



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

Date: January 2, 2008

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

Referral to: Ways and Means Committee

**Subject: New Appointed Position: Deputy Director Intergovernmental Relations
(583 points, grade 13)**

Recommendation:

1. Find that the proposed position meets 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 position: Deputy Director Intergovernmental Relations (Appointed), allocated to grade 13 with 583 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective January 18, 2008 (note that these are 2007 rates.)

Step A	Step B	Step C	Step D
\$81,991	\$86,306	\$88,895	\$90,621

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: Pam French, Director of Human Resources 673-2139

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 Director Intergovernmental Relations Department is proposing that a Deputy Director Intergovernmental Relations positions be established using the F.T.E. of the now vacant Manager, Grants and Special Projects position (pay range \$80,553 - \$89,032.) The position will be responsible for all of the duties formerly assigned to the position Manager Grants and Special Projects, and will act as an administrative manager for all operational aspects of the IGR Department. In addition, the position will keep abreast of pertinent issues in the Intergovernmental Relations area so that when necessary it can stand in for the director. It will be the official on-sight liaison for the IGR Department during the times the State Legislative body is in session, when the Director Intergovernmental Relations works off site.

The duties that will be assigned to the position are as follows:

- Supervise IGR staff and the day-to-day office functions in the IGR Department.
- Act in the absence of the Director IGR as assigned.
- Assist the Director with the development of work plans for all IGR Divisions
- Participate in workforce planning for the Department.
- Develop, implement, and manage the IGR Department Budget.
- Represent the IGR Department in relations with Elected and Appointed Officials in the City, and with officials from other public and private agencies.
- Manage the Grants and Special Project Section, supervising and assisting staff in the production of grant applications.
- Interpret guidelines and eligibility requirements for particular grants.

- Communicate with grantor and recipient organizations to expedite approval/ acceptance of grant applications.
- Supervise the production and submission of a variety of documents and financial statements and forms required for existing grants.
- Supervise the implementation of initiatives for Sister City and International Relationships.
- Oversee research projects conducted by staff on grant opportunities that involve development of appropriate contacts and information.
- Coordinate interagency meetings to devise joint initiatives, projects, strategies that meet City and grantor priorities.

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

Factor	Points	Analysis
Pre-requisite Knowledge (1)	75 points	Bachelor's degree in Public Affairs, Public Administration, Journalism or related field and six years experience in government relations and grant management.
Decisions and Actions (2)	60 points	This position will regularly make independent decisions of significance; will have considerable discretion and freedom to act.
Supervisory Responsibility (3)	5 points	This position will directly supervise four employees: one Project Coordinator and three Senior Resources Coordinators
Relationships Responsibility (4)	65 points	Daily or frequent contact with the Director Intergovernmental Relations, and frequent contact with Department Directors, and managers in Communications and Finance Departments and weekly contact with other department managers and the elected officials.
Working Conditions (5)	20 points	Normal office setting.
Effort (6)	65 points	Significant time pressures and deadlines, working with potentially difficult topics in a political environment.

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.