatory Services and Emergency Preparedness; the Department is charged with the responsibility of protecting the health, safety and welfare of Minneapolis residents through a program of regulation, inspection, testing, and enforcement of laws and ordinances pertaining to licensed business establishments, building inspection, housing inspection, plan review, pollution control, and animal care and control.; successful performance will contribute to a higher degree of livability, attract and retain beneficial development and tourism, thus contributing to the overall fiscal sustainability of services.
- Oversee the management of 377+ employees, including assisting the director in establishing policies, goals, objectives and performance measure for the department; includes recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.
- Hold each employee accountable to systems, policies, people, and the public interest to provide excellent customer service, and accept the obligation and responsibility to be accountable for their actions; measures and reports actions.
- Respond to queries, requests and complaints from the Mayor, City Council members and other City staff, and promote customer and stakeholder relationships.
- Share responsibility for media contact on all areas of responsibility.
- Work toward a goal of improving process in all areas in order to provide a high degree of customer responsiveness in the administration of regulatory activities.
- Provide guidance to managers in areas of responsibility, where decisions have serious public safety considerations and potentially large economic impact on individual property owners or occupants.
- Participate in negotiations involving interpretation of complex building code or zoning issues sometimes with unprecedented legal questions; attempts to resolve issues while upholding the public interest; recommends code improvements based on experiences.
- Participate as a leader in the department planning process, including the Regulatory Services Business Plan; perform a leadership role in department budget development, developing and implementing fee schedules relating to services in order to ensure that costs are borne by service users; participate in presenting budget recommendations to Mayor and Council with operating expenses in excess of \$45 million and offsetting revenues in excess of \$41 million.
- Assist and serve as a backup to the Director of Emergency Services/Emergency Preparedness in all department matters.

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.

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge (1)	80 points	Requires minimally a Bachelor's degree in public or business administration, or other relevant field and ten years of progressively responsible experience in code enforcement, regulatory affairs, including management experience. Substantial management experience, and law degree preferred.
Decisions and Actions (2)	80 points	Regularly makes independent decisions of significance; serves as second in charge of a major department, will have considerable discretion and freedom to act; has responsibility for and authority over the actions of direct reports.
Supervisory Responsibility (3)	85 points	Supervises 377+ staff. Appropriate rating per the factor rating guide

Relationships Responsibility (4)	75 points	Daily or frequent contact with the Director and Assistant Director Regulatory Services, Mayor, council members, complainants, respondents, contractors, and others internally and externally to the City. Strong communications skills are required.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	75 points	Supervisory and management responsibilities, involvement in creating plans, programs, and solving problems that arise department wide, dealing with budget, project schedules, and department wide work activities.

**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.**