



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

**Date:** December 7, 2011

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

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position: Director Administration Public Works

598 points/Grade 13 (\$90,485 - \$100,010)

**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: Director Administration Public Works; 598 points/Grade 13 The position is FLSA - Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective December 7, 2011, as follows:

Step A	Step B	Step C	Step D
\$90,485	\$95,247	\$98,105	\$100,010

**Prepared or Submitted by:** Timothy Giles, Director of Employee Services; 673-3341

**Approved by:** \_\_\_\_\_  
Pamela French  
Director of Human Resources

\_\_\_\_\_  
Steven Bosacker  
City Coordinator

Permanent Review Committee (PRC) - Not Applicable  
Policy Review Group (PRG) - Not Applicable

**Presenters in Committee: Pamela Nelms, Employee Services 673-3344**

**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 management of the Public Works Department has requested a review of a new set of proposed duties for a position which will perform a new recombination of duties previously assigned to the Director Management Support and the Director Administrative Services and Personnel.

The duties and responsibilities proposed for the position include but are not limited to:

- Oversee and provide direction to Public Works Department support services, including financial management and reporting; budget development; human resources issues; information systems; technology planning; business planning; management services and analysis; and other operating activities.
- Collaborate with the Public Works Director on the preparation of the annual budget, and participate in budget negotiation and presentation.
- Monitor departmental budget expenditures and recommend reallocation of budget appropriations and expenditures.
- Develop, implement, and maintain long-range fiscal plans for the department.
- Initiate and direct cost studies, and advise an ongoing evaluation of departmental operations and procedures.
- Develop, recommend and implement new and revised policies, practices and procedures to affect operational efficiency and effectiveness.
- Ensure compliance with departmental financial guidelines to achieve improved services and a reduction in overall administrative costs.
- Participate in the development and implementation of goals and objectives; identify priorities and resource needs; and select, train, assign, and evaluate the performance of personnel.

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	65	Requires a Bachelor's Degree in in Public administration, Business Administration, Finance, or a closely related field and seven years of progressively responsible experience in managing management analysis, management support, and finance and budget issues. Also requires knowledge of the legislative process, funding practices, and human resources practices. Equivalent combinations of education and experience will be considered
Decisions and Actions	65	The position will independently coordinate department-wide initiatives. It will have management authority in conjunction with the Director and Deputy Director of Public Works over coordination of the budget finance operations for the Public Works department. Matters dealt with are broad in scope and directly affect the operations of the department.
Supervisory Responsibility	15	The position will supervise 12 staff, including the Manager, Public Works Finance, Manager Administration and Personnel, Management Analyst II, and the Public Works Interagency Coordinator.
Relationships Responsibility	75	The position will report directly to the Director, Public Works and will have daily contact with that position and with other Division Directors in Public Works. Outside the department, the position will work frequently with elected officials, the City Coordinator, the Finance Director, other department heads in the city and attorneys in the City Attorneys office regarding legal issues.
Working Conditions	20	Normal office setting similar to other City management positions
Effort	70	The position will coordinate multi-faceted programs and initiatives to manage, monitor and improve the effectiveness and efficiencies of the largest City department. It will work under deadline pressures and effort required when there is need to pay close attention to detail to multiple issues and projects occurring simultaneously. There is significant mental effort required in managing the work in these areas, and in developing strategies for identified improvements.

**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.**