

REPORT NO: 10-57
DATE: December 21, 2010
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Senior Manager, Transit Oriented Development (CPED) (Appointed)

CURRENT TITLE: New Classification

INCUMBENT: None

REASON FOR REQUEST: Request to review proposed duties and responsibilities to determine appropriate classification

DATE QUESTIONNAIRE SUBMITTED: 12/15/10

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Susan Jones, HR Generalist
Pam French, Director Human Resources
Chuck Lutz, Deputy Director CPED

RECOMMENDATION: Establish the position as Senior Manager, Transit Oriented Development, (628 Points) (Appointed)

The Community Planning and Economic Development Department is requesting a review of proposed position which will lead and coordinate transit oriented development (TOD) in the City of Minneapolis, by working with City Staff, and other Government partners, and with private sector lenders and developers.

The proposed duties of the position are as follows:

- Coordinate, at the policy level, with key decision makers and elected officials from all levels of Government, the transit development activities of the City of Minneapolis, Hennepin County, and Metro Transit.
- Create TOD opportunities along transit corridors and in the core of downtown taking advantage of land acquisition opportunities.
- Work with both non- profit and private developers to generate interest in development along transit corridors and near transit facilities.

- Structure the necessary financing to implement TOD projects through work with developers, lenders, and other funders, including Federal, State, Regional, Local, and Foundation sources..
- Implement relevant policies in the City’s Comprehensive Plan and adopted small area, corridor, and transit station area plans, and create conditions that encourage higher-density, mixed-use development with good urban design around transit stations.
- Work with County Staff and Elected Officials to Implement Hennepin County Regional Railroad Authority (HCRRA) projects focusing on future land use and development, and high quality design
- Assure design of public right-of-way improvements which promote a pedestrian and bicycle friendly environment to enhance TOD opportunities around transit stations, informed by expertise in capital improvement programs of all government jurisdictions.
- Convene meetings among key stakeholders including the Transit Oriented Development Metro Transit and Hennepin County Regional Rail Authority (HCRRA), and others as appropriate.
- Oversee implementation of public and private TOD projects with regular meetings with and reports to the Mayor, key City Council Members, Hennepin County Commissioners, and the Metro Transit General Manager, and brief other elected leaders and key project stakeholders as required.
- Collaborate with governmental and non-governmental entities to ensure effective coordination of regional planning, transit development, economic development policies, resources and initiatives.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position will require a Bachelor’s Degree in Public Administration, Business Administration or an equivalent. An advanced Degree will be preferred. The position requires eight years of progressive experience in transportation policy, with a proven track record of developing and fostering positive professional relationships, and which includes five years of management experience of complex work programs.

A rating of **75 points** is a fit with the level of education and experience required.

DECISIONS AND ACTIONS

The position will have a significant impact on the quality of long term transportation services in the City. The quality of transportation services a municipality provides is a strong indication of the relative business climate and can mean the difference between attracting and retaining business and industry or causing them to look elsewhere. The position will be responsible for development and implementation of strategic transportation policy for the City, and to ensure all parties are brought into processes and will foster collaboration. It will be responsible for ensuring the involvement of all the necessary parties and for forging and maintaining effective partnerships with all parties.

The Decisions and Actions of the proposed position warrant a rating of **70 points**. At this level jobs are high level staff management positions which have very important decisions of considerable financial impact. If errors are made; they can lead to the potential of legal exposure for the City and potential of damage to the City's image. Through executive leadership, jobs at this level ensure Departments and/or initiatives continue to capitalize on the City's existing investments in infrastructure and business development, and as appropriate, enable an "enterprise" approach to implementing solutions. They direct the planning, development, coordination and installation of solutions to address the needs of the City and its customers. They ensure systems and solutions investments are aligned to defined City goals. At this level positions are responsible for independently responding to media and other inquiries regarding controversial issues or occurrences; and continually developing and updating a comprehensive plan for communications related to the area to which assigned..

SUPERVISORY RESPONSIBILITY

The position will not supervise; therefore **no points** will be assigned for this factor.

RELATIONSHIPS RESPONSIBILITY

The position will work a wide spectrum of organizations and individuals in leading and coordinating TOD projects by working collaboratively within the City of Minneapolis; with other governmental partners; with private sector developers, and lenders. It will be required to interact with Elected Officials from the Local, State, and National level in following up regarding funding and policy questions. The position will work with both private and public organization regarding grant funding opportunities, and issues related to transit and development along transit lines and near transit hubs. It will work closely the Minneapolis Public Works Department and Hennepin County Public Works on transit and Right of Way issues.

