



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

Date: June 9, 2010

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

Referral to: Ways and Means Committee

Subject: Establish three Appointed Positions: Assistant Director Civil Rights;

Inactivate three existing, budgeted positions in the Civil Rights Department

From: 1) Manager, Civilian Review Authority, 453 points/Grade 10 (\$62,074 - \$79,618)

2) Manager, Civil Rights, 453 points/Grade 10 (\$62,074 - \$79,618)

3) Director, Outreach and Enforcement 533 points/Grade 11 (\$80,433 - \$88,900)

To: Assistant Director Civil Rights* 483 points/Grade 10 (\$72,701 - \$80,353)

*With position designators as follows: 1) Civilian Review Authority

2) Contract Compliance

3) Complaint Investigation

Recommendation:

1. Find that the proposed positions meet 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 positions: Assistant Director Civil Rights; 483 points/Grade 10

3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective June 18, 2010, as follows:

Step A	Step B	Step C	Step D
\$72,701	\$76,527	\$78,823	\$80,353

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

Dear Mayor Rybak:

The new Director, Civil Rights is requesting, and the Human Resources Department is recommending, the establishment of three new Appointed Positions, Assistant Director Civil Rights. The three Assistant Directors Civil Rights positions will assist the incoming Director with the day-to-day management of the Civil Rights Department. One position will oversee Compliant Investigation; one will oversee Contract Compliance; and the other will oversee the Civilian Review Authority. Three existing, budgeted positions will be used for the new appointed positions.

The core purposes of the positions have not changed, but the expectations pertaining to managing the work and processes have increased to a higher level for two of the positions,

and one layer of management is being removed with the Director Outreach and Enforcement position being restructured to mirror the responsibilities of the other Assistant Director Civil Rights positions. The three Assistant Director Civil Rights positions will report directly to the Director, Civil Rights.

The duties and responsibilities proposed for the new positions are as follows:

- Manage and supervise the operations of the assigned unit (Compliant Investigation, Contract Compliance, and the Civilian Review Authority) in the Civil Rights Department and assist the Director Civil Rights in the day-to-day management of the Department to ensure the programs and policies achieve its mission
- Plan, organize, monitor, evaluate, and modify as required all business and work processes and procedures to ensure organizational success.
- Fully participate on the Civil Rights Department’s Management Team.
- Provide administrative oversight over budget and personnel to ensure the accomplishment of the Department of Civil Rights goals.
- Serve as liaison with the City Council, Mayor, or other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.
- Carryout other Directives from the Civil Rights Director

Below is a summary of the study conducted to ensure proper evaluation of the positions. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

Factor	Points	Analysis
Pre-requisite Knowledge (1)	55 points	Requires minimally a Bachelor’s degree in business, public administration or related field and five years of progressively responsible experience. A law degree is required for the Civilian Review Authority position, and highly desirable for Complaint Investigation position.
Decisions and Actions (2)	55 points	Regularly makes independent decisions of significance; will have considerable discretion and freedom to act; has responsibility for and authority over the actions of direct reports.
Supervisory Responsibility (3)	5 points	Directly supervises two to five staff. Five points are given consistent with other positions in the City that supervise five or fewer staff.
Relationships Responsibility (4)	55 points	Daily or frequent contact with the Director Civil Rights, Mayor, council members, complainants, respondents, contractors, and others internally and externally to the City. Strong communications skills is also required.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	55 points	Time pressures and deadlines are a daily feature for these positions. The need to pay close attention to detail in working with technical and legal documents and in process control activities in situations of conflict increase the effort required in the positions.

Attached: Classification Report

Facts supporting the five criteria of Minneapolis Code of Ordinances, Section 20.1010 are listed at the end of the attached classification study.