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

Date: October 23, 2006

To: Mayor R. T. Rybak and the Executive Committee
Referral to: Ways and Means Committee

Subject: Reclassified Appointed Position: Deputy Director, Transportation Coordination (793 points, grade 17) to Deputy Director, Public Works (793 points, grade 17)

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 Assistant.
   (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: Deputy Director, Public Works (Appointed), allocated to grade 17 with 793 points.

3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective October 23, 2006.

Step A	Step B	Step C	Step D
$110,621	**$116,443**	**$119,937**	**$122,266**

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)

_X_ 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:

In 2003 under the direction of a new City Engineer, the Public Works Department underwent reorganization in which the Deputy Director, Public Works was eliminated and a new position, Deputy Director, Transportation Coordination was created at the Deputy Director level to focus on long and short term transportation issues and establish better coordination between all transportation functions. The Public Works Department is under new leadership and the new City Engineer is proposing re-creation of the Deputy Director, Public Works (Appointed) position. The position will be responsible for, but not limited to the performance of the following duties and responsibilities.

- Develop and administer departmental directives, goals, policies and budgets as directed by the City Engineer/Director, Public Works.
- Coordinate the daily operations of the department and management of Division Directors.
- Advise to the City Engineer/Director, Public Works on departmental opportunities and challenges and offer recommendations.
- Review, coordinate and respond to inquiries and complaints addressing the concerns and interests of the City Council, Mayor, City Departments, other agencies and the general public.

- Participate in the formulation and implementation of management recommendations as part of the Public Works Management Team.
- Assist in the development and implementation of management systems for long-range planning, resource management and compliance with statutory requirements and established policies and procedures.
- Establish and maintain effective working relationships with other governmental units and public and private agencies in matters relating to Public Works Management and engineering.
- Participate in the preparation and implementation of the Department Business Plan.
- Act on behalf of the City Engineer/Director, Public Works in his/her absence.
- Represent the department with internal and external agencies and coordinate department activities with other departments.

Currently, the Deputy Director, Transportation Coordination has 793 points, and a salary range of $110,621 to $122,266. The Classifications Unit has evaluated the work of the proposed Deputy Director, Public Works, and recommends that the position be allocated to grade 17 with 793 points. In accordance with the Appointed Officials Pay Plan, there is no change in salary for the proposed position as it has identical points to the existing position.

The following is a summary of the factor changes resulting from the classification 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
Decisions and Actions (2)	85 points	No change
Supervisory Responsibility (3)	100 points	No change
Relationships Responsibility (4)	75 points	No change
Working Conditions (5)	20 points	No change
Effort (6)	75 points	No change

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.