



## Request for City Council Committee Action

**Date:** June 28, 2004

**To:** Ways & Means Committee

**Prepared or Submitted by:** Amy Hirsch/Timothy Giles

Phone: 673-3344

**Approved by:** \_\_\_\_\_  
Pam French  
Director, Human Resources

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John Moir  
City Coordinator

**Subject:** Referred from Executive Committee, classify the position of Deputy City Coordinator with 745 points (grade 16) with an annual salary range of \$101,018 - \$111,651, effective April 6, 2004.

**Presenters in Committee:** Pam French/John Moir

### Recommendations:

- 1) Establish the classification of Deputy City Coordinator, at grade 16 (745 points), of the appointive service with an annual salary of \$101,018 - \$111,651, effective April 6, 2004.
- 2) Adopt the salary ordinance for Deputy City Coordinator, effective April 6, 2004.

### 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

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**

The position under study, Deputy City Coordinator, is a new position in the appointive service. A need has been identified for a position that will assist the City Coordinator in the role of providing leadership and direction in the coordination of Minneapolis City Government and strengthening the management systems of the City. The City Coordinator has proposed that a new position be created to meet this need. The position meets the criteria for appointment as defined by ordinance.

The proposed position will manage the daily operations of the City Coordinator's Office including budget, personnel issues, departmental business plans, and various special projects. The Deputy City Coordinator will act as a liaison to facilitate service agreements among management support and operating departments. The position will also serve as acting City Coordinator in his absence.

The Deputy City Coordinator will develop, implement, and manage initiatives to improve the service delivery of the City Coordinator departments. This will involve assisting with the implementation of strategic and business planning goals and objectives on an enterprise-wide basis. This position will also work with Human Resources-Employee Services on behalf of the City Coordinator as necessary to define the City's collective bargaining priorities. Additionally, the Deputy City Coordinator will serve as the City's ADA Coordinator which will involve managing related training, implementation, and monitoring of activities for the City.

I recommend that the classification of Deputy City Coordinator be established, at grade 16 (745 points), of the appointive service with an annual salary of \$101,018 - \$111,651, effective April 6, 2004. Additionally, I recommend that the salary ordinance for the Deputy City Coordinator be adopted effective April 6, 2004. The salary ordinance is attached for your convenience.

cc: Sarah Kriewall, Human Resources  
John Moir, City Coordinator  
Tim Giles, Employee Services  
Mike Anderson, Central Payroll  
Crystal DeJarlais, HRIS  
Betty Stanifer, Classifications  
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