



## 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: New Appointed Position:**

Director CPED Operations and Innovation - 688 points/Grade 15 (\$104,403 to \$115,393)

**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 CPED Operations and Innovation - 688 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
\$104,403	\$109,898	\$113,195	\$115,393

**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**

**Jeremy Hanson Willis, Director Minneapolis Community  
Planning and Economic Development 673-2785**

**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 proposed position is being added to help facilitate the integration of the new divisions (Business Licensing, MPLS Development Review and Construction Code Services) being moved from the Regulatory Services Department to the Community Planning and Economic Development Department (CPED). The position will take on a lead role in the development and implementation of business planning for the reorganized department, including goal setting, strategies and outcome measures; will coordinate the integration of the City's new performance management system "Perform Minneapolis" into the department, and will manage the internal and external communications for the department in accordance with City policies.

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

- Manage daily operations of the CPED Department, including budget, personnel issues, departmental Business plans and various special projects, including the land management systems improvement project.
- Oversee the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.
- Improve processes in all areas to provide a high degree of customer responsiveness in the administration of CPED activities.
- Conduct ROI and Risk Management analyses for CPED services and activities and make recommendation internally to improve processes of significance to the operation of the business and City.

- Provide leadership and direction to CPED leadership and staff on strategic business planning, performance management, finance, human resources issues, information systems, and other operations activities
- Lead CPED management in business process improvement, including establishing guidelines, policies, and procedures for conducting internal business process.
- Examine the manner in which CPED financial resources are being deployed, identify opportunities to improve operating performance, and prepare written reports recommending improvements.
- Participate in the management of contractual services including development of requests for proposals, contract preparation, and monitoring contractual performance.
- Ensure compliance with all federal, state, and City employment laws, codes, and policies including, but not limited to anti-discrimination, harassment and retaliation equal opportunity, loss prevention, return to work programs, etc.
- Responsible for integrating Perform Minneapolis process and activities into the CPED culture.
- As member of the CPED management team participate in formulating strategic plans, department policy, department organization structure, and in interpreting department policy to staff and managers.
- Supervise the interagency coordinator's liaison activities between CPED and other departments and agencies (e.g., Park Board, Regulatory Services, Hennepin County, State and etc.) and in the development of contacts, and improve coordination with other organizations.
- Participate in the development and implementation of internal and external communication strategies to inform and engage elected officials, City staff, community partners and the general public in the work of CPED.
- Identify issues that may affect the CPED in the future, monitor national, state and local trends; participate in national or state professional organizations

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.

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge	75	The position will Bachelor's Degree in Public Administration, Public Affairs, Urban Studies, Economics, or a relate field or equivalent.(Master's Degree preferred). The position will require eight years of relevant diverse and progressively responsible experience including operational analysis, business planning and financial analysis
Decisions and Actions	80	The position will be in a lead role in a large department and will supervise important areas in the Department. Work is highly complex and of broad variety, usually involving very complex individual functions. Matters dealt with are of the broad in scope and involve many complex and unusual problems. At this level Performance has a significant influence on finances or delivery of services; errors or inadequacies could do irreparable harm.

Supervisory Responsibility	15	The position will supervise the CPED Interagency Coordinator, Technology Project Manager, and the Marketing Manager, and it will management authority over several support staff.
Relationships Responsibility	85	The position will entail frequent contact with high-level decision makers within the City, including elected officials, and with individuals from outside organizations that can influence the city organization. Jobs at this level are executives who are interacting with other executives and with subordinate managers to accomplish the work of the department.
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 effort in this job is primarily mental effort, in developing plans and coordinating activities, and in analyzing projects and budgets, etc. There exists significant time pressures and effort to meet deadlines and respond to inquiries and other demands of the job.

**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.**