



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

Date: December 5, 2012

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

Referral to: Ways and Means Committee

Subject: Reclassification of Existing Appointed Position:

Old Title: Director Regulatory Services - 785 points/Grade 17 (\$119,404 to \$131,972)

New Title: Director Regulatory Services - 703 points/Grade 15 (\$106,723 to \$117,957)

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 Regulatory Services; 703 points/Grade 15
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 14, 2012, as follows:

Step A	Step B	Step C	Step D
106,723	112,340	115,710	117,957

Prepared or Submitted by: Pamela Nelms, Compensation Administration; 673-3344

Approved by: _____
Timothy Giles
Acting Director, Human Resources

Paul Aasen
City Coordinator

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 position being reviewed here will lead the new Regulatory Department which will include Housing Inspection Services, Fire Inspection Services, Problem Properties, Animal Control, and Traffic Control. It will be responsible for leading and directing the reorganized Regulatory Services Department in a manner consistent with the vision, mission, and values of the City of Minneapolis.

The duties of the position include but are not limited to:

- Provide executive direction and management of the Regulatory Services department of 140+ staff and a budget of \$17 million.
- Direct the activities of the Housing Inspection, Problem Properties and Fire Inspection Divisions to ensure the livability and safety of all commercial and residential properties in the City of Minneapolis.
- Direct the activities of the Traffic Control Division, including enforcement citations and traffic control for events.
- Direct the activities of the Animal Care and Control Division ensuring the safety of the public and enforcing City code pertaining to animals.

- Direct the Office of Administrative Hearings, charged with managing the City's quasi-judicial hearing and other due processes.
- Direct and manage all aspects of the Department in the areas of administration, finance, personnel and program initiatives.
- Coordinate with the Minneapolis Fire Department on the management and delivery of fire inspection services through the Fire Marshal and Fire Inspection staff.
- Partner with other City department heads to develop action plans that support City and/or department goals and initiatives.
- Develop relationships and partnerships with property owners, community leaders, business executives and City Officials to collaborate on various regulatory issues.
- Develop strategic plans and implement organizational change to improve the delivery of services to customers and end users.
- Respond to requests and complaints from the Mayor, City Council members and the public.
- Work with others to develop policy, improve local ordinances and state codes; represent the City on various internal and external boards and committees; testify in public and legislative hearings on matters relating to codes and ordinances.
- Develop, implement and direct new initiatives to maximize effectiveness and efficiency in pursuit of departmental objectives.

Below is a summary of the study conducted to ensure proper evaluation of the positions. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

Factor	Points	Analysis
Pre-requisite Knowledge	75	The position will require Bachelor's Degree in Public or Business administration, Fire Science, or other relevant field and ten years of progressively responsible, broad-based management experience in a regulatory enforcement program. The incumbent will need extensive knowledge and understanding of the Minnesota statutes and Minneapolis Ordinances related to fire building construction, housing maintenance and health codes.
Decisions and Actions	75	Work is varied and complex, and frequently includes unusual problems. Decisions have serious public safety implications and potentially large economic impact on individual property owners and/or occupants. Job performance will have a direct impact on the quality of the City's housing stock and the image of the City of Minneapolis.
Supervisory Responsibility	60	The position will supervise 5 division or unit managers, and have management authority over 150 employees.
Relationships Responsibility	75	Internally, contacts will be with other divisions and departments through all levels, but typically through higher levels such as Directors, Deputy Directors and highly placed managers, elected officials and the City Attorney's office. It will frequently interact with the media and the general public
Working Conditions	20	The position will work in an office setting with exposure to typical office equipment and technology. Most department heads, managers and professionals are at this rating.

Effort	70	The position is accountable for planning, coordinating, and monitoring department activities. The incumbent will need to balance competing priorities, solve problems, plan and manage budgets, manage Department initiatives and programs to achieve goals. There exists significant time pressures and effort to meet deadlines and respond to inquiries and other demands of the job.
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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.