



Request for City Council Committee Action

Date: August 30, 2004

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles

Phone: 673-3344

Approved by: _____

Pam French
Director, Human Resources

John Moir
City Coordinator

Subject: Referred from Executive Committee, establish the appointed position of Deputy Director, Environmental Management and Safety

Presenters in Committee: Timothy Giles/Rocco Forté

Recommendations:

- 1) Establish the classification of Deputy Director, Environmental Management and Safety, at grade 13 (593 points), of the appointive service with an annual salary of \$80,044 - \$88,470, effective July 29, 2004.
- 2) Adopt the salary ordinance for Deputy Director, Environmental Management and Safety, effective July 29, 2004. The salary ordinance is attached for your convenience.

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

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The position under study, Deputy Director, Environmental Management and Safety, is currently in the classified service and is titled Deputy Director, License and Consumer Services (Environmental Service). As part of the service reorganization of the Inspections Department, the Assistant City Coordinator, Regulatory Services and Emergency Preparedness intends to move this position to the appointed service. A study was completed to ensure that the position is properly classified and to implement a change of title. The position meets the criteria for appointment as defined by City ordinance.

The position will be responsible for the daily operation and administration of the Environmental Management and Safety Division. Responsibilities include the establishment and measurement of goals and objectives for pollution control and environmental management, public health, and environmental sanitation (food), as well as animal care and control. The Deputy Director, Environmental Management and Safety will function as the principal advisor to the Assistant City Coordinator, Regulatory Services and Emergency Preparedness and the Director of Operations to assess current and develop new environmental policies, programs, permits and fees. This position will also initiate complex environmental and public health regulatory and legal projects and actions in conjunction with EPA and MPCA.

The Deputy Director, Environmental Management and Safety will work with various City departments to implement and enforce a variety of programs and ordinances including the City's 5-year Combined Sewer Overflow program and the City's Smoking Ban ordinance. This position will also plan and implement the City's response to environmental and public health emergencies. The position will also manage significant grant activity from Federal and State sources as well as leverage private and public resources for City projects.

I recommend that the classification of Deputy Director, Environmental Management and Safety, be established at grade 13 (593 points), of the appointive service with an annual salary of \$80,044 - \$88,470, effective July 29, 2004. Additionally, I recommend that the salary ordinance for Deputy Director, Environmental Management and Safety, be adopted effective July 29, 2004. The salary ordinance is attached for your convenience.

Sincerely,

Approved for submittal:

Pam French
Director of Human Resources

John Moir
City Coordinator

cc: Rocco Forté, Assistant City Coordinator, Regulatory Services and Emergency Preparedness
Timothy Giles, Director, Employee Services
Lasamy Mila, Senior Human Resources Consultant
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
Amy Hirsch, Compensation