



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

**Date:** January 23, 2008

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

**Referral to:** Ways and Means Committee

**Subject: New Appointed Position: Director Transportation Maintenance and Repair  
(703 points, grade 15)**

### 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 Transportation Maintenance and Repair (Appointed), allocated to grade 15 with 703 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective February 1, 2008 (note that these are 2007 rates and will change with any approved adjustment to the Appointed Pay Plan.)

Step A	Step B	Step C	Step D
\$99,249	\$104,472	\$107,606	\$109,696

**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: Pam Nelms, Human Resources Senior Consultant 673-3344**

**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 proposed position is being created due to a major reorganization involving all divisions in the Public Works Department. This report will address the changes in the Field Services Division and a request for a change of title. The responsibilities of the position will include overall oversight and management of Paving Construction, Street and Bridge Maintenance and Repair, the Sidewalk section, Central Stores, Special Service Districts, and related emergency preparation and response. To fund this position, Public Works will eliminate the Director Field Services position, which has a salary range of \$103,131 to \$113,987.

Specific duties and responsibilities will include, but not be limited to the following:

- Management of Street and Bridge Maintenance and Repair section.
- Emergency planning and incident response related to the division.
- Management of the Paving Construction section.
- Management of the Sidewalk section.
- Management of Special Services Districts.
- Responsibility for all personnel and administrative issues for the division.
- Responsibility for all finance and budgetary issues for the division.

Below is a summary of the study conducted to ensure proper evaluation of the position. 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	Position requires a Bachelor's degree in Civil Engineering and Registration as a Professional Engineer and five years experience in the coordination, management and supervision of PW activities.
Decisions and Actions (2)	75 points	This position will regularly make independent decisions of significance; will have considerable discretion and freedom to act.
Supervisory Responsibility (3)	60 points	This position will directly or indirectly supervise one hundred forty six employees.
Relationships Responsibility (4)	65 points	Daily or frequent contact with the Director and Deputy Director Public Works, weekly or frequent contact with Finance and Human Resources personnel, and less frequent contact with the City Coordinator, Elected Officials and other department managers.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	70 points	Significant time pressures and deadlines, working with potentially difficult topics in a political environment.

**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.**