

**REPORT NO: 07-55**  
**DATE: June 25, 2007**  
**ANALYST: Betty J. Stanifer**

## **CLASSIFICATION REPORT**

**PROPOSED TITLE:** Director, Transportation Planning and Engineering (Appointed)

**CURRENT TITLE:** Director, Engineering Services (Appointed)

**INCUMBENT:** Rhonda Ray

**REASON FOR REQUEST:** Evaluation to ensure proper classification of an appointed position that is undergoing changes in duties and responsibilities due to a reorganization in Public Works under the newly hired appointed Director, Public Works

**DATE QUESTIONNAIRE SUBMITTED:** 6-21-07

**DATE OF PREVIOUS STUDY:** 9-13-02

**DISPOSITION OF PREVIOUS STUDY:** Re-titled the Director, Engineering Design and Planning to Director, Engineering Services and reviewed the factor allocations resulting in a change in Total Points from 690 to 705 Total Points with no change in Grade Level. (Supervisory Responsibility and Effort Factors were increased.

**PERSONS INTERVIEWED:** Steve Kotke; Director, Public Works  
Heidi Hamilton, Deputy Director, Public Works

**RECOMMENDATION:**

1. Change the Total Points allotted the Director, Engineering Services (Appointed) from 705 to 695 by reducing the Supervisory Responsibility factor from 55 to 45 resulting in no change in the Grade Level of 15 currently assigned with 695 Total Points.

2. Re-title the position from Director, Engineering Services (Appointed) to Director, Transportation Planning and Engineering (Appointed)

When the position under evaluation was last reviewed it was responsible for planning, programming, coordinating, designing, managing financial resources and satisfying various State and Federal Laws, mandates and regulations involving the roads, bridges and sewers in the City's infrastructure. Under the direction of a new Director, Public Works a reorganization of the department has brought about changes in the position. The position was previously charged with planning, design and project management of street, bridge and sewer capital projects; and design and project management of potable water capital projects. As the position is currently structured in the 2007 reorganization, the position's responsibilities will include planning, design and project management of only transportation related projects (streets, streetscapes, bridges). Right of Way Management will remain in the division; and oversight and management of Special Assessments, the Engineering Lab and pavement management functions have been added to the position and all transportation planning duties have been consolidated under the position. Specific duties and responsibilities of the position will include, but not be limited to the following:

- Determine which transportation projects will be included as capital budget requests so the City's transportation infrastructure is renovated and replaced as cost effectively as possible within financial constraints and to meet City priorities.
- Oversee project management of transportation infrastructure projects from planning through construction.
- Develop staff to ensure a workforce that can effectively plan, design and manage transportation infrastructure projects.
- Lead all transportation planning and programming efforts to ensure the City is maximizing available outside funding for priority City projects and taking action today to meet future transportation needs.
- Manage the Municipal State Aid System and funding.
- Provide oversight of Right-of-Way Management Section including managing right-of-way permits and revision and ensuring accurate and timely delivery of services.
- Oversee and prepare reports, requests, Committee letters, resolutions, ordinances and other City Council Committee documentation.
- Prepare and administer an operations budget for various functional responsibilities of the Transportation Planning and Engineering Division.
- Respond to requests, queries and complaints/concerns from the public, various City Officials and City staff regarding various transportation planning and engineering issues.
- Represent the City with Federal, State, County, various quasi governmental units and neighborhood groups in the administration and coordination of Public Works issues and the overall Capital Improvement Programs consisting of roadway, light rail transit, streetscape and bridge projects
- Coordinate the development of the Capital Improvement Program for the entire department.
- Coordinate department wide engineering resources and standards.
- Provide overall supervision, direction and administration of the Transportation Planning and Engineering Services Division's approximate seventy employees including staffing, discipline, labor relations, performance appraisals, grievances, etc. at all levels.
- Provide oversight of the Engineering Laboratory, including construction materials testing, quality

- control and design support, environmental and geotechnical engineering.
- Oversee City representation at the Metropolitan Planning Organization Transportation Policy Advisory Board.
  - Provide project management resources and leadership for large city and non-city projects that impact the City infrastructure (Central Corridor Light Rail, Twins Stadium, Gopher Stadium, etc.)
  - Negotiate development and construction cooperation agreements that protect City interests and advance City priorities.

## **POSITION ANALYSIS**

As part of the reorganization in Public Works design and regulatory activities for sanitary sewer and storm water, potable water capital projects and utility inspections have been removed from the position; however, special assessments, transportation planning and the Engineering Laboratory have been added to the position. The department does not feel that any of the changes will affect the level of responsibility of the position. Staff is performing a brief review of the factor level assignments to ensure proper classification of the position based on the changes.

## **PRE-REQUISITE KNOWLEDGE**

The department is requesting that candidates for the position have a Bachelor's Degree in Civil Engineering and Registration in the State of Minnesota as a Professional Engineer along with five years of progressively responsible experience in the coordination, management and supervision of Public Works activities. Experience should include issues management, change management and communications in the field of transportation planning and engineering (streets and bridges). The ideal candidate would have knowledge of capital and operating budgets and their preparation; knowledge of capital and strategic planning; knowledge of transportation planning, engineering design, project management and construction processes; knowledge of the public procurement process; and displayed knowledge of planning, transit, street, bridge and other transportation improvements. Excellent oral and written communication skills; facilitation skills, conflict resolution skills, negotiation skills; and strong overall management skills are also required. Additionally, the incumbent will need the ability to plan, organize, and prioritize the work of others; ability to manage and develop a diverse workgroup and create a respectful work environment; and the ability to deliver engineering design projects on time and within budget.

