

**REPORT NO.** 11-29  
**DATE:** 11/4/2011  
**ANALYST:** Mike Hebner

### CLASSIFICATION REPORT

**PROPOSED TITLE:** Assistant Director Water Treatment and Distribution

**CURRENT TITLE:** N/A

**INCUMBENT:** Vacant

**REASON FOR REQUEST:** To verify the proper classification of newly proposed appointed position

**DATE QUESTIONNAIRE SUBMITTED:** 11/2/2011

**DATE OF PREVIOUS STUDY:** N/A

**DISPOSITION OF PREVIOUS STUDY:** N/A

**PERSONS INTERVIEWED:** Brenda Shepherd, HR Generalist  
Bernie Bullert, Director Water Treatment and Distribution  
Heidi Hamilton, Deputy Director Public Works

**RECOMMENDATION:** Establish the position Assistant Director, Water Treatment and Distribution (Appointed) Grade 15 with 683 points

Public Works Management is proposing the addition of an appointed Assistant, Director Water Treatment and Distribution position. The goal in establishing this position is to hire a strong candidate and develop and groom them to take on the Director Water Treatment and Distribution role. The position will be assigned to be Responsible for providing assistance to the Director, Water Treatment and Distribution in cost-effectively providing safe-drinking water to the City and its customers through administration, planning, operation, and maintenance of the water treatment and distribution system.

The duties and responsibilities proposed are as follows:

- Assist in management and oversight of the operation of the water treatment plants and distribution system.
- Provide direction for the maintenance, design and construction of water treatment plants and the distribution systems.

- Assist in administering multi-million dollar budgets and long-term financial plans for all Water Department activities.
- Aid in the management of the Department, including establishing policies, goals, objectives and performance measures.
- Provide leadership to achieve the goals of cost effective water production and distribution, excellent water quality, and good customer service.
- Develop strategies to accomplish the mission of the City and Department.
- Assist in the management of suburban and other external customer contracts for the supply of water.
- Act in response to queries, requests and complaints from the Mayor, City Council members and other City staff, and promote customer and stakeholder relationships.
- Represent the City on various internal and external boards and committees.
- Act as a media contact on water supply, treatment and operations concerns, etc. including consumer confidence reports, press releases and interviews.
- Help with initiating change within the Water Treatment and Distribution Services Division that promotes a high performing team and supports Public Works in meeting the goals of the City, and its citizens.
- Assist in management and oversight of the personnel and administrative issues for the Water Treatment and Distribution Department, including recruitment and retention of diverse workforce, training, performance management, engagement, and employee relations.

## **FACTOR ANALYSIS**

### **PREREQUISITE KNOWLEDGE**

The requirements for the position include a Bachelor's Degree in Civil or Environmental Engineering, Chemistry, or Environmental Science, with course work in business management, or equivalent. A Master Degree in Business (MBA) is desirable for this position. To qualify an individual will need eight years of progressively responsible related experience, which includes supervision, management, or large project management in a water treatment and distribution operation or very similar environment.

A rating of **75 points** is appropriate for the level of education and experience the position requires.

### **DECISIONS AND ACTIONS**

The position will supervise the Principal Professional Engineer in charge of engineering, maintenance, and technology, and the Superintendent of Water Plant Operations, and will be in charge of and oversee daily water plant operations and maintenance, and construction activities. It will supervise design and engineering. It will be responsible for a multi-million dollar budget and personnel issues. It will approve all discipline in the assigned area. In addition to the assigned responsibilities for the Water Plants, the position will assist the Director Water Treatment and Distribution in all aspects of Water Treatment and Distribution Department activities, including-

- Learn the work of the Director's position by assisting in all aspects of the Director's duties,
- Assist in planning and design of water works systems, performing technical research as needed, including computer control and monitoring systems.
- Assist in establishing policies, goals, and objectives in general and specific terms for the water division.
- Assist in preparation and control of the water division budget including the capital program.
- Assists in managing suburban contracts for the supply of water.

A rating of **75 points** is appropriate for the level of decisions required in the job. Jobs at this level manage a branch or sub-function of a large or major department. At this level the job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant sized organization, with significant expenditures and revenue.

### **SUPERVISORY RESPONSIBILITY**

The position will directly supervise one Principal Professional Engineer and the Superintendent Water Plant Operations, and have management authority over more than 114 budgeted staff. The appropriate rating is **55 Points** at this level of supervisory responsibility.

### **RELATIONSHIP RESPONSIBILITY**

Within the Water Department the position will have daily contact with the Director to get direction and to exchange information about departmental functions. There will be daily contact in the Department with staff supervised to give direction and exchange information. There will be daily contact with staff from all levels regarding operations, maintenance, budget, and other issues.

The position will have regular contact with the Director and Deputy Director of Public Works and other Directors in Public Works in assisting in all aspects of the Water Department Director's duties, other internal contact will include the Public Work's Department Safety staff regarding safety issues. The position will work with the Public Works Department's Budget Manager regarding budget and financial matters as required.

