



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

Date: May 31, 2006

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director, Budget Information and Coordination

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, Budget Information and Coordination (Appointed), allocated to grade 11 with 513 points.
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective June 9, 2006.

Step A	Step B	Step C	Step D
\$70,917	\$74,649	\$76,889	\$78,382

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:

In 2000, the Finance Department was looking for a new way of providing more easily accessible, timely, and meaningful financial information to City Departments and management. To do this they merged financial planning, budgeting and accounting into one division headed by the Budget Director with five units under it. The Budget Coordination Unit was slated to work closely with the Director and other units within the department to help coordinate the City's annual budget process. Responsibility included coordinating the process for developing, enhancing and maintaining the documents for the City's capital and operating budgets; for General Fund revenues, including Property Tax and other State revenues; and other projects and assignments as directed. Current responsibilities include, but are not limited to the following job duties:

- Advise the Mayor, Council and staff on financial decisions and financial aspects of policy decisions using knowledge of financial alternatives available to municipal governments and the adopted financial policies of the City.
- Respond to information requests from the public, the media and other interested parties using the City's information systems and judgment.
- Prepare summary publications and presentations for the public, elected officials and other non-financial audiences on the City's financial condition, to enhance understanding of how city government works.
- Lead and coordinate the work of the department on long-term financial projections for City enterprise providing department managers and elected officials information to make decisions.
- Assess changing financial conditions to include in financial projections so that elected officials may be advised in their decision making.
- Develop and communicate budget guidelines to staff throughout the enterprise to ensure optimal results from the budget process.
- Lead and coordinate cross functional staff to achieve specific project goals to further enterprise goals and strategic directions (e.g., strategic planning work groups, budget system set-up, improvements to the budget process, etc.)
- Train and coach managers and supervisors on analytical and systems skills needed in the budget process to improve quality of financial information. Work with accounting staff to assist in managing disputes on budget issues with department managers.

- Develop and maintain the budget document to meet Government Finance Officers Association (GFOA) standards and effectively communicate to management, elected leadership and the public.
- Manage and negotiate contracts related to the budget process and related efforts to improve the City's performance cycle.

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)	60 points	Position requires a Bachelor's degree in Public Affairs, Accounting, Business Administration or a related field and five years of progressively responsible government or large enterprise experience in analysis and planning; considerable knowledge of government finance and operations.
Decisions and Actions (2)	55 points	This position will work with minimal supervision and have considerable independence in coaching managers on budget duties; guiding Enterprise efforts; setting up Enterprise budget systems (salary and wage assumptions, reviewing the work of others in setting budget, etc.); ensuring the City's compliance with Truth in Taxation statute
Supervisory Responsibility (3)	0 points	The position does not supervise any staff.
Relationships Responsibility (4)	65 points	Daily or frequent contact with Finance Department directors, managers and supervisors. Weekly to monthly contacts with department analysts, Council and Mayor's staff for decision support, advice and information sharing; and weekly contacts with the Mayor, Council Members, City Coordinator, and Department Heads on the budget process, for decision support, for executive committee, and for information sharing.
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.

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.