



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

**Date:** June 19, 2007

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

**Referral to:** Ways and Means Committee

**Subject: New Appointed Position: Director, MFD Finance and Logistics (588 points, grade 13)**

**Recommendation:**

1. Find that the proposed position meets 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.
2. Approve the proposed position: Director, MFD Finance and Logistics (Appointed), allocated to grade 13 with 588 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective July 11, 2007.

Step A	Step B	Step C	Step D
\$82,710	\$87,063	\$89,675	\$91,416

**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

**Presenters in Committee: Pam French, Director of Human Resources 673-2139**

**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 Chief of the Fire Department has identified a need for a position that will be very similar to an appointed position that was established in the Minneapolis Police Department at the direction of the Mayor. The Fire Department has been over budget in the past year and the Chief is currently spending a good deal of time in attempting to correct some of the same problems that existed in the Police Department. Establishing this position will allow the Chief to concentrate on other areas. The position will be funded using the monies that funded the Director, Emergency Preparedness and a part-time Administrative Analyst position. Specific job duties of the position will include, but not be limited to the performance of the following duties and responsibilities.

- Assist the Chief in formulating, implementing and enforcing administrative policies for the department and evaluating the work accomplished.
- In collaboration with Assistant Chiefs, direct the preparation of the Department's annual budget and participate in budget negotiations and presentations.
- Oversee departmental budget expenditures and make recommendations on reallocation of budget appropriations and expenditures to the Chief.
- Develop, implement and maintain long range fiscal plans for the department.
- Initiate and direct specific administrative and cost studies, along with an ongoing evaluation of departmental operations and procedures.
- Direct the preparation of reports; recommend and implement new and revised policies and procedures to affect maximum operational efficiency and effectiveness.
- Ensure compliance with departmental guidelines; achieve improved services and an overall reduction in administrative costs.
- Monitor and report on progress towards achievement of departmental goals.
- Maintain effective relations with other City and non-City departments, civic groups and the public and communicate with media and elected officials.
- Supervise the work of subordinate managers and supervisors.
- Assist with planning, organizing, directing and evaluating the continuing development and implementation of a comprehensive departmental human resources program, including recruitment, selection, diversity, personnel operations, return to work and department-wide safety programs.
- Serve as lead project manager on key strategic projects in MFD (workforce planning, five-year planning, performance management, capital projects and equipment, etc.)

A study was completed to ensure proper evaluation of the position. Following is a summary of the study. 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)	70 points	Bachelor's degree in Business Administration, Public Administration, Finance or related field and eight years experience in an administration/management leadership position within the public sector.
Decisions and Actions (2)	65 points	This position will regularly make independent decisions of significance.
Supervisory Responsibility (3)	15 points	This position will directly supervise four employees: Engineering Officer; Supervisor Distribution Center; Fire Staff Captain and Program Assistant, and will indirectly supervise seven employees.
Relationships Responsibility (4)	65 points	Daily or frequent contact with Chief of Fire, Deputy Chiefs of Fire. Weekly or monthly contact with other department managers and the elected officials. Frequent contact with community organizations and businesses.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	60 points	Significant time pressures and deadlines.

**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.**