



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

Date: September 7, 2010

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director Housing Inspection Services - 645 points/Grade 14 (\$97,753 - \$108,043)

Recommendation:

1. Find that the proposed positions meet 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 positions: Director Housing Inspection Services; 645 points/Grade 14
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective September 24, 2010, as follows:

Step A	Step B	Step C	Step D
\$97,753	\$102,898	\$105,985	\$108,043

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

Dear Mayor Rybak:

The Director, Regulatory Services is requesting, and the Human Resources Department is recommending, the establishment of a new Appointed Position, Director Housing Inspection Services. The job of Director Housing Inspections will be responsible for leadership and coordination of all activities of housing inspection and regulatory enforcement units that are designed to uphold and improve the safety of Minneapolis Housing stock by a combination of education, code improvement, and code enforcement.

The position will report directly to the Assistant Director, Regulatory Services.

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

- Provide leadership to achieve the goal of safe housing.
- Oversee the management of 78+ employees, including establishing policies, goals, objectives and performance measure for the division.
- Respond to queries, requests and complaints from the Mayor, City Council members and other City staff, and promote customer and stakeholder relationships.

- Responsible for media contact on housing inspections.
- Manage and oversee the personnel and administrative issues for the Housing Inspection Services Division, including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.
- Directs activities of the Problem Property Unit in order to protect public health, safety and welfare relating to properties with particular characteristics, such as disrepair, criminal activity or other public nuisances.
- Works with others to improve local ordinances, state codes and national models; represent the City on various internal and external boards and committees.
- Serves as Investigative Coordinator for the Division.
- Assists the Director of Regulatory Services and Emergency preparedness with the direction of Emergency Preparedness; responds to large scale "All Hazard" events including perform Incident Command duties in the Emergency Operations Center (EOC);
- Assists with coordinating and implementing the City of Minneapolis Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).
- Manage, develop, supervise and direct all activities of the Minneapolis Fire Code Civilian Staff division to protect the safety, health and welfare of the public in the creation, alteration and maintenance of the built environment; coordinates, with the Fire Marshal, the commercial and residential inspections conducted by the Fire Inspection Services.
- Develop, implement and direct new initiatives to maximize effectiveness and efficiency in pursuit of departmental objectives.

Below is a summary of the study conducted to ensure proper evaluation of the positions. 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	Requires minimally a Bachelor's degree in public or business administration, fire science or other relevant field and ten years of progressively responsible experience in code enforcement, regulatory affairs.
Decisions and Actions (2)	70 points	Makes decisions and takes action on some of the more complex and unusual problems that arise and develops solutions to complex problems involving advanced principles and techniques and considerable original thinking. Manages mid-sized sub-function of a large major department with significant impact on expenditures revenues, and on the City's image and livability.
Supervisory Responsibility (3)	45 points	Supervises 78+ staff. 45 points are given consistent with the rating guide.
Relationships Responsibility (4)	70 points	Requires considerable tact and diplomacy. Issues dealt with are of broad or City-wide impact and where achieving objectives may require considerable persuasion, where cooperation is essential, and issues often controversial. Contact with the media and the general public requires considerable skill as most interactions revolve around sensitive issues. Internally contacts are with other divisions and departments through all levels,

		but typically through higher levels such as Directors, Deputy Directors and highly placed managers.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	60 points	Supervises, and is responsible for planning and organizing work functions and dealing with problems that arise in area supervised. Sets priorities, organizes Divisional actions. Responds to elected officials and other constituencies. There are deadline pressures based on business cycles, and a need to deal with detail in negotiating, reviewing financial information, creating reports, managing risk, etc.

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.