



# 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 new job called Director Housing Inspections Services in the Regulatory Services Department. The overall mission of the division is to perform all activities of housing inspection and regulatory enforcement designed to uphold and improve the safety of Minneapolis Housing stock by a combination of education, code improvement, and code enforcement. The Housing Inspections division brings together the work of housing inspection services, the problem properties unit and the Fire Prevention Bureau. The Director will supervise over 78 employees directly and indirectly.

Based on the mission of the department we expect the incumbent to have extensive knowledge and understanding of state statutes, including the state fire code, state licensing and consumer protection statutes, state building code, city ordinances, including fire, housing maintenance, building, zoning, health, environmental, and licensing codes. The incumbent is expected to have high levels of communication skills combined with strong knowledge of government processes.

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
70	210	70	210	45	45	70	105	20	10	65	65	645

The job requires a bachelor's degree in public or business administration, fire science, or other relevant field, and ten years of progressively responsible experience in code enforcement, regulatory affairs, including management experience. We have used a rating of 70 which is consistent with the required education and experience. Jobs at this level include Asst Chief Fire Department; Director Facility Services; Director Fleet Services; and Director MECC.

We have used a rating of 70 for decisions and actions. Jobs at this level make decisions and take action on some of the more complex and unusual problems that arise and develop solutions to complex problems involving advanced principles and techniques and considerable original thinking. Jobs at this level may manage mid-sized departments or a branch or sub-function of a large or major department with significant impact on expenditures or revenue. Similarly rated jobs include City Assessor; Director Property Services; Director Traffic Services; Director Transportation, Planning & Engineering; Police Deputy Chief Administrative Services.

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 78+, which is rated 45.

Relationships responsibility is rated at 70. Jobs at this level require considerable tact and diplomacy. Issues dealt with are of broad or City-wide impact and where achieving objectives may require considerable persuasion, where cooperation is essential, and issues often controversial. Contact with the media and the general public requires considerable skill as most interactions revolve around sensitive issues. Internally contacts will be with other divisions and departments through all levels, but typically through higher levels such as Directors, Deputy Directors and highly placed managers. At this level the job typically represents the division or department before the City Council, and other important bodies. At this level the job is in a high-level leadership position in terms of communication for the area(s) that the job represents. Examples of jobs at this level include the Assistant Chief Fire Department; Building Official; Director Traffic Services; Director Transportation Planning and Engineering; Director, Development Finance.

Working conditions for this job are similar to other office occupations, with very intermittent seasonal exposure when traveling to outside meetings. The rating is 20. Most department heads, managers and professionals are at this rating.

Effort is rated at 65. At this level the job is a Manager with Department-wide responsibilities in a larger department, or an equivalent level position, with wide ranging responsibilities that require considerable mental effort and involve time pressures, stress, and deadlines. These jobs are responsible for planning, organizing and managing larger more complex areas, dealing with setting priorities, and ensuring compliance to City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher level managers and officials. Similarly rated jobs are Assistant Chief of the Fire Department; Police Deputy Chiefs, and the Manager Financial Accounting and Reporting.

Overall points are 645. To place this in perspective, jobs with close ratings are Director of Fleet Services (648); Building Official (650); and Deputy Director Planning (655) These jobs are in grade 14.

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

Sincerely,

A handwritten signature in black ink, appearing to read "George B. Gmach", with a long horizontal flourish extending to the right.

George B. Gmach, Director of Compensation and Surveys Services