

REPORT NO: 07-44
DATE: June 7, 2007
ANALYST: Betty J. Stanifer

CLASSIFICATION REPORT

PROPOSED TITLE: Director, MFD Finance and Logistics (Appointed)

CURRENT TITLE: New Position

INCUMBENT: Vacant

REASON FOR REQUEST: Evaluation to ensure proper classification of a proposed position that will assist the Chief with finance and logistics in the Fire Department.

DATE QUESTIONNAIRE SUBMITTED: 5-17-07

DATE OF PREVIOUS STUDY: ---

DISPOSITION OF PREVIOUS STUDY: ---

PERSONS INTERVIEWED: James Clack; Chief of Fire Department
Steve Nutting; HRG

RECOMMENDATION: Establish the Director, MFD Finance and Logistics (Appointed) at Grade 13 with 588 Total Points

The Chief of the Fire Department has identified a need for a position that will be very similar to an appointed position that was established in the Minneapolis Police Department at the direction of the Mayor. The Fire Department has been over budget in the past year and the Chief is currently spending a good deal of time in attempting to correct some of the same problems that existed in the Police Department. Establishing this position will allow the Chief to concentrate on other areas. The position will be funded using the monies that funded the Director, Emergency Preparedness and a part-time

Administrative Analyst position. Specific job duties of the position will include, but not be limited to the performance of the following duties and responsibilities.

- Assist the Chief in formulating, implementing and enforcing administrative policies for the department and evaluating the work accomplished.
- Work in collaboration with Assistant Chiefs to direct the preparation of the Department's annual budget and participate in budget negotiations and presentations.
- Oversee departmental budget expenditures and make recommendations on reallocation of budget appropriations and expenditures to the Chief.
- Develop, implement and maintain long range fiscal plans for the department.
- Initiate and direct specific administrative and cost studies, along with an ongoing evaluation of departmental operations and procedures.
- Direct the preparation of reports, and recommend and implement new and revised policies, practices and procedures in order to affect maximum operational efficiency and effectiveness.
- Ensure compliance with departmental guidelines; achieve improved services and an overall reduction in administrative costs.
- Participate in the development and implementation of goals and objectives and identify priorities and resource needs.
- Select, train, assign and evaluate the performance of personnel directing activities of the assigned services.
- Monitor and report regularly to the Chief and Assistant Chiefs on progress towards achievement of departmental goals.
- Maintain effective relations with other City and non-City departments, civic groups and the public and communicate with media and elected officials.
- Plan, organize, assign, direct, coordinate and evaluate the work of subordinate managers and supervisors.
- Assist with planning, organizing, directing and evaluating the continuing development and implementation of a comprehensive departmental human resources program, including recruitment, selection, diversity, personnel operations, return to work and department-wide safety programs.
- Serve as lead project manager on key strategic projects in MFD including workforce planning, five year planning, performance management project oversight, capital projects, capital equipment, etc.

POSITION ANALYSIS

The Police Department established a position earlier this year that is responsible for all financial operations, including formulating, implementing and monitoring budgets and evaluating the department's work objectives. The Chief of Fire is aware of this position and having a need for such a position is seeking to establish a position that will have similar responsibilities. A factor analysis of the position is being conducted to ensure that the position is at the appropriate level.

PRE-REQUISITE KNOWLEDGE

Candidates for this position will need a four year degree in Finance, Public Administration, Business Administration or a related field that would provide a foundation for the management in a large public sector organization along with eight to ten years of progressively responsible

administrative/management public sector experience. This should include five years of experience in an administrative staff capacity analyzing and making recommendations for the solution of problems or organization, program, procedures, personnel, budget or strategic planning.

Candidates must have knowledge of the principles and current developments in public administration with particular emphasis on local government; knowledge of the principles and practices of management, organization, personnel administration, labor relations and public financing, budgeting and accounting; and knowledge of the procedures involved in conducting administrative studies and analysis of management problems. Knowledge of the functions of State, County and municipal relations; State legislative processes related to local government; funding practices of State and Federal agencies; and legal authority, limitations on, and practical implications of Minnesota State law, joint powers agreements and cooperative agreements are also required. The candidate hired will need the ability to plan, organize, direct, coordinate and supervise the work of staff and complex projects; the ability to deal with issues involving diverse governmental functions; interpret complex regulations, laws and guidelines; prepare and present concise, logical, oral and written reports; and explain policy, procedures or recommendations on a wide variety of issues. Additionally, the incumbent must possess good decision making skills, good analytical skills, good creative skills and good oral and written communication skills.

