



EMPLOYERS ASSOCIATION, INC.

An Equal Employment Opportunity/Affirmative Action Employer

August 20, 2010

Mr. Timothy O. Giles
Director Employee Services
City of Minneapolis
250 S 4th St, Room 100
Minneapolis MN 55415-1339

Dear Tim:

We were requested to review the classification of a job called Director, Emergency Management in the Regulatory Services Department. The job of Director of Emergency Management is responsible for leadership and direction of all activities of the Emergency Management division. Work includes development of plans to address hazards and public emergencies of all types that may occur. Activities include development of emergency operation plans, training of responders, education of the public, communication of evacuation plans, debris management & recovery and financial planning and administration. The plans and resources developed in anticipation of conceivable emergency events will be deployed as needed or as modified to fit circumstances in response to the unique needs of specific events.

We are recommending the following rating:

Knowledge Level	K-Pts	Decisions and Actions Level	D-Pts	Supervisory Level	S-Pts	Relationships Responsibility Level	R-Pts	Working Conditions	W-Pts	Effort	E-Pts	Total Pts
65	195	65	195	10	10	75	112.5	30	15	60	60	588

The job requires a bachelor's degree in public or business administration, public safety, political science, emergency management or other relevant field. An advanced degree in law, public or business or public administration is preferred. The job also requires ten years of progressively responsible experience in public administration, or equivalent. In addition, the incumbent must be certified in functions of Incident Management Team (FEMA) and in functions of Emergency Management Assistance Compact (EMAC) A-Team. We have used a rating of 65, which is consistent with the required education and experience. Jobs at this level include Principal Project Coordinator CPED, Project Manager, Supervisor Planning and Government Relations Representative. The longer experience requirement is consistent with a need to thoroughly understand the nature of emergency response resources and the procedures associated with their deployment.

We have used a rating of 65 for decisions and actions. Jobs at this level manage more significant units entailing greater impact on resources, or serve in a supervisory level staff or analytical capacity. The majority of these jobs are appointed. Many of these jobs are in leadership of divisional or larger work areas where assigned. These jobs require exercise of independent action. Decisions tend to have great affect on the organization; errors can have a major influence on the City operations, revenues, or expense. In this case resources can be very expensive. There is opportunity to optimize resources in the planning process. Jobs at this level include Assistant Dir, 311 Call Center; Principal Professional Engineer; and Director MFD Finance & Logistics.

Supervisory ratings are a function of head count under the span of control of the job. In this case the number of staff given full supervision is expected to be four, which would lead to a rating of 5. However, there is work direction provided to a larger number in a matrix organization. Thus, we recommend a rating of 10 in consideration of this role.

Relationships responsibility is a core factor for the job's existence. We have rated relationships at 75. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. These jobs are typically at a level just below the highest executive in the department or unit to which the job is assigned. At this level the job is typically in frequent contact with the chief executive of the department to get overall direction and consultation. There is daily contact with other executives in the department where the job is assigned regarding budgets, staffing issues and incidents, as well as with department staff on research, consultant work and contract issues, policies, procedures and in response to legal inquiries. At this level the jobs are regularly communicating with City Council Members and staff to advise them of aspects of the departmental operation that affect individual wards or to discuss city policies. This level has frequent contact with the media involving current issues, as well as contacts with community business leaders regarding cooperative efforts, grants and other deployment issues. Other jobs at this level include the Assistant Chief of Police; Assistant City Coordinator, Convention Center; Chief of Fire Department; Deputy Director Public Works; Director Administrative Services and Personnel; Director, Inspection Services; and the Police Deputy Chief.

The job has Working Conditions with some potential risk working at training or emergency response sites. There is a combination of office and field work with the potential for exposure to dangerous individuals and situations. Working Conditions is rated as 30.

Effort is rated at 60. Jobs rated at this level include a variety of managers over technical, analytical, and related professional activities that are generally two, or three or layers down (from the Department Head) in the organization where they are assigned. It includes some Assistant Department and Division Directors and Managers. The commonality in these positions is that they share a level of mental effort and stress in work. These positions like the positions they are supervising and managing are dealing with significant challenges. These positions are leaders for significant projects and initiatives in the City. They are responsible for planning and organizing work functions and are under pressure to deal with problems that arise in units under them. There are deadline pressures based on business cycles, City Council cycles, and a need to deal with detail in contracting, negotiating, reviewing financial information, creating reports, managing risk, etc. These positions have physical effort equivalent to other office based positions. Other jobs at this level include Senior Project Manager, Assistant Director of Communications, and HR Principal Consultant.

Overall points are 588. To place this in perspective, jobs with the same points are Superintendent, Environmental Engineering; Deputy Dir Mpls One Stop; Manager Housing Development; Director MFD Finance & Logistics; Senior Policy Manager (CPED). These jobs are in grade 13.

Please do not hesitate to contact me for clarifications or further assistance. My direct line is 763-253-9148.

Sincerely,



George B. Gmach, Director of Compensation and Surveys Services