The position has always been required to be knowledgeable in specialized fields of engineering and the pre-requisites have not changed; the rating of 80 is still appropriate.

## **DECISIONS AND ACTIONS**

The incumbent will independently make decisions and take action in directing all Transportation Planning and Engineering staff in activities of the division without supervisory input on the following:

- Arrange for the preparation and presentation of various materials, such as layouts, plans, specifications, reports, permits, etc. for projects.

- Coordinate response to questions from the public and elected officials on the impacts of proposed improvements and alternatives.
- Overall coordination of the five-year Capital Improvement Program.
- Decisions on work assignments to meet project schedules, including schedules, commitments and scheduling of workloads.
- Obtaining outside help to assist with critical projects and as needed to supplement existing work force.
- Funding options for various capital projects.
- Management of real estate acquisition and disposal.
- Preparation of special assessment rolls.
- Responding to legal challenges related to transportation projects.
- Coordination between the division and all other divisions with Public Works and other City departments.
- Project management on individual projects.

Problems handled most frequently without supervisory input when they occur would include all personnel issues; all budgetary issues within the division; and resolution of project issues to maintain scope, schedule and budget.

The Director, Public Works or the Deputy Director will review or approve decisions and actions involving changing programmed construction projects when necessary and appropriate to create a balanced program and partnerships with outside agencies (MnDOT, Hennepin County, etc.).

The most frequently used resources in making decisions and taking action would include consultations with the Director, Deputy Director, Division Directors, Superintendents, Principal Professional Engineers, Supervisors, Foremen and other City staff; Ordinances, Consultants and various laws and regulations.

While there were changes in the duties and responsibilities of the position, the area of decision making appears to be the equivalent considering the trade-offs; and the position is still responsible for taking projects from start to finish and the impact of the decisions and actions has remained constant. The rating of 75 currently assigned the position is being retained.

### **SUPERVISORY RESPONSIBILLITY**

The position will have direct supervision over the Superintendent Environmental Engineering, the Capital Projects Coordinator, three Principal Professional Engineers and one clerical support staff. Indirectly the position will supervise approximately sixty-three support under the direction of the Engineers and Superintendent. Based on the total of sixty-nine subordinates, a rating of 45 is being assigned.

### **RELATIONSHIPS RESPONSIBILITY**

The position as structured will have many of the same relationships that it had previously. There are daily contacts with the Director and Deputy Director Public Works to receive direction and provide

information; with other Public Works Division Directors for coordination of projects and organizational issues; and with managers and supervisors daily to collaborate on projects internally. External contacts range from weekly to monthly with County, State and Federal agencies to negotiate agreements and collaborate on projects; and with residents and businesses to respond to questions and requests, and seek input. There has been no change in the relationships that would warrant any alteration in the factor level of 70 that is currently assigned.

## **WORKING CONDITIONS**

The position will as always work in an office setting with occasional exposure to field conditions; the rating of 20 is being retained.

## **EFFORT**

The change in duties and responsibilities delegated to the position has not altered the stress and mental exertion that will be present in the position. The incumbent will continue to face deadline pressures related to City Council Committee documentation and continuous project management pressure to complete projects on time, in budget and in accordance with specifications. Along with the above mentioned pressures the need for attention to detail is still present. Staff can find nothing of the significance to warrant altering the rating of 70 that was previously assigned.

## **CONCLUSION**

The Director, Transportation Planning and Engineering (Appointed) will replace the Director, Engineering Services (Appointed). The position is being established under Section 20.1010 of the Minneapolis Code of Ordinances within the current budget. The Appointing Authority will be the Director Public Works with the position reporting to the Deputy Director, Public Works. According to the Director and Deputy Director the position meets the criteria for Appointed Positions as outlined in the City Ordinance as follows:

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

Deputy Director, Public Works

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

Director, Public Works  
Deputy Director, Public Works  
Director, Administration (Public Works)  
Director, Management Services  
Director, Solid Waste & Recycling  
Director, Field Services

### **Director, Transportation Planning & Engineering**

Director, Surface Water and Sewers

Director, Traffic Services

Director, Equipment Services

Director, Property Services

Director, Water Works

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

The position includes responsibilities to develop, interpret and implement the policy and management direction set by the Director, Public works for the City.

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

The Director of Transportation Planning and Engineering provides leadership for the Public Works Department. While the Director will have significant technical experience in the field, s/he is supported by others in the divisions that also have a high level of technical expertise.

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

This position will require a close working relationship with the Director, Public Works and the Deputy Director, Public Works for policy development and implementation. It is ultimately accountable and loyal to the Director, Public Works, the Mayor and the City Council.

### **RECOMMENDATIONS**

1. Change the Total Points allotted the Director, Engineering Services (Appointed) from 705 to 695 by reducing the Supervisory responsibility Factor from 55 to 45 resulting in no change in the Grade Level of 15 currently assigned with 695 Total Points.
2. Re-title the position from Director, Engineering Services (Appointed) to Director, Transportation Planning and Engineering (Appointed).