The relationships responsibility of the job justifies a rating of **75 points** on this factor. Jobs at this level are called on to deal with sensitive and important matters on a frequent basis, They deal with high level representatives both internally and externally on matters of considerable importance, they often speak on behalf of the City on matters relating to a function or department operations. At this level incumbents need highly developed communications skills and very strong interpersonal skills, and it is very frequently necessary to exercise relationship skills.

WORKING CONDITIONS

The position will work in normal office environment with exposure to personal computer and other office equipment. It will frequently attend meetings both in the City and with outside agencies. A rating of **20 points** is appropriate and will be applied.

EFFORT

The effort in the position will primarily be mental in being a coordinator and communicator for major transit development and related projects. There will be deadlines and pressures in accountability for planning, coordinating, and monitoring activities

related to TOD. There will effort in responding to requests for information about activities from various sources.

A rating of **70 points** for this factor will assigned. Jobs at this level have a high level of accountability for planning, coordinating, and monitoring activities which requires mental effort and creates stress. These are executive level decision making positions and there are competing priorities which create stress and require mental effort in developing alternative recommendations or plans for budgets, Department initiatives, solutions for indentified problems, and so on. There are numerous pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc.

RECOMMENDATION:

Establish the position as Senior Manager Transit Oriented Development, (628 Points)
(Appointed)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Principal Professional Engineer	65	65	40	55	30	50	578	12
Manager Economic Development (CPED)	75	65	15	65	20	55	588	13
Senior Government	70	70	0	70	20	55	590	13

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Relations Representative								
Director Strategic Partnerships	90	80	10	85	20	70	728	16
PROPOSED CLASSIFICATION								
Senior Manager Transit Oriented Development (CPED)	75	70	0	75	20	70	628	13

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

According to the Deputy Director CPED, the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

- 1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.**

Yes.

- 2. The person occupying the position must be part of the designated Department Head's management team**

Yes.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.**

Yes, it's really about building a cross-jurisdictional practice that does not now exist, at least as a matter of development expertise. It will require closing real estate deals on transit oriented development sites in line with City Public Works, Transportation, Development and Planning practices and policies.

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

No. The position, however, would rely on other staff in the City and other jurisdictions for their technical expertise (e.g. real estate appraisals, soils and geotechnical analysis, etc.)

- 5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.**

Yes, the position was developed by the Mayor and Council Members Goodman and Johnson.

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**SENIOR MANAGER TRANSIT ORIENTED DEVELOPMENT
(CPED)**

CODE: C

SUPERVISED BY: Director CPED

SUPERVISES: N/A

NATURE OF WORK

Coordinate, at the policy level, the transit development activities of the City of Minneapolis,

**TYPICAL DUTIES AND RESPONSIBILITIES
(Including but not limited to the following)**

- Coordinate, at the policy level, with key decision makers and elected officials from all levels of Government, the transit development activities of the City of Minneapolis, Hennepin County, and Metro Transit.
- Create TOD opportunities along transit corridors and in the core of downtown taking advantage of land acquisition opportunities.
- Work with both non- profit and private developers to generate interest in development along transit corridors and near transit facilities.
- Structure the necessary financing to implement TOD projects through work with developers, lenders, and other funders, including Federal, State, Regional, Local, and Foundation sources..
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- Convene meetings among key stakeholders including the Transit Oriented Development Metro Transit and Hennepin County Regional Rail Authority (HCRRA), and others as appropriate.
- Oversee implementation of public and private TOD projects with regular meetings with and reports to the Mayor, key City Council Members, Hennepin County Commissioners, and the Metro Transit General Manager, and brief other elected leaders and key project stakeholders as required.

- Collaborate with governmental and non-governmental entities to ensure effective coordination of regional planning, transit development, economic development policies, resources and initiatives.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Public Administration, Business Administration, or Equivalent

MINIMUM EXPERIENCE: Eight years of progressive experience in transportation Policy, with five years of complex work program management experience.

LICENSES/CERTIFICATES: N/A

OTHER SPECIFICATIONS

- Advanced Degree Preferred.
- Considerable knowledge of the functions and government of the City, knowledge of the business community, educational institutions, foundations, and the relationships that exist in these entities.
- Considerable knowledge of management principals, public and municipal administration and organization practices
- Ability to communicate and interact effectively with a diverse population of partners and collaborators.
- Conflict resolution skills, and the ability to reach compromises in sensitive and politically charged situations.
- Ability to collect, organize, evaluate and interpret data.
- Strong oral and written communication skills, and ability to make presentations in variety of settings.

WORKING CONDITIONS: Indoor Setting

PROMOTIONAL LINE: APPOINTED
GRADE: 13 (Exempt)
ESTABLISHED January 2011
JOB SPEC: January 2011

CITY OF MINNEAPOLIS