



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

Date: March 12, 2007

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

Referral to: Ways and Means Committee

Subject: Reclassified Appointed Position: From Director, Research and Assessment (543 points, grade 12) to Director, Research and Program Development (578 points, grade 12)

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, Research and Program Development (Appointed), allocated to grade 12 with 578 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective March 21, 2007.

Step A	Step B	Step C	Step D
\$81,272	\$85,549	\$88,116	\$89,827

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 position was established in 1997 as did a number of appointed positions in the Minneapolis Department of Health and Family Support (MDHFS), which had undergone a major change and refocusing of department services. The focus changed from strictly public health and direct services to a broader focus on children and families, and the social, economic, and health issues affecting them. The Director Research originally had responsibilities overseeing comprehensive health data collection, analysis, and reporting. This included identification of voids, gaps, and barriers to the delivery of health services to insured and uninsured residents of Minneapolis.

The position is appointed and reports to the Commissioner of Health. Based on changes in duties that have occurred over the last several years the Commissioner of Health is asking for a new review to assess the proper classification of the position.

The current duties and responsibilities of the position include:

- Supervise a research staff of four epidemiologists, the MDHFS Healthy Start Program including a Manager, three Family Support Specialist positions and a Program Aide, and one Grant Writer who provides services for all of the MDHS Divisions.
- Design and implement major research projects, including establishing community partnerships and preparation of grant applications

- Supervise research, program, and grant writing staff, to increase staff expertise and ensure the highest standards of production, adherence to scientific and ethical standards, and applicable laws and regulations.
- Develop and modify programs designed to reduce racial/ethnic and socioeconomic health disparities by partnering with community leaders and agencies.
- Prepare written reports and oral presentations for grant funders, City Staff and Officials, community and professional organizations, the scientific community, and other public health, and health services researchers and practitioners.
- Manage data privacy, security, and retention, by researching and applying related laws, regulations, and supervising staff in the interpretation and application laws and regulations to specific programs, projects, and activities.

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.

Factor	Points	Analysis
Pre-requisite Knowledge (1)	70 points	Increase 5 points. Master's degree in Health Services Research, or related field with good knowledge of grants plus five years experience in an administration/management leadership position with grants and research focus.
Decisions and Actions (2)	65 points	Increase 5 points. This position will regularly make independent decisions of significance.
Supervisory Responsibility (3)	15 points	Increase 5 points This position will directly supervise ten employees: Manager Healthy Start, four Epidemiologists, three Family Support Specialists, one each Program Aide II and Administrative Analyst II.
Relationships Responsibility (4)	65 points	No change in points. Daily or frequent contact with Commissioner of Health and other MDHFS directors, and others internal to the city including city elected officials. Weekly contact with other organization's department managers, including community clinics and social service agencies.
Working Conditions (5)	20 points	No change in points. Normal office setting.
Effort (6)	50 points	No change in points. Significant mental effort in designing complex research projects and overseeing preparation of grants.

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.