



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

**Date:** May 9, 2007

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

**Referral to:** Ways and Means Committee

**Subject: New Appointed Position: Director, Surface Water and Sewers (703 points, grade 15)**

### **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: Director, Surface Water and Sewers (Appointed), allocated to grade 15 with 703 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective May 16, 2007.

Step A	Step B	Step C	Step D
\$99,249	\$104,472	\$107,606	\$109,696

**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: Pam French, Director of Human Resources 673-2139**

**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 proposed position will assist the Director and Deputy Director with the day to day operations and strategic planning for the Public Works Department. The proposed position will be responsible for planning, programming, coordinating, designing, managing financial resources and satisfying various State and Federal Laws, mandates and regulations involved in the sewers and ponds of the City's infrastructure. Reporting to the Deputy Director, Public Works the position will be responsible for but not limited to the performance of the following specific duties and responsibilities.

- Management of Sewer Construction, Operations and Maintenance to include cleaning and repair of storm and sanitary sewers/tunnels; construction and rehabilitation of storm and sanitary sewers/tunnels, outlets and holding ponds; and operation and maintenance of lift stations.
- Responsibility for personnel and administrative issues for the Surface Water and Sewers Division, including staffing, discipline, labor relations, performance appraisals, grievances, etc. at all levels.
- Responsibility for financial and budgetary issues for all division activities, including short and long term planning, organization and facility planning, performance measurement and costing.

- Oversee the development and management of long-term plans and the five year capital improvement plan for sanitary sewer and surface water capital projects from inception to construction.
- Respond to requests, queries, and complaints/concerns from the public, various City Officials and City staff regarding various sanitary sewer and surface water issues.
- Represent the City with Federal, State, County, various quasi governmental units, and neighborhood groups in the administration and coordination of sanitary sewer and surface water issues and the Capital Improvement Programs for sewer, and flood control programs.
- Oversee the preparation of various permits and regulatory requirements that are mandated as being the owner of sanitary sewer and surface water infrastructure.

A study was completed to ensure proper evaluation of the position. Following is a summary of the study. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge (1)	80 points	Bachelor's degree in Civil Engineering and registration as a Professional Engineer. Ten years experience in an the design, construction management, operations and maintenance of sanitary and storm sewer systems; three years supervisory and management experience required.
Decisions and Actions (2)	75 points	This position will regularly make independent decisions of significance pertaining to all aspects of the division including capital needs assessments, hiring, regulatory enforcement and compliance, approval of expenditures, operational and maintenance standards.
Supervisory Responsibility (3)	60 points	This position will directly supervise four employees: two Principal Professional Engineers, the Water Resource Administrator, Supervisor Utility Connections and will have sixty-three indirect reports.
Relationships Responsibility (4)	65 points	Daily or frequent contact with the Director Public Works, and others internal to the public works department. Weekly contact with other department managers and the elected officials. Frequent contact with community organizations and businesses, and union representatives.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	70 points	Significant time pressures and deadlines, working with potentially difficult topics in a political environment.

**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.**