



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

**Date:** July 17, 2009

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

**Referral to:** Ways and Means Committee

**Subject: New Appointed Position: Deputy Director, Neighborhood and Community Relations (553 points, grade 12)**

### 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: Deputy Director, Neighborhood and Community Relations (Appointed), allocated to grade 12 with 553 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan. The 2009 salary schedules for this job is shown below:

Deputy Director Neighborhood and Community Relations	Points/Grade	Step A	Step B	Step C	Step D
	553 / 12	<b>\$81,520</b>	<b>\$85,811</b>	<b>\$88,385</b>	<b>\$90,102</b>

**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: Timothy Giles, Director, Employee Services 673-3341**

**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**

The City of Minneapolis recognizes that effectively engaging the people of our city in government issues and decision-making helps build a better city and create vibrant, safe, welcoming and livable neighborhoods. In September 2008, the Mayor and City Council authorized the creation of the new Neighborhood and Community Relations department. The Neighborhood and Community Relations (NCR) department is part of the City Coordinator department and will serve as a liaison for residents, neighborhood and community organizations and provide guidance to other City departments in the realm of strong neighborhood and community relationships. The department will focus on strengthening our City's quality of life through vigorous community participation, resident involvement in neighborhood and community organizations, and supporting clearly defined links between the City, City services and neighborhood and community organizations. To achieve this, two leadership (appointed) positions are proposed: Assistant City Coordinator and Deputy Director.

The Deputy Director will report directly to the Assistant City Coordinator, and will serve as second in charge of the Neighborhood and Community Relations department. The role of the Deputy Director is to assist the Assistant City Coordinator by coordinating the overall management of the working team that will facilitate and support community engagement. In addition the Deputy Director will assist in the development, implementation and management of the department budget and business plan. The Deputy Director will collaborate with the Assistant City Coordinator and City Coordinator to meet the objectives envisioned for the department. The department will be measured in terms of success in the following four areas:

- Neighborhood Vitality: Nurturing neighborhood vitality through neighborhood-based priority setting, planning and implementation; and the integration of this work with the work of the City;
- Access and Outreach: Addressing and removing barriers to full and inclusive civic participation and meaningful engagement;
- Community Participation and Engagement: Foster a way of working as a City that encourages and respects actively engaged residents; and
- Resources to City Departments: Serve as a resource to all City departments and work with City staff members on new and dynamic ways to incorporate community participation activities in to their work.

Below is a summary of the job evaluation study that was conducted to ensure proper evaluation of the position.

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge (1)	65 points	The job requires a Bachelor's degree (Master's preferred) in urban studies, public administration, political science or a related field, and six (6) years of related job experience that includes at least one year of recent supervisory or project management experience, or equivalent. A master's degree may be used to reduce the number of years of experience.
Decisions and Actions (2)	60 points	The position will generally make decisions on choice of procedure, internal department-related staffing issues, and other decisions of similar impact.
Supervisory Responsibility (3)	10 points	The position will supervise five or fewer employees, but will give work direction to the Neighborhood Vitality Manager and Access and Outreach Manager, and will be responsible for overall department supervision in the absence of the Assistant City Coordinator. For all of these reasons, a rating of 10 on this factor is assigned.
Relationships Responsibility (4)	65 points	This is a core factor for this position: Must be able to create and maintain effective relationships that are essential to the success of the job function and use tact and diplomacy in situations where conflict, competing interests and political environments are common, and where poor performance in this area would potentially have significant liabilities for the City.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	60 points	Significant time pressures and deadlines, working with potentially difficult topics in a challenging environment.

**Attached: Classification Report**