

**REPORT NO:** 10-19, 20, & 21  
**DATE:** May 21, 2010  
**ANALYST:** Michael Hebner

## **CLASSIFICATION REPORT**

**PROPOSED TITLE:** Assistant Director Civil Rights (Civilian Review Authority) (Appointed); Assistant Director Civil Rights (Compliant Investigation) (Appointed); Assistant Director Civil Rights (Contract Compliance) (Appointed) (3 positions)

**CURRENT TITLE:** Executive Director, Civilian Review Authority (Using the Manager Civilian Review Authority FTE); Director, Outreach and Enforcement; and Manager, Civil Rights (Three Budgeted Positions)

**INCUMBENT:** Vacant (Director, Outreach and Enforcement), Manager Civil Rights (Johnnie Burns); Manager Civilian Review Authority (Samuel Reid)

**REASON FOR REQUEST:** Request to review three proposed appointed positions that will act as Assistant Directors for the Civil Rights Department

**DATE QUESTIONNAIRE SUBMITTED:** May 21, 2010

**DATE OF PREVIOUS STUDY:** Executive Director Civilian Review Authority 1997  
Manager Civilian Review Authority 2002  
Director Outreach and Enforcement 2005  
Manager Civil Rights – Maintenance 2007 (Maintenance)

**DISPOSITION OF PREVIOUS STUDY:** Classify the Executive Director Civilian Review Authority (Appointed) Grade 12  
Classify the Manager, Civilian Review Authority, Grade 10 of the Civil Rights Promotional Line  
Change the title of the Deputy Director Civil Rights to Director Outreach and Enforcement (Appointed) Grade 11  
Manager, Civil Rights properly classified, Grade 10 of the Civil Rights Promotional Line

**PERSONS INTERVIEWED:** Tim Giles, Director Employee Services  
Velma Korbelt, Incoming Director Civil Rights

**RECOMMENDATION:** Establish a title of Assistant Director Civil Rights, 483 Points, Grade 10 (Appointed) with three Positions each with Designators as shown: Assistant Director Civil Rights

(Complaint Investigation), Assistant Director Civil Rights (Contract Compliance), and Assistant Director Civil Rights (Civilian Review Authority) \*

The purpose of this report is to establish three appointed positions in the Civil Rights Department which will assist the incoming Director with the day to day management of the Civil Rights Department. One position will oversee Compliant Investigation; one will oversee Contract Compliance; and one will oversee the Civilian Review Authority.

The duties and responsibilities proposed for the new positions are as follows:

- Manage and supervise the operations of the assigned unit (Compliant Investigation, Contract Compliance, and the Civilian Review Authority) in the Civil Rights Department and assist the Director Civil Rights in the day-to-day management of the Department to ensure the programs and policies achieve its mission
- Plan, organize, monitor, evaluate, and modify as required all business and work processes and procedures to ensure organizational success.
- Fully participate on the Civil Rights Department's Management Team.
- Provide administrative oversight over budget and personnel to ensure the accomplishment of the Department of Civil Rights goals.
- Serve as liaison with the City Council, Mayor, or other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.
- Carryout other Directives from the Civil Rights Director

## POSITION ANALYSIS

### PREREQUISITE KNOWLEDGE

The Assistant Director Civil Rights (Complaint Investigation) requires an Advanced Degree (Law Desirable) and three years of experience in Legal, Civil, or Human Rights or a relevant Bachelors Degree and five years of experience in Legal, Civil or Human Rights. The Assistant Director Civil Rights (Contract Compliance) requires a Bachelors Degree in Business or Public Administration and five years of relevant experience which has developed leadership skills or an Advanced Degree in Business or Public Administration and three years of experience. The Assistant Director Civil Rights (Civilian Review Authority) will Require a Law Degree with relevant experience in law enforcement and/or Public Safety, or an equivalent combination of training and experience.

The rating should be **55 points** on this factor. Positions assigned at this level are senior level positions with broader responsibilities, and with management responsibilities, where considerable knowledge and experience in the discipline is needed. At this level the positions have authority for operations, and operational skills are important. There is a need for strong knowledge of management practices. A Bachelor Degree and five years of progressive related experience or an advanced degree with three years of relevant experience is required at this level.

