

City of Minneapolis
Request for Committee Action

To: Executive Committee
Date: 11/19/2015
Referral: Ways and Means
From: Human Resources
Prepared by: City of Minneapolis
Presented by: Pamela Nelms
File type: Action

Subject:

Points change for an existing appointed position, Assistant City Coordinator-Finance (Chief Finance Officer), with corresponding change to the salary schedule in accordance with the adopted Appointed Officials Compensation Plan.

Description:

- a. Adopting findings that the proposed position meets the criteria in Section 20.1010 of the Minneapolis Code of Ordinances, City Council to Establish Positions.
- b. Approving the appointed position of Assistant City Coordinator-Finance (Chief Finance Officer) evaluated at 833 total points and allocated to Grade 18.
- c. Approving the salary schedule for the position, which has a range of \$140,127 to \$166,111, effective November 22, 2015:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant City Coordinator-Finance (Chief Finance Officer)	\$140,127	\$147,502	\$150,452	\$153,461	\$156,531	\$159,661	\$162,854	\$166,111

- d. Referring to the Ways & Means Committee.
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Background/Analysis:

The City Coordinator has asked the Human Resources Department to review the currently vacant position Assistant City Coordinator – Finance (Chief Finance Officer) to ensure appropriate placement in the City’s system. The Property Services function was added to the Finance Department in 2011, resulting in the new department Finance and Property Services. The additional responsibilities for this function were never credited to the position. Including this function, the position increases in value from 803 total points to 833 total points. The addition of the Property Services function is the only change to the position since it was last evaluated.

The duties and responsibilities of the position are as follows:

- Provide executive level direction and management for the City's Finance Department.
- Ensure the fiscal health of the City, including accounting, payroll, cash and revenue management, procurement, budgeting, debt management, management analysis, risk and claims management, financial operations, and utility billing.
- Responsible for all financial transactions of City departments, boards and agencies according to dictate of the City Charter, State Statutes and principles of sound financial management.
- Provide full disclosure of the financial position of all funds, appropriations and accounts of the City and its agencies.
- Manage all debt planning and issuance for the City and its agencies, consistent with adopted Debt Management Policies, and keep elected officials apprised of debt management issues.
- Ensure the financial aspects of all major economic development projects and programs are coordinated with City goals and interests.
- Oversee the planning and implementation of the City's facility maintenance and construction efforts, including public safety, security and wireless communications
- Represent the City on the Joint Debt Management Committee and the Investment Panel of the MERF Board.
- Provide leadership in relationships with the bond rating agencies and efforts to retain or improve the City's credit rating.

Findings:

- (1) The person occupying the position is a department head.
- (2) The person occupying the position will lead a department and its 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 City Coordinator.

Financial Review:

No additional appropriation required, amount included in current budget.

Attachments:

1. Classification Report, Salary Schedule