

**REPORT NO.** 11-28  
**DATE:** 11/1/2011  
**ANALYST:** Mike Hebner

### **CLASSIFICATION REPORT**

**PROPOSED TITLE:** Manager, Public Works Finance

**CURRENT TITLE:** N/A

**INCUMBENT:** Vacant

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

**DATE QUESTIONNAIRE SUBMITTED:** 10/31/2011

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

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

**PERSONS INTERVIEWED:** Brenda Shepherd, HR Generalist  
Susan Hartman, Director Management Support

**RECOMMENDATION:** Establish the Manager, Public Works Finance (Appointed) at Grade 11 with 525 Total Points

The Director of the Public Works Department is proposing establishing a high level financial position which will work in the Public Works Department. It was reported to the analyst that both the Finance Department and the Public Works Department are agreed that a new position dedicated specifically to Public Works and under the Budget of the Public Works Department is a good course of action to ensure the proper financial management support for the Public Works Department.

The nature of work and the specific duties are listed below for reference:

#### **Nature of Work**

Support the Public Works Department by providing leadership, high level management and related support as a Finance liaison.

#### **Specific Duties**

- Function as lead PW employee in development on procedures to support financial decision making.

- Report regularly on current, financial issues and develop understanding of financial needs of the department.
- Monitor and report on current and forecasted revenues and expenditures..
- Provide financial planning and analysis that helps inform the decision making process (i.e., annual budget process) for Department Head, Budget Director, the Mayor and City Council.
- Provide accounting, budget, financial planning and analysis services to Public Works.
- Provide leadership to staff, including professional development, training and team building.
- Assist with the preparation of various financial reports, including the annual financial statement.
- Meet regularly with the Controller, Budget Director, and Finance Officer to report on key finance issues in Public Works, including financial conditions and status of financial issues.
- Identify and articulate accounting and budget process improvements.
- Assist with establishing a citywide management-reporting model for the City that includes both short-term and long-term financial projections and planning.
- Maintain a strong understanding of the overall financial goals of the City and help to educate staff on these goals; maintain strong knowledge of the operations of City departments and the budget process.

## **FACTOR ANALYSIS**

### **PREREQUISITE KNOWLEDGE**

The position will require a Bachelor's Degree in Accounting, Economics, Business Administration, or a highly related field. It will require five years of experience in progressively responsible government accounting, budgeting, and financial planning. The position requires experience making recommendations regarding financial management alternatives and operational initiatives. A rating of **60 points** is appropriate at this level of education and experience. .

### **DECISIONS AND ACTIONS**

The position will provide financial planning and analysis that helps inform the decision making process (i.e., annual budget process) for the Public Works Director, Budget Director, the Mayor and City Council. It will be involved in establishing management-reporting models for the Public Works Department that include both short-term and long-term financial projections and planning. The position will be responsible for establishing procedures to support financial decision making. It will monitor and report expenditures and revenues and forecasted annual expenditures/revenues against budget. The position will provide strategic assistance to the Director Public Works and his management team in analyzing and evaluating alternative operating and financial options.

A rating of **60 points** is appropriate for the decisions and action required in the position. Jobs at this level manage a specialized function and or serve in a senior advanced analytical capacity. Decisions tend to have greater effect on the organization due to greater city-wide impact, more notable budgetary impacts, or longer-term impacts.

## **SUPERVISORY RESPONSIBILITY**

The position will supervise one Management Analyst. A rating of **5 points** will be assigned, appropriate for the number of staff supervised.

## **RELATIONSHIP RESPONSIBILITY**

Within the Public Works Department, the position will meet regularly with the Director, Public Works and senior managers to report on current, financial issues and develop an understanding of financial needs of the department and other related matters. Outside the Public Works Department the position will have considerable contact with the Finance Department staff from all levels to discuss financial, budget, and accounting issues. As a financial advisor/manager the position will have occasional contact with the State Auditor regarding audit related issues, and with rating agencies as required regarding financial reporting. There will be some contact with vendors and related business representatives regarding situations and issues that relate to finance.

A rating of **60 points** is appropriate for the level of relationship responsibility required here. Jobs at this level are responsible for creating and maintaining effective relationships that are essential to the success of the job function and that require the use of tact and diplomacy in dealing with departments, and agencies on matters that could have large financial impact, or where the main object will be to achieve successful outcomes for the department's financial operations. Finesse and communication skills are needed. There is facilitation of meetings and groups, and presentations are being made. These jobs act on behalf of the City to advocate for interests/objectives. They have interactions with high level decisions makers, Council Members, and other important internal contacts regarding issues and concerns. Externally they are representing the City with higher level staff from other organizations or enforcement agencies. At this level jobs will take the lead in dealing with controversial issues in the area where they are assigned.