## **DECISIONS AND ACTIONS**

The position will have Decisions and Actions comparable to professional jobs rated at **55 points** in the system. At this level jobs act with considerable independence and there is responsibility for and authority over the actions of direct reports. In this case the direct reports will be handling discrimination complaints, contract compliance issues, and complaints about Police conduct. There is need for analyzing situations, facts, proposals, etc., and making decisions and developing recommendations about critical legal issues, policies, ordinances, and other matters.

In terms of managerial and operational authority the work is varied and complex, involving multiple phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered frequently. There is authority over budget and the need to make decisions and recommendations that establish City actions. The job requires decisions and actions on problems that arise and the ability to develop solutions to problems involving advanced principles and techniques and original thinking.

## **SUPERVISORY RESPONSIBILITY**

The Assistant Director Civil Rights (Civilian Review Authority) will supervise two Case Investigators and two Support Staff, the Assistant Director Civil Rights (Contract Compliance) will supervise five Contract Compliance Officers, and the Assistant Director Civil Rights (Complaint Investigation) will supervise four Complaint Investigation Officers. The appropriate rating for supervising five employees or less is **5 points**, and this will be assigned.

## **RELATIONSHIPS RESPONSIBILITY**

All three jobs will deal with complainants, respondents, contractors, or the representatives of the various parties on matters involving alleged misconduct, discrimination, violations of contractual obligations and mandates, all which are frequently controversial and require tact and discretion. They will deal with witnesses, businesses, and public officials. Each is responsible for acting as a liaison to the City Council and other City Leaders on issues important to the Civil Rights Department.

The Relationship Responsibility of these positions is consistent with management jobs where strong communication skills are required. These jobs are supervisory over major areas of responsibility and/or have special communication responsibility related to the duties of the job, including high level and specialized consultation. At this level the incumbents have to work with a wide variety of contacts, both internally and externally to communicate issues, and deal with problems. They must exercise discretion in the release of information. They are responsible for coordination of important on-going work, and are expected to enlist cooperation and collaboration from various individuals, agencies, and groups. These jobs represent the department and/or City in important matters and communications. A rating of **55 points** will be assigned.

## **WORKING CONDITIONS**

The Jobs have working conditions that match with the majority of administrative City positions. The jobs work in a normal office or indoor setting with little exposure to unusual conditions. The jobs include use of modern computer equipment. A rating of **20 points** is appropriate and will be applied.

## **EFFORT**

The jobs require effort equivalent to other managerial positions in the City Service rated at **55 points** for Effort. These jobs typically are supervising professional and technical classifications. They typically would participate in the work but at higher level of accountability with more stress from dealing with deadlines and problems, managing appeals and negotiations and other communication and work activities. These jobs primarily require mental effort in managing operations and other activities. There are a variety deadline pressures that these jobs must be aware of and a need monitor for requests for service, planning cycles, City Council requirements, report and recommendation deadlines, and so on. These positions need to pay close attention to detail in working with technical documents, legal documents, and in process control activities. Conflict situations roll up to these positions from the positions they supervise, as they hold decision making authority and this adds to the stress.

A rating of **55 points** will be assigned

## **RECOMMENDATION:**

Establish as Assistant Director Civil Rights Department, 483 Points, Grade 10 (Appointed) with three Positions each with a Designator as shown: Assistant Director Civil Rights (Complaint Investigation), Assistant Director Civil Rights (Contract Compliance), and Assistant Director Civil Rights (Civilian Review Authority)\*

\* The Executive Director Civilian Review Authority (Appointment) will be abolished; The Director Outreach and Enforcement (Appointment) will be abolished; and the Manager Civil Rights and Manager Civilian Review Authority Classifications in the Certified Service will be abolished.

**According to the information provided the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:**

- 1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.**

These positions will all report directly to the Director, Civil Rights.

- 2. The person occupying the position must be part of the designated Department Head's management team**

These positions will all be part of the Civil Rights Department's Management Team.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.**

As managers of distinct units within the Civil Rights Department, these three positions will be involved in using significant discretion in developing, interpreting, and implementing Departmental policy and strategies in business lines.

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

The positions will require a level of expertise in Civil Rights Laws and Regulations, but the primary requirement is the ability to plan, organize, monitor, evaluate, and modify as required, all business and work processes and procedures, to ensure organizational success.