The position will frequently be in contact the HR Generalist position for the Public Works Department in dealing with personnel issues. It will occasionally deal with the business agents of the unions which represent the staff in the Water Department as situations arise. The position will deal with the Minnesota Pollution Control Agency and the Health Department on water processing and water quality. It will be a point of contact for Council staff and citizens on water quality and other Water Department issues.

A rating of **65 points** will be assigned for Relationships Responsibility. At this level jobs involve creating and maintaining effective relationships which are essential to success, and that require the use of tact and diplomacy in dealing with departments, agencies and constituents on sensitive matters. At this level matters dealt with could result in litigation, or have significant financial impact, or the main object of the communication involves achieving successful

outcomes for the City and Department's operations. At this level communications are closely scrutinized, are highly visible and are important to the City's image.

## **WORKING CONDITIONS**

The position will work in a normal office setting, with exposure to a personal computer, keyboarding, and related office activities. The position requires frequent attendance at meetings. A rating of **20 points** is appropriate at this level of working conditions, and will be assigned.

## **EFFORT**

The position as proposed is a high level administrator position which will have a high level of accountability for planning, coordinating, and monitoring activities, requiring mental effort. The job will involve executive level decision making, and there will be competing priorities which create stress and require mental effort in developing alternative recommendations. It will be involved in plans for budgets, personal actions, department initiatives, and in developing solutions for identified problems. There will be pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc. A rating of **70 points** is being assigned.

**According to the Director Public Works the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:**

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

Yes, the Director of Water Treatment and Distribution will report to the Director of Public Works and in turn the proposed Assistant Director position will report the Director.

2. The person occupying the position must be part of the designated Department Head's management team

Yes

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

Yes

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

Yes

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

Yes

**RECOMMENDATION:**

Establish the position as Assistant Director, Water Treatment and Distribution (Appointed)  
Grade 15 with 683 points

**CLASSIFICATION  
FACTOR WORKSHEET**

Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Principal Professional Engineer	65	65	40	55	30	50	578	12
Superintendent Water Plant Operations	70	65	45	60	30	50	605	13
Director Water Treatment and Distribution	80	80	75	65	20	70	733	16
<b>PROPOSED CLASSIFICATION</b>								
Assistant Director Water Treatment and Distribution	75	75	55	65	10	70	683	15

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

**ASSISTANT DIRECTOR WATER TREATMENT (APPOINTED)  
AND DISTRIBUTION**

**CODE: C03215**

**REPORTS TO: Director Water Treatment and Distribution**

**SUPERVISES: Principal Professional Engineer; and Superintendent Water Treatment  
Plants**

**NATURE OF WORK**

**Responsible for providing assistance to the Director, Water Treatment and Distribution in cost-effectively providing safe-drinking water to the City and its customers through administration, planning, operation, and maintenance of the water treatment and distribution system.**

**TYPICAL DUTIES AND RESPONSIBILITIES**

**(Including, but not limited to the following)**

- Assist in management and oversight of the operation of the water treatment plants and distribution system.
- Provide direction for the maintenance, design and construction of water treatment plants and the distribution systems.
- Assist in administering multi-million dollar budgets and long-term financial plans for all Water Department activities.
- Aid in the management of the Department, including establishing policies, goals, objectives and performance measures.
- Provide leadership to achieve the goals of cost effective water production and distribution, excellent water quality, and good customer service.
- Develop strategies to accomplish the mission of the City and Department.
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- Help with initiating change within the Water Treatment and Distribution Services Division that promotes a high performing team and supports Public Works in meeting the goals of the City, and its citizens.
- Assist in management and oversight of the personnel and administrative issues for the Water Treatment and Distribution Department, including recruitment and retention of diverse workforce, training, performance management, engagement, and employee relations.

**MINIMUM EDUCATION:** Bachelor's Degree in Civil or Environmental Engineering, Chemistry, or Environmental Science, with course work in business management, or equivalent.

**MINIMUM EXPERIENCE:** Eight years of progressively responsible related experience, which includes supervision, management, or large project management in a water treatment and distribution operation or equivalent

**LICENSES/CERTIFICATIONS:** N/A

**OTHER SPECIFICATIONS**

- A Master's Degree in Business (MBA) is desirable
- Considerable knowledge of water systems operations and maintenance activities in a large scale water plant operation.
- Considerable knowledge of, and strong supervisory and managerial skills
- Knowledge financial budgeting and business management and the ability to apply that knowledge to a large scale public utility operation
- Strong communication and presentation skills.
- Good knowledge of the regulations and guidelines in water treatment, including knowledge of the enforcement agencies.

**WORKING CONDITIONS:** Normal

<b>SERVICE:</b>	<b>APPOINTED</b>
<b>GRADE:</b>	<b>15 (683 Total Points) Exempt</b>
<b>Established:</b>	<b>December 2011</b>
<b>JOB SPEC:</b>	<b>December 2011</b>

**CITY OF MINNEAPOLIS**