



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

Date: May 9, 2006

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director, Business Administration (Appointed)

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, Business Administration (Appointed), allocated to grade 12 with 563 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective May 26, 2006.

Step A	Step B	Step C	Step D
\$78,007	\$82,112	\$84,576	\$86,218

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 Assistant City Coordinator, Convention Center is requesting a new position that would consolidate employee issues and business services. If approved, the Director, Business Administration (Appointed) position will oversee the Business Services component of the existing Facility Service Director position and take on the additional responsibility of consolidating and managing all employee related programs. This would include MCCU administration, business planning, budget preparation, workforce planning, business continuity, diversity planning, human resources, and finance and accounting.

DUTIES AND RESPONSIBILITIES - including but not limited to the following:

- Oversee the recruiting, hiring, training, developing and evaluating of all personnel in the Employee and Business Services Department.
- Lead ongoing review and modification of employee policies and procedures for all departments; work with the Management Team to review and modify all policies and procedures to promote clarity and consistency; ensure that modifications to employee policies are presented to affected bargaining units for comment; and communicate modifications to employees prior to enactment.
- Oversee employee education, training and development; including ongoing facility wide and departmental skills and competency training, individual personal development programs, and formal and informal mentoring programs.
- Oversee employee recognition and incentive programs and employee teambuilding events which encourage excellence in the pursuit of the mission, vision and values of the Convention Center and the City of Minneapolis.

- Coordinate investigation and response efforts with Human Resources, the City Attorney's Office and Convention Center Management for all employee complaints and/or legal actions.
- Manage Convention Center budget and business planning efforts; develop, implement and administer the annual business planning schedule and process; present timely budget reports and analysis to the management teams.
- Develop, maintain and enhance current and future financial systems to support business plan initiatives.
- Develop, maintain, analyze and report detailed contract and labor cost data and provide timely financial analysis relating to profitability/productivity.
- Manage and monitor purchasing procedures and activity across all departments, provide guidance for research and writing of bid specifications and ensure facility wide compliance with city purchasing guidelines.
- Oversee financial/cash control mechanisms and internal audit procedures and policies.
- Develop and monitor contracts for revenue producing vendors and outside services for the facility.
- Participate in department specific budget meetings and provide expense projections. Prepare and monitor administration budget.
- Oversee development, implementation and modification of all practices related to collecting, distributing and publishing performance measures and management data.
- Ensure compliance with all federal, state, and city employment laws, codes, and policies including, but not limited to respect in the workplace, ethics, equal opportunity, loss prevention, return to work programs, etc.
- Work with convention center personnel to provide a respectful, productive work environment free from discrimination, harassment and institutional barriers to individual development.
- Represent the Convention Center at City Council meetings and intra-city department meetings as required.

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

Factor	Points	Analysis
Pre-requisite Knowledge (1)	70 points	Position requires a Bachelor's degree in Business Administration, Public Administration, Finance or Human Resources or equivalent; three years experience performing similar duties; knowledge of event and operational budgeting.
Decisions and Actions (2)	65 points	Position will make independent, significant decisions which could result in loss of income and in increased litigation.
Supervisory Responsibility (3)	5 points	The position will supervise the Business Services Manager, and two office support staff.
Relationships Responsibility (4)	55 points	Daily or frequent contact with Convention Center directors, managers and supervisors and human resources staff and finance department staff.
Working Conditions (5)	20 points	20 points on this factor is consistent with other positions in a normal office setting with daily computer use.
Effort (6)	60 points	Complex issues, the breath of responsibility and frequent time pressures are prominent for this position. The ability

		to work with others and attention to detail is critical.
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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.