- 5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.**

Primary accountability, loyalty, and compatibility in these positions will be to The Director, Civil Rights who in turn will be accountable, loyal and compatible with the Mayor and City Council.

**CLASSIFICATION  
FACTOR WORKSHEET**

<b>Benchmark Classifications</b>	<b>Factors</b>						<b>Total Points</b>	<b>Grade Level</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		
Manager Civil Rights	50	50	10	55	10	50	453	10
Manager Civilian Review Authority	50	50	10	55	20	50	453	10
Director Outreach and Enforcement	60	55	20	65	20	60	533	11
Executive Director Civilian Review Authority	70	65	10	65	20	60	583	12
Director Civil Rights	75	75	30	80	20	70	680	15
<b>PROPOSED CLASSIFICATION</b>								
Assistant Director Civil Rights (Appointed)	55	55	5	55	20	55	483	10

**ASSISTANT DIRECTOR, CIVIL RIGHTS (APPOINTED)**

**CODE: xxxxxC**

**SUPERVISED BY: Director, Civil Rights**

**SUPERVISES: Case Investigators, Complaint Investigators, Contract Compliance Officers, and Support Staff**

### **NATURE OF WORK**

**This position assists the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director. It provides for the administrative and fiscal oversight and management of personnel within the relevant work unit so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department. It exercises broad latitude to work independently and use initiative to make decision for the good of the Department and stakeholders. This position serves as the representative of the Director, both internally to department staff and externally the Mayor, City Council and staff, communities and affected stakeholders.**

### **TYPICAL DUTIES AND RESPONSIBILITIES**

**(Including, but not limited to the following)**

- Manage and supervise the operations of the assigned unit (Compliant Investigation, Contract Compliance, or the Civilian Review Authority) in the Civil Rights Department and assist the Director, Civil Rights in the day-to-day management of the Department to ensure the programs and policies achieve its mission
- Plan, organize, monitor, evaluate, and modify as required all business and work processes and procedures to ensure organizational success.
- Fully participate on the Civil Rights Department's Management Team.
- Provide administrative oversight over budget and personnel to ensure the accomplishment of the Department of Civil Rights goals.
- Serve as liaison with the City Council or Mayor, and other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.
- Carryout other Directives from the Civil Rights Director

**MINIMUM QUALIFICATIONS:** Compliant Investigation - Law Degree Desirable or a relevant Bachelors Degree with greater relevant experience in Human Rights; Contract Compliance - Bachelors Degree in Business or Public Administration or an Advanced Degree in Business or Public Administration with less experience; Civilian Review Authority - Law Degree with relevant experience in law enforcement and/or Public Safety; or equivalent combinations of training and experience may qualify.

**MINIMUM EXPERIENCE:** With an advanced Degree three years of directly related relevant experience in a Social Justice profession, Civil Rights Enforcement, Civil/Criminal investigation, or related; or with a Bachelors Degree five years of relevant experience

**LICENSES/CERTIFICATIONS:** Licensed to Practice Law in Minnesota required for the Civilian Review Authority position

**OTHER SPECIFICATIONS**

- Knowledge of modern management principals and practices and systems, and modern personnel practices.
- Knowledge of investigation, evidentiary analysis, enforcement and compliance review techniques.
- Knowledge legal resolution methods.
- Knowledge of statistical analysis
- Knowledge of legal principles and practices, Civil Rights laws and regulations, and precedent setting court cases.
- Knowledge of the principals of data privacy and statutory underpinnings of the “right to know” on Federal, State and local levels.
- Knowledge of administrative law, law enforcement and police procedure, and the criminal justice system.
- Leadership skills, and the ability to plan, delegate, supervise and evaluate the work of assigned Staff.
- Knowledge of governmental structure and operation, primarily on the City and Federal level.
- Ability to work under pressure and meet deadlines.
- Good oral, written communication and presentation skills.
- Ability to interact effectively with people of diverse backgrounds.
- Proficiency in the use of MS Office products.

**WORKING CONDITIONS:** Normal

**SERVICE:** APPOINTED  
**GRADE:** 10 (483 Total Points)  
**CLASSIFIED:** May 2010  
**JOB SPEC:** May 2010