



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

Date: July 20, 2015

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Positions: Director Complaint Investigation (Civil Rights)
\$89,722 - \$106,360 Grade 11, 538 points

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 new proposed position: Director Complaint Investigation (Civil Rights) evaluated at 538 total points and allocated to Grade 11.
3. Approve the recommended salary schedule for the position, which has a range of \$89,722 to \$106,360 effective July 29, 2015, and authorize annual step movement for the incumbent provided satisfactory or better performance in the job:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>Director Complaint Investigation (Civil Rights)</u>	\$89,722	\$94,445	\$96,333	\$98,260	\$100,225	\$102,230	\$104,274	\$106,360

4. Refer to Ways and Means

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by:

Patience Ferguson
Chief Human Resources Officer

Spencer Cronk
City Coordinator

Presenters in Committee: Velma Korbel Director, Civil Rights & Pamela Nelms, HR Senior Consultant

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 Hodges:

The Director of the Civil Rights Department has requested a review of the Assistant Director Civil Rights (Complaint Investigation) position. The position provides leadership to the Complaint Investigation Division where the mission is to enforce the Minneapolis Civil Rights Ordinance (MCRO) and to promote understanding of civil rights among residents, businesses and government. The Complaint Investigations Division (Division) carries out this mission by fusing academic excellence, experience, and judgment to produce a high quality investigation into allegations of discrimination, while forming critical partnerships within the community.

The following are the proposed duties for the position:

- Provide administrative and fiscal oversight and management of personnel within the Complaint Investigation Division so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department.
- Provide analysis and advice on strategies and courses of actions to meet the objectives of the Division and Department.
- Represent the Director to Department staff and to the Mayor, City Council and staff, and in communications with affected stakeholders.
- Provide community outreach and engagement opportunities by
 - Building the Complaint Investigations Division's credibility in the City of Minneapolis.
 - Educating the public on their rights and the investigation process;
 - Building partnerships with community and advocacy organizations
 - Recruiting legal and human rights professionals to serve on the Commission.
 - Providing mentorship to interested students.

- Provide administrative staff to the Commission on Civil Rights, a 21-member body comprised of Minneapolis residents.
- Assist the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director.

Factor Summary of the evaluation of the position

Factor	Points	Analysis
Pre-requisite Knowledge	65	The Director Complaint Investigation (Civil Rights) requires an Advanced Degree in Public Administration, Law, or Equivalent and five years of experience in Legal, Civil, or Human Rights or a relevant Bachelor's Degree and six or more years of experience in Legal, Civil or Human Rights.
Decisions and Actions	60	<p>Jobs at this level supervise critical work groups, manage a specialized function or, if non-supervisory, serve in a senior advanced analytical capacity. Decisions tend to have greater impact on the organization due to greater Citywide impact, more notable budgetary impacts, or longer-term impacts. Here some of the positions are managing activity in smaller divisions.</p> <p>The person in this position will deal with legal issues, mediating or conciliating disputes amongst relevant parties as well as staff, responding to complex issues from the Director, City Council and other departments, providing leadership to the Commission. It will establish performance measures, perform goal setting and be involved in strategic planning. It has a responsibility to act as an advisor to the Department Director regarding issues coming out of the CID Division activities and related issues. The position advises on process and procedure, legal issues and issues related to enforcement of the MCRO to the City Council, Mayor, and other stakeholders for the Civil Rights Department.</p>
Supervisory Responsibility	10	The position has supervisory responsibility over four Compliant Investigation Officers and one Administrative I and therefore a rating of 10 points is appropriate and will be applied.
Relationships Responsibility	55	Jobs at this level are supervisory over major areas of responsibility or have special communication responsibility related to the duties of the job, including high-level coordination or operational analysis or specialized consultation. At this level the incumbents have to work with a wide variety of contacts, both internal and external of the system to communicate issues, and deal with problems. They must exercise discretion in release of information. They are responsible for coordination of major efforts, and are expected to enlist cooperation and collaboration from various agencies and groups. These jobs may be involved in technical issues of major importance in the areas where they are assigned and have important liaison duties with other staff, divisions and departments
Working Conditions	20	The position will work in normal office environment and will have exposure to the typical equipment in an office including computer keyboarding, copiers, and phones.

Effort	60	Jobs at this level are managers over technical, analytical, and related professional activities. They are responsible for planning and organizing work functions and are under pressure to deal with problems that arise in units under them. These jobs deal with significant challenges. There are deadline pressures based on service requests, business cycles, and a need to provide attention to detail in negotiating, reviewing information, creating reports, managing risk, etc.
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Attached: Classification Report and Salary Ordinance