



Request for City Council Committee Action

Date: March 28, 2005

To: Ways & Means/Budget Committee

Prepared by: Tim Giles, Director Employee Services Division (673-3341)

Approved by: *Pam French*
Pam French
Human Resources Director

John Moir
John Moir
City Coordinator

Subject: Salary Step Placement for Mr. Chuck Lutz - Deputy Director, CPED

Presenter in Committee: Pam French, Human Resources Director

Summary of the Request: Approve the placement of Mr. Chuck Lutz at Step D of the newly established salary schedule for Deputy Director, CPED.

Recommendations:

- 1) Place Mr. Lutz at Step D (\$120,577 per year) of the salary schedule in recognition of his 19 years of related experience with the MCDA, MPHA and the more recently-created CPED. However, Mr. Lutz would receive a salary of \$114,288 per year due to the restrictions imposed by the Governor's Salary Cap.

Financial Impact (Check those that apply)

No financial impact - or - Action is within current department budget.

(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee

Coordinator

Background/Supporting Information:

Attached is a request from the Director, CPED to offer above Step A to Mr. Chuck Lutz, Deputy Director CPED, following the classification study recently completed on this position. The request form is a Human Resources Department form that is used when departments request to start a new employee (classified or unclassified/appointed) above Step A for initial hires.

Since there are no rules for the salary step placement of existing unclassified/appointed employees when there is a change in classification status, the same format is being used to assist the Ways & Means Committee in making their decision. The form compares Mr. Lutz's qualifications against the minimum qualifications established for the position.

cc: John Moir, City Coordinator
Timothy Giles, Director, Employee Services
Carol Rogers, Senior Human Resources Consultant
Lee Sheehy, Director, CPED
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
File

HUMAN RESOURCES DEPARTMENT

Hiring Department's Request to Offer an Initial Appointed Position Salary Above Step A

Note: The Hiring Department must complete this form and have it approved by the Human Resources Director before making an offer of employment for an appointed position with a salary above Step A.

Candidate's Name: Charles T. Lutz	Position to be Filled: Deputy Director, CPED
Requested by (Hiring Manager): Lee Sheehy	Hiring Manager's Job Title: Director, CPED
Hiring Department: CPED	Date of Request: 1/1/05

<u>Criteria Considered</u>	<u>Minimum Qualifications of Vacancy</u>	<u>Current Qualifications of Candidate</u>
1. Number of years of similar or related work experience	Master's degree in public affairs, urban studies, economics, public administration, political science or a related field and 12 or more years of diverse and progressively responsible experience, or equivalent.	Candidate was a MCDA Project Coordinator III for 6 years; spent 9 years at MPHA in three positions – Manager of Section 8 Programs; Director of Operations; and Director of Special Projects, in which he managed the implementation of the Hollman Consent Decree on behalf of MPHA. Candidate returned to MCDA in 2000 and served two years as Deputy Director; served 1 year as Interim Executive Director; served 2 years as CPED Deputy Director. Total years of related experience = 19 years.
2. Relevant work/professional experience and accomplishments	See above	<p>Was the lead MCDA Project Coordinator on several downtown development projects including:</p> <ul style="list-style-type: none"> • Block E • Federal Courthouse • Target Center <p>At MPHA:</p> <ul style="list-style-type: none"> • Managed all property management operations • Increased Section 8 voucher utilization • Managed Heritage Park development project • Implemented strategies for deconcentration of scattered site homes <p>At MCDA (Part II):</p> <ul style="list-style-type: none"> • Managed implementation of the Upper River Master Plan, including developing a community engagement strategy • Kept projects and programs moving forward as MCDA transitioned into CPED

3. Relevant educational/training accomplishments	Combination of education & experience equivalent to a master's degree in public affairs, urban studies, economics, public administration, or political science.	MBA, University of St. Thomas, 1983. Certified Economic Development Finance Professional Certified Public Housing Manager Certified Manager of Maintenance Served twice as consultant for the American Institute of Architects on two of their Regional and Urban Design Assistance teams (R/UDATs) in Baytown, Texas and San Angelo, Texas Served as consultant to the City of Buffalo, NY on citing their new baseball stadium
4. Relevant set of knowledge/skills/abilities	Principles & theories of public administration. Considerable knowledge of urban planning & development, private development techniques & public housing. Considerable knowledge of public financing, financial analysis & procurement practices.	By virtue of training and experience, candidate has knowledge public and municipal administration and federal, state, and local laws and municipal budgets and financing techniques.
5. Other relevant criteria		Candidate has strong skills in community development, organization, government & policy administration, and leadership.

Difficulty in filling the position because of unique skill requirements	.
Department's capacity to pay for the higher starting salary	Comments: Salary within authorized CPED budget.

Salary Range for Position	Current Salary of Candidate	Proposed Salary
\$109,094 - \$120,577	\$102,303	\$114,288 (Gov. Cap)

Approved (HR Director)	Signature	Date:
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