



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

**Date:** June 3, 2002

**To:** Ways & Means Committee

**Prepared or Submitted by:** Amy Hirsch/Timothy Giles Phone: 673-3344

**Approved by:** \_\_\_\_\_  
Ann Eilbracht  
Director, Human Resources

\_\_\_\_\_  
John Moir  
City Coordinator

**Subject:** **Reclassification of Director, Equipment Services Division and related salary ordinance**

### Recommendation:

- 1) Reclassify the position of Director, Equipment Services Division, from Grade 14 (653 points) to Superintendent, Equipment Services Division, Grade 13 (610 points) effective June 1, 2002.
- 2) Adopt the salary ordinance for Superintendent, Equipment Services Division, effective June 1, 2002. The salary ordinance is attached for your approval.

### Financial Impact (Check those that apply)

- No financial impact or Action is within current budget.  
 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**

As a result of department reorganization, the position of Director, Equipment Services will report to the Director, Property Services. With the subsequent change in responsibilities, the department requested a study to ensure proper classification.

The revised position will assist the Director, Property Services in the direction, management, supervision, and administration of all functions, activities, and employees of the Equipment Services Division. This will include strategy development, new vehicle and equipment purchasing administration, field operations administration, and multiple repair shop site management. Additionally, this position will assist the Director with the development and management of the annual budget. This position will also manage employee recruitment and training.

Although this position was previously represented by the Minneapolis Public Works Professional Engineers Association, effective June 1, 2002, it will be an appointed position. As such, it will follow the appointed salary schedule and all other benefits.

### Recommendations:

- 1) Reclassify Director, Equipment Services Division, grade 14 (653 points) to Superintendent, Equipment Services Division, grade 13 (610 points), effective June 1, 2002.
- 2) Adopt the salary ordinance for Superintendent, Equipment Services Division, effective June 1, 2002. The salary ordinance is attached for your approval.

cc: Carol Rogers, Human Resources  
Timothy Giles, Employee Services  
Julie Schiller, Central Payroll  
Linda Webster, HRIS  
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