



# 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 job called Director Construction Services, Development Review and Traffic & Parking in the Regulatory Services Department. The job purpose is to direct and supervise the activities of the Minneapolis Development Review and Construction Code Services Divisions to protect the safety and welfare of the public in the creation, alteration, and maintenance of the City's built environment, and manage the Traffic & Parking Control Division. The job consists of management of 151+ employees, including establishing policies, goals, objectives and performance measure for the division.

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
75	225	75	225	60	60	75	112.5	20	10	70	70	703

The job requires a bachelor's degree in public or business administration, or other relevant field and ten years of progressively responsible experience in code enforcement and regulatory affairs, including management. An advanced degree in public or business administration, urban planning, or law is preferred.

We have used a rating of 75, which is consistent with the required education and experience. Jobs at this level include higher-level management positions requiring considerable education and experience. Representative jobs include Assistant Chief Fire Department; Deputy Director Managed Services BIS; Director Facility Services; Director Fleet Services; and Director MECC.

We have used a rating of 75 for decisions and actions. This job supervises the Building Official on matters relating to interpretation and rulings on formal appeals by architects, engineers, contractors and citizens, in order to ensure adequate research, due process, accuracy and consistency of code enforcement. The incumbent also provides guidance to managers in areas of responsibility, where decisions have serious public safety considerations and potentially large economic impact on individual property owners or occupants. Jobs at this level manage more significant units entailing greater impact on resources, or serve in a supervisory level staff or analytical capacity. Many of these jobs are in leadership of divisional or larger work areas where assigned. These jobs require exercise of independent action. Decisions tend to have great affect on the organization; errors can have a major influence on the City operations, revenues, or expense. Jobs at this level include City Assessor; Director, Director Property Services; Director Employee Services; Director Surface Water & Sewers; and Director Transportation Maintenance & Repair.

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 151+, which leads to a rating of 60.

Relationships responsibility is a core factor for the job's existence. We have rated relationships at 75. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. These jobs are typically at a level just below the highest executive in the department or unit to which the job is assigned. At this level the job is typically in frequent contact with the chief executive of the department to get overall direction and consultation. There is daily contact with other executives in the department where the job is assigned regarding budgets, staffing issues and incidents, as well as with department staff on research, consultant work and contract issues, policies, procedures and in response to legal inquiries. At this level the jobs are regularly communicating with City Council Members and staff to advise them of aspects of the departmental operation that affect individual wards or to discuss city policies. This level has frequent contact with the media involving current issues, as well as contacts with community business leaders regarding cooperative efforts, grants and other deployment issues. Other jobs at this level include the Assistant Chief of Police; Assistant City Coordinator, Convention Center; Chief of Fire Department; Deputy Director Public Works; Director Administrative Services and Personnel; Director, Inspection Services; and the Police Deputy Chief.

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 70. Jobs at this level are appointed classifications, which include Department Heads and primarily require mental effort. In these positions there is a high level 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, personal actions, department initiatives, solutions for identified problems, and so on. There are numerous pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc. The physical effort in these positions corresponds to that required in most executive positions working in an office environment. Jobs with a similar rating include Assistant City Coordinator Convention Center; Director Employee Services; Director Transportation Planning & Engineering, and the Controller.

Overall points are 703. To place this in perspective, jobs with close ratings are Director Surface Water & Sewers; Director, Transportation Maintenance & Repair. These jobs are in grade 15.

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