## **WORKING CONDITIONS**

The position as proposed will work in an office setting with exposure to computers. A rating of **20 points** equivalent most office positions will be applied.

## **EFFORT**

The primary effort in the job will be mental, in dealing with financial matters in the Public Works Department. It will experience deadlines and other pressures from budget cycles, and project related timelines. It will need to respond to requests from Council Members and City Management Staff. A rating **60 points** will be applied for this factor. On the mental effort side, jobs at this level are dealing with significant challenges. These jobs are leadership positions for significant projects and initiatives in the City. They are responsible for planning and organizing work functions and are under pressure to deal with problems that arise in units under them. There are deadline pressures based on business cycles, and a need to deal with detail in financial

information, creating reports, etc. These positions have physical effort equivalent to other office based positions.

**Conclusion:**

The Public Works Finance Manager is being established in the Public Works Department under Section 20.1010 of the Minneapolis Code of Ordinances. The appointing authority will be the Director Public Works, the Director Public Works has affirmed that the position meets the Criteria for Appointed Positions as outlined in the Ordinance as follows:

1. The person occupying the position will report to 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 will involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.
4. The duties of the position will not primarily require technical expertise where continuity in the position would be significant.
5. The person occupying the position to will be accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.

**CLASSIFICATION  
FACTOR WORKSHEET**

<b>Benchmark Classifications</b>	<b>Factors</b>						<b>Total Points</b>	<b>Grade Level</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		
Manager Finance	60	55	30	55	20	60	528	11
<b>PROPOSED CLASSIFICATION</b>								
Manager Public Work Finance	60	60	5	60	20	60	525	11

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

**MANAGER, PUBLIC WORKS FINANCE (APPOINTED)**

**CODE:**

**REPORTS TO:** Director Public Works, and Director, Management Support

**SUPERVISES:** Management Analyst

**NATURE OF WORK**

**Support the Public Works Department by providing leadership, high level management and related support as a Finance liaison with multi millions in annual appropriations.**

**TYPICAL DUTIES AND RESPONSIBILITIES**

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

- Function as lead PW employee in development on procedures to support financial decision making.
- Report regularly on current, financial issues and develop understanding of financial needs of the department.
- Monitor and report on current and forecasted revenues and expenditures..
- Provide financial planning and analysis that helps inform the decision making process (i.e., annual budget process) for Department Head, Budget Director, the Mayor and City Council.
- Provide accounting, budget, financial planning and analysis services to Public Works.
- Provide leadership to staff, including professional development, training and team building.
- Assist with the preparation of various financial reports, including the annual financial statement.
- Meet regularly with the Controller, Budget Director, and Finance Officer to report on key finance issues in Public Works, including financial conditions and status of financial issues.
- Identify and articulate accounting and budget process improvements.
- Assist with establishing a citywide management-reporting model for the City that includes both short-term and long-term financial projections and planning.
- Maintain a strong understanding of the overall financial goals of the City and help to educate staff on these goals; maintain strong knowledge of the operations of City departments and the budget process.

**MINIMUM EDUCATION:** Bachelor's Degree in Finance, Economics, Accounting, Business Administration, or a closely related field

**MINIMUM EXPERIENCE:** Five years of progressively responsible government accounting, budgeting and financial planning.

**LICENSES/CERTIFICATIONS:** N/A

**OTHER SPECIFICATIONS**

- Thorough knowledge of governmental and cost accounting and budgeting procedures.
- Thorough knowledge of the principles and practices of financial administration.

- Thorough knowledge of administrative and management techniques.
- Considerable knowledge of Public Works functions, policies, practices and procedures.
- Good computer skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, analytical skills, creative skills, problem solving skills, decision making skills and leadership skills.

**WORKING CONDITIONS:** Normal

<b>SERVICE:</b>	<b>APPOINTED</b>
<b>GRADE:</b>	<b>11(525 Total Points) Exempt</b>
<b>ESTABLISHED:</b>	<b>November 2011</b>
<b>JOB SPEC:</b>	<b>November 2011</b>

**CITY OF MINNEAPOLIS**