The Fire Department is requesting for pre-requisites that mirror those of the Director, MPD Financial Operations (Appointed) position; a rating of 70 is being applied on this factor.

DECISIONS AND ACTIONS

The incumbent hired in this position will directly participate in the development and ongoing monitoring of the department budget; be involved in long term workforce planning; and oversee strategic projects in the department as directed by the Chief and/or Assistant Chiefs with considerable independence of action. Problems handled, decisions made and actions taken most frequently without supervisory input would include grant monitoring; monitoring of budget expenditures; media and community inquiries; and oversight of special projects. Cutting or increasing division budgets and workforce planning issues are things commonly reviewed by the supervisor.

In making decisions, taking actions or resolving problems the Fire Chief, Assistant Fire chiefs and the City Attorney are readily available for consultation. Other resources used include departmental policies, the department procedures manual, City Ordinances, State Statutes, Human Resources, Labor Relations, etc.

Here again, the area of decisions and actions and the authority allowed the position is comparable to that of the Director, MPD Financial Operations. A comparable rating of 65 is being applied.

SUPERVISORY RESPONSIBILITY

The position as will have direct supervision of the Engineering Officer, a Program Assistant, a Supervisor Distribution Center, and a Fire Staff Captain; with and indirect supervision of seven

subordinates under the direct reports. Based on the total of eleven in accordance with the Factor Rating Guide for Supervision; 15 points are being assigned on this factor.

RELATIONSHIPS RESPONSIBILITY

Daily relationships and contacts experienced by the incumbent in the position will include those with the Chief's Administrative Assistant to assist with setting appoints for the chief and representing the department in meetings and functions in the absence of the chief; with the Deputy Chiefs to assist with developing policy and procedures; with the Supervisor, Distribution Center to monitor expenses and keep purchases within budget; and with MFD Command staff to discuss, design and implement goals and objects and monitor performance measures. Contacts outside the department are on a weekly to monthly basis with HR to develop strategies around human capital and discuss staffing issues (monthly); with Finance to discuss the development and management of the budget (weekly); with the legal advisor to interpret statutes and ordinances and respond to legal inquiries (weekly). There are monthly contacts with the Mayor to discuss policy issues that affect operations and with City Council Members to advise them of aspects of services that affect individual wards and to discuss city policies and budget issues that affect MFD operations.

External contacts are primarily with general public to respond to questions or resolve complaints weekly; with community organizations to address neighborhood concerns monthly; and with the Media and with business and community partners with weekly to provide or exchange information or address concerns.

Although the proposed position will have many of the same relationship as the MPD position, there will not be the same level of controversy nor the visibility experienced, although the main of object will be to achieve successful outcomes in the department's financial operations in a political environment. The Analyst feels that this position should not be rating as high. A rating comparable to what is assigned the Director, Budget Information and Coordination would be appropriate. A rating of 65 is being applied.

WORKING CONDITIONS

The incumbent will work in an office setting with daily exposure to computers daily. The rating of 20 that is historically assigned to positions with the same type of work environment is being assigned.

EFFORT

The position will face dead lines or time pressures driven by budget processes, project related deadlines, responding to requests during City Council meetings with short preparation time and in composing and disseminating communications, announcements and information daily that places the incumbent under considerable stress. The rating is would not be comparable to what is experienced by the Director, MPD Financial Operations, which would face more deadline and time pressures and a greater potential for stress in a politically charged atmosphere. On this factor the effort exerted would be more in line with that of positions such as the Director, Budget Information and Coordination. A rating of 60 is being

applied.

CONCLUSION

The appointed position that is being established in the Fire Department is a replica of the position recently established in the Minneapolis Police Department. According to the Chief of Fire the position meets the Criteria for Appointed Positions as outlined in Section 20.1010 of the Minneapolis Code of Ordinance as follows.

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

This position reports to the Fire Chief.

- 2. The person occupying the position must be a part of the designated Department Head's Management Team.**

This position is part of the Top Management Team of the Fire Department.

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

This position will develop and implement policies and procedures for Finance and Logistics for the Fire Department.

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

This is not a technical position. The duties are management-related.

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

This position will be appointed by the Fire Chief and will be accountable and loyal to the Mayor, Council and Fire Chief.

RECOMMENDATION

Establish the Director, MFD Finance and Logistics (Appointed) at a Grade 13 with 588 Total Points.