



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

Date: July 17, 2009

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Assistant City Coordinator, Neighborhood and Community Relations (735 points, grade 16)

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: Assistant City Coordinator, Neighborhood and Community Relations (Appointed), allocated to grade 16 with 735 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan. The 2009 salary schedules for this job is shown below:

Assistant City Coordinator, Neighborhood and Community Relations	Points/Grade	Step A	Step B	Step C	Step D
	735 / 16	\$108,990	\$114,726	\$118,168	\$120,463

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: Timothy Giles, Director, Employee Services 673-3341

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

The City of Minneapolis recognizes that effectively engaging the people of our city in government issues and decision-making helps build a better city and create vibrant, safe, welcoming and livable neighborhoods. In September 2008, the Mayor and City Council authorized the creation of the new Neighborhood and Community Relations department. The Neighborhood and Community Relations (NCR) department is part of the City Coordinator department and will serve as a liaison for residents, neighborhood and community organizations and provide guidance to other City departments in the realm of strong neighborhood and community relationships. The department will focus on strengthening our City's quality of life through vigorous community participation, resident involvement in neighborhood and community organizations, and supporting clearly defined links between the City, City services and neighborhood and community organizations. To achieve this, two leadership (appointed) positions are proposed: Assistant City Coordinator and Deputy Director.

The Assistant City Coordinator leads the proposed department. The role of the Assistant City Coordinator is to establish and maintain a working team that will facilitate and support community engagement. The Assistant City Coordinator will collaborate with the City Coordinator to meet the objectives envisioned for the department. The department will be measured in terms of success in the following four areas:

- Neighborhood Vitality: Nurturing neighborhood vitality through neighborhood-based priority setting, planning and implementation; and the integration of this work with the work of the City;
- Access and Outreach: Addressing and removing barriers to full and inclusive civic participation and meaningful engagement;
- Community Participation and Engagement: Foster a way of working as a City that encourages and respects actively engaged residents; and
- Resources to City Departments: Serve as a resource to all City departments and work with City staff members on new and dynamic ways to incorporate community participation activities in to their work.

Below is a summary of the job evaluation study that was conducted to ensure proper evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge (1)	85 points	The job requires a Bachelor's degree (Master's preferred) in urban studies, public administration, political science or a related field, and ten (10) years of progressively responsible experience including managerial and job related experience, or equivalent. A master's degree may be used to reduce the number of years of experience.
Decisions and Actions (2)	80 points	The position will regularly make independent decisions on policy recommendations of significance and will have considerable discretion and freedom to act.
Supervisory Responsibility (3)	20 points	The position will supervise between 15 and 20 employees. A rating of 20 on this factor is assigned.
Relationships Responsibility (4)	90 points	This is a core factor for this position: Wide variety of contacts internally and externally, primarily at a high level. There will be daily or frequent contact advising the city decision makers, including the Mayor, City Council, department heads, and middle management on matters of importance to neighborhood and community activities and projects.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	75 points	Significant time pressures and deadlines, working with potentially difficult topics in a challenging environment.

Attached: Classification Report