



Request for City Council Committee Action

Date: March 28, 2005

To: Ways & Means/Budget Committee

Prepared by: Tim Giles, Director Employee Services Division (673-3341)

Approved by: Pam French
Pam French
Human Resources Director

John Moir
John Moir
City Coordinator

Subject: **Salary Step Placement for Ms. Elizabeth Ryan – Director, Housing Policy and Development**

Presenter in Committee: Pam French, Human Resources Director

Summary of the Request: Approve the placement of Ms. Elizabeth Ryan at Step B of the newly established salary schedule for Director, Housing Policy and Development.

Recommendations:

- 1) Place Ms. Ryan at Step B (\$104,090 per year) of the salary schedule in recognition that her salary at the Metropolitan Council prior to coming to the City of Minneapolis was \$102,000 and her current salary (in a classification title that was simply a 'placeholder' until the formal classification study was completed) is \$100,835 – both higher than the starting salary (\$98,885 per year) of the newly classified position.

Financial Impact (Check those that apply)
 No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
 Action requires an appropriation increase to the Capital Budget
 Action requires an appropriation increase to the Operating Budget
 Action provides increased revenue for appropriation increase
 Action requires use of contingency or reserves
 Other financial impact (Explain):
 Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information:

Attached is a request from the Director, CPED to offer above Step A to Ms. Elizabeth Ryan, Director of Housing and Policy Development, following the classification study recently completed on this position. The request form is a Human Resources Department form that is used when departments request to start a new employee (classified or unclassified/appointed) above Step A for initial hires.

Since there are no rules for the salary step placement of existing unclassified/appointed employees when there is a change in classification status, the same format is being used to assist the Ways & Means Committee in making their decision. The form compares Ms. Ryan's qualifications against the minimum qualifications established for the position.

cc: John Moir, City Coordinator
Timothy Giles, Director, Employee Services
Carol Rogers, Senior Human Resources Consultant
Lee Sheehy, Director, CPED
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
File

HUMAN RESOURCES DEPARTMENT

Hiring Department's Request to Offer an Initial Appointed Position Salary Above Step A

Note: The Hiring Department must complete this form and have it approved by the Human Resources Director before making an offer of employment for an appointed position with a salary above Step A.

Candidate's Name: Elizabeth Ryan	Position to be Filled: Director Housing Policy & Dev.
Requested by (Hiring Manager): Lee Sheehy	Hiring Manager's Job Title: Director, CPED
Hiring Department: CPED	Date of Request: 1/1/05

<u>Criteria Considered</u>	<u>Minimum Qualifications of Vacancy</u>	<u>Current Qualifications of Candidate</u>
1. Number of years of similar or related work experience	Combination of education & experience that is substantially equivalent to a masters degree in public or business administration or related field.; and extensive, increasingly responsible experience in public administration, with considerable experience as a manager of a major functional area. Valid MN DL	Candidate has progressed from Department Director at the Dakota County Community Development Agency from 5/86 – 3/00, to Director of Housing & Livable Communities at the Metropolitan Council serving from 3/00 – to 9/04. METC experience includes serving as Acting Community Development Director from 2/04 – 7/04. Total years related experience = 18 years.
2. Relevant work/professional experience and accomplishments	See above	Work experience also includes working in the City/Community Development departments for the City of Scottsdale, AZ and the City of St. Louis Park, MN. Extensive work with federal, state, regional and local housing and community development programs. Experienced in personnel matters, hiring, training, progressive discipline and when necessary, termination. Represented the Dakota County Community Development Agency as a member of the Dakota County Workforce Council. Successfully oversees the Livable Communities Act programs of the Metropolitan Council including housing, polluted site clean up and city development grants. Represents the METC at the legislature and on many task forces and committees. Appointed interim Director Housing Policy & Dev. On 9/4/04.
3. Relevant educational/training accomplishments	Combination of education & experience equivalent to a masters degree in Public or Business	Master's degree in Public Administration from Hamline University.

	Administration	Honors and Awards: 2003 EPA National Award for Smart Growth Achievement, Overall Excellence in Smart Growth, Metropolitan Council Livable Communities Program 1994 Sustained Performance Award, US Dept. of Housing & Urban Dev. In recognition of exemplary mgmt performance in the day to day administration of the Section 8 Program 1986 Outstanding Problem Analysis, Hamline University
4. Relevant set of knowledge/skills/abilities	Public & municipal administration Knowledge of federal, state & local laws Knowledge of urban planning & housing development	Extensive work with federal, state, regional and local housing and community development programs. Experienced in personnel matters, hiring, training, progressive discipline and when necessary, termination. Demonstrated leadership in management of community development initiatives, strong partnerships forged and maintained. Demonstrated ability to accomplish goals, and motivate staff, examples include, implementation of Hollman suburban development, along with Fannie Mae Partnership initiated the Smart Commute Mortgage Program, responsible for Mayor's Regional Housing Task Force, 2000 and 2002. Candidate has the skills to structure expectations and in partnership, get results.
5. Other relevant criteria		Candidate has strong skills in community development, organization, government & policy administration, leadership, and fiscal management.

Difficulty in filling the position because of unique skill requirements	
Department's capacity to pay for the higher starting salary	Comments: Salary within authorized CPED budget.

Salary Range for Position	Current Salary of Candidate	Proposed Salary
\$98,885 - \$109,294	\$102,000 at Met Council \$100,835 at CPED	\$104,090

Approved (HR Director)	Signature	Date:
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