



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

Date: July 11, 2007

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

Referral to: Ways and Means Committee

Subject: Reclassified Appointed Position: From Director, Engineering Services (705 points, grade 15) to Director, Transportation Planning and Engineering (695 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, Transportation Planning and Engineering (Appointed), allocated to grade 15 with 695 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective July 25, 2007.

Step A	Step B	Step C	Step D
\$98,098	\$103,261	\$106,359	\$108,424

The previous salary schedule for the previous position at 705 total points was:

Step A	Step B	Step C	Step D
\$99,536	\$104,775	\$107,918	\$110,014

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:

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. 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 solely be the planning, design and project management of 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.

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 to ensure that the City's transportation infrastructure is renovated and replaced 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.
- Prepare and administer an operations budget for various functional responsibilities of the Transportation Planning and Engineering Division.
- 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.
- Provide overall supervision, direction and administration of the Transportation Planning and Engineering Services Division's approximately seventy employees.
- 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.

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)	80 points	No change in points. Bachelor's degree in Civil Engineering; Professional Engineer registration; five years experience in an administration/management leadership position with in public works activities.
Decisions and Actions (2)	75 points	No change in points. This position will regularly make independent decisions of significance.
Supervisory Responsibility (3)	45 points	Decrease 10 points. Direct supervision of sixty nine subordinates including the Superintendent Environmental Engineering, the Capital Projects Coordinator and three Principal Professional Engineers.
Relationships Responsibility (4)	70 points	No change in points. Daily or frequent contact with the Director of Public Works, other directors and managers in public works and regular to frequent contact with managers in other city departments, City Council Members, the Mayor, and County and representatives in other jurisdictions.
Working Conditions (5)	20 points	No change in points. Normal office setting.
Effort (6)	70 points	No change in points. Significant mental effort in designing complex work and time pressure.

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.