

**UNCLASSIFIED POSITION JUSTIFICATION REPORT – Part I**

Department: Attorney

Official legal title of appointed position, if known: Deputy City Attorney

Current City title: Deputy City Attorney, Civil

Is a title change being requested:  Yes  No

If yes, new recommended title:

Is a new classification re-evaluation being requested  Yes  No

Is this appointed position:

Currently filled?  Yes  No

If yes, name of appointed employee Peter W. Ginder

Vacant and funded?  Yes  No Vacant and unfunded?  Yes  No

Eliminated from department budget?  
Year

Other comments:

The following page requires departments to respond to the five criteria outlined in Minneapolis Code of Ordinances, section 20.1010. References to a position should be by title, not by name of the person currently holding the position.

Justification Reports should be completed using 10 pt. Arial type and submitted electronically.

**For Human Resources Use only:**  
**Appointing Authority:**

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## UNCLASSIFIED POSITION JUSTIFICATION REPORT – Part II

Department: Attorney

Current title of position: Deputy City Attorney, Civil

Please provide facts that support the five criteria list below:

- 1) The person occupying the position must report to the head of the designated city department or the designated city department head's deputy. *(Title of position to whom this unclassified appointed position reports. (Include a department organizational chart)*
  - The Deputy City Attorney, Civil, reports directly to the City Attorney, the department head of the Office of the City Attorney. A department organization chart is attached.
- 2) The person occupying the position must be part of the designated department head's management team. *(Provide the position titles of all staff on the management team)*
  - The Deputy City Attorney, Civil, is part of the Senior Management Team that meets regularly to discuss management issues. The members of the Senior Management Team are the City Attorney; the Deputy City Attorney, Civil; the Deputy City Attorney, Criminal; and the Manager of Administration. The Deputy City Attorney, Civil, manages the staff in the Civil Division of the Office of the City Attorney.
- 3) The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy. *(Provide specific examples)*
  - The Deputy City Attorney, Civil, manages the entire staff of the civil division and assists in implementing city policy through the litigation team for litigation issues and the client services team for non-litigation issues. This position assists in determining how the work of the civil division can be accomplished with its human resources within departmental and city budgetary constraints. This position also provides advice to the Mayor, City Council Members, and Department Heads on numerous policy issues, including providing advice at the City Council and Ways and Means/Budget Committee meetings.
- 4) The duties of the position must not primarily require technical expertise where continuity in the position would be significant. *(Describe range of duties)*
  - The Deputy City Attorney, Civil, manages the attorneys and other staff of the civil division of the Office of the City Attorney. The Deputy City Attorney, Civil, serves as the acting City Attorney when the City Attorney is absent. This position oversees the litigation committee and supervises the team leaders who direct the litigation and client services teams. The Deputy City Attorney, Civil, attends City Council meetings, Ways & Means/Budget Committee meetings, Executive Committee meetings, and other interdepartmental meetings. This position provides legal advice on policy matters to the Mayor, City Council Members and Department Heads.
- 5) There is a need for the person occupying the position to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head. *(Provide explanation)*
  - This position requires a close working relationship with the City Attorney and serves as the acting City Attorney in the City Attorney's absence. This position must provide legal advice to the Mayor, City Council Members and department heads when needed.

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Signature of Department Head

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Date

11/04