



**Request for City Council Committee Action  
By the Department of Human Resources**

**Date:** August 19, 2002

**To:** Ways & Means Committee

**Prepared or Submitted by:** Amy Hirsch/Timothy Giles Phone: 673-3344

**Approved by:** \_\_\_\_\_  
Ann Eilbracht John Moir  
Director, Human Resources City Coordinator

**Subject:** **Approval of salary ordinance for reclassified position – Supervisor Planning**

**Presenters in Committee:** Timothy Giles

**Recommendation:**

- 1) Reclassify the three Supervisor, Planning positions from Grade 11 (508 points) to Grade 12 (543 points) of the City Planning Promotional Line effective January 1, 2002.
- 2) Reclassify the incumbents, Neil Anderson and Blake Graham, from Supervisor, Planning (Grade 11) to Supervisor, Planning (Grade 12) effective January 1, 2002.
- 3) Adopt the salary ordinance for the Supervisor, Planning classification. The ordinance is attached for your convenience.

**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): See background information
- Request provided to the Budget Office when provided to the Committee Coordinator

## **Background/Supporting Information**

As part of a Planning Department-wide project, the position of Supervisor, Planning was studied to ensure proper classification. The position was last studied in 1989 and was allocated to Grade 11. The position currently provides staff direction and leadership as well as administration, interpretation, and application of new zoning regulations. This includes reviewing and responding to zoning inquiries from property owners, City staff, and City Council members. This position must also be knowledgeable of current legislative developments that affect planning in the City of Minneapolis. Although the nature of the work performed is fundamentally the same, it has become much more complex since the last classification study.

As a result, I recommend the classification title Supervisor, Planning, currently allocated to Grade 11 (508 points) of the City Planning Promotional Line, with a salary range of \$54,343 to \$78,070 be upgraded to Grade 12 (543 points) of the same promotional line, with a salary range of \$60,962 to \$82,530, effective January 1, 2002. This salary range is comparable to other similarly graded classifications within the non-represented group. Additionally, I recommend that the incumbents, Neil Anderson and Blake Graham, be reclassified along with the position effective January 1, 2002. This position will remain non-represented and have the FLSA designation of exempt. These recommendations have been discussed with the Planning Department and the department has the necessary funds to accommodate these recommendations.

cc via e-mail: Timothy Giles, Employee Services  
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Chuck Ballentine, Planning  
Julie Schiller, Central Payroll  
Linda Webster, HRIS