



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

Date: February 27, 2007

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director, MPD Financial Operations (595 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, MPD Financial Operations (Appointed), allocated to grade 13 with 595 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective February 28, 2007.

Step A	Step B	Step C	Step D
\$83,717	\$88,123	\$90,766	\$92,529

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 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 Mayor has directed that an appointed position be established in the Police Department to manage daily financial operations. The position will be responsible for all financial operations, including formulating, implementing, and monitoring budgets and evaluating the department's work objectives. The position will be responsible for, but not limited to the performance of the following functions.

- Provide direction to department support services, including budget development; financial management and reporting; human resources; information systems; technology planning; business planning; management analysis; and other operating activities.
- Work in collaboration with the Assistant Chief on the preparation of the annual budget and participate in budget negotiation and presentation.
- Monitor departmental budget expenditures and recommend reallocation of budget appropriations and expenditures.
- Develop, implement and maintain long-range fiscal plans for the department.
- Initiate and direct cost studies, and advise an ongoing evaluation of departmental operations and procedures.
- Develop, recommend and implement new and revised policies, practices and procedures to affect operational efficiency and effectiveness.
- Ensure compliance with departmental financial guidelines to achieve improved services and a reduction in overall administrative costs.

- Participate in the development and implementation of goals and objectives; identify priorities and resource needs; and select, train, assign and evaluate the performance of personnel.
- Monitor and regularly report progress towards achievement of departmental goals to the Chief of Police.
- Maintain effective relations with other City and non-city departments, civic groups and the public; interpret the objectives and progress of the department; and communicate with the media and elected officials.
- Plan, organize, assign, direct, coordinate, and evaluate the work of information technology managers and supervisors.

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.

Factor	Points	Analysis
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)	10 points	This position will directly supervise six employees: Police Captain in Administrative Services, Manager Support Services and the Chiefs Staff (4 employees.)
Relationships Responsibility (4)	70 points	Daily or frequent contact with Chief of Police, Assistant Chief of Police, Deputies and others internal to the police department. Weekly contact with other department managers and the elected officials. Frequent contact with community organizations and businesses, and the news media.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	65 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.