



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: Establish the appointed position of Deputy Director, Minneapolis One Stop

Presenters in Committee: Timothy Giles/Rocco Forté

Recommendations:

- 1) Establish the classification of Deputy Director, Minneapolis One Stop, 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, Minneapolis One Stop, effective July 29, 2004. The salary ordinance is attached for your convenience.
- 3) The department has received verbal approval from each of the Executive Committee members. This issue will be referred to the Executive Committee for formal approval at its meeting on September 1, 2004.

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, Minneapolis One Stop, is currently in the classified service and is titled Deputy Director, Inspections (Development Review Services). 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 Deputy Director, Minneapolis One Stop will direct the activities of the plan review, zoning enforcement, and permit approval sections to ensure an efficient and cost effective development review process. This position is responsible for the management and improvement of the Citywide development review process by coordinating with departments and outside agencies to improve efficiency, consistency, and customer service. The Deputy Director will also advise on policy direction and lead staff to develop innovative business solutions that meet the vision, mission, and goals of the City enterprise and Regulatory Services organization.

This position will also be responsible for the assessment of technological, organizational, financial, and customer service impacts of new or changed business processes. The Deputy Director, Minneapolis One Stop will work with Information Technology Services to establish a plan and budget to support the One Stop Services. This will include web processing for the customers and City staff, property development data store, tools to support ongoing training and development of staff as well as the integration of GIS technologies and ongoing program support.

I recommend that the classification of Deputy Director, Minneapolis One Stop, be established at grade 13 (593 points), of the appointive service with an annual salary of \$80,044 - \$88,470, effective July 29, 2004. I further recommend that the salary ordinance for Deputy Director, Minneapolis One Stop, be adopted effective July 29, 2004. The salary ordinance is attached for your convenience. Please refer this issue to the Executive Committee for formal approval at its September 1, 2004, meeting. Verbal approval has already been obtained from each of the Executive Committee members.

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