

**City of Minneapolis**  
**Request for Committee Action**

**To:** Executive Committee  
**Date:** 2/3/2016  
**Referral:** Ways and Means  
**From:** Human Resources  
**Prepared by:** City of Minneapolis  
**Presented by:** Pamela Nelms  
**File type:** Action

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**Subject:**

Request to establish a new appointed position in the Neighborhood and Community Relations Department: Deputy Director Neighborhood and Community Relations

**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 Deputy Director Neighborhood and Community Relations, evaluated at 543 total points and allocated to Grade 12.
- c. Approving the salary schedule for the position, which has a 12/31/2015-effective range of \$93,294 to \$110,594, effective 2/12/2016:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Deputy Director Neighborhood and Community Relations	\$93,294	\$98,204	\$100,168	\$102,172	\$104,215	\$106,299	\$108,425	\$110,594

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

The Director Neighborhood and Community Relations wants to establish a new Deputy position in the department that will subsume the duties and responsibilities of the existing but vacant Access and Outreach Manager, and will assist with managing and directing Neighborhood and Community Relations Department community support activities. The Access and Outreach Manager, a grade 10 appointed position, will be inactivated.

The proposed duties and responsibilities include but are not limited to:

- Manage a working team that will serve as facilitators and communicators and who will support citizen engagement in problem solving and decision making in matters of importance to their assigned local communities.
- Develop and maintain relationships with the Neighborhood and Community Engagement Commission (NCEC), the City Council, Department Leaders and City staff, neighborhood and community organizations, various city advisory committees, foundations and others.
- Administer Department operating rules and procedures to ensure effective government access for communities and consistency in communications from City Government to community leaders and citizen groups.
- Listen to community input and communicate to City leaders the visions and goals of the communities as accurately as possible.
- Work with the Director on developing a vision for neighborhood organizations and community engagement including identifying and monitoring performance measures
- Work to gain a clear understanding of the vision of City elected officials and to communicate that vision when in discussions with community groups; and ensure that they know how to effectively operate in their roles.

**Findings:**

1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.
  - The position will report to the Assistant City Coordinator Neighborhood and Community Relations who is the Department Head
2. The person occupying the position must be part of the designated Department Head's management team
  - The position will be a member of the Neighborhood and Community Relations Department's management team
3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.
  - The duties of the position involve significant work on City and Department policy regarding Community and City relationships
4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.
  - Although the position does require a level of expertise in community relations and engagement, strong supervisory, management, communication, and leadership skills are of significance, as opposed to continuity in the job.
5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.
  - The person hired will need to be accountable to, loyal to, and compatible with the Department and Elected Officials of the City

**Financial Review:**

**No additional appropriation required, amount included in current budget.**

**Attachments:**

1. Classification Report, Salary Schedule