



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

Date: September 7, 2010

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director Construction Services, Development Review, and Traffic & Parking - 703 points/Grade 15 (\$106,723 - \$117,957)

Recommendation:

1. Find that the proposed positions meet 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 positions: Director Construction Services & Development Review, and Traffic & Parking; 703 points/Grade 15
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective September 24, 2010, as follows:

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

Previous Directives: None.

Prepared or Submitted by: Timothy Giles, Director of Employee Services; 673-3341

Approved by: _____

Pam French
Director of Human Resources

Steven Bosacker
City Coordinator

Permanent Review Committee (PRC) - Not Applicable
Policy Review Group (PRG) - Not Applicable

Presenters in Committee: Timothy Giles, Director, Employee Services 673-3341

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 Director, Regulatory Services is requesting, and the Human Resources Department is recommending, the establishment of a new Appointed Position, Director Construction Services & Development Review, and traffic and Parking. The position will assist direct and supervise the activities of the Minneapolis Development Review and Construction Code Services Divisions to protect the safety and welfare of the public in the creation, alteration, and maintenance of the City's built environment, and manage the Traffic & Parking Control Division. The position will report directly to the recommended position, Assistant Director, Regulatory Services.

The duties and responsibilities proposed for the new position are as follows:

- Provide leadership to achieve the goal of public safety through zoning, construction, traffic and parking code enforcement;
- Oversee the management of 151+ employees, including establishing policies, goals, objectives and performance measure for the division; includes recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement;
- Respond to queries, requests and complaints from the Mayor, City Council members and other City staff, and promote customer and stakeholder relationships;
- Responsible for media contact on areas of responsibility;
- Serves as Investigative Coordinator for the Division;

- Directs the activities of traffic control, including enforcement citations, traffic control for events and at Target Field; manages the unit budget of approximately \$5.8 million;
- Directs the activities of the Construction Code Services Unit in order to protect public health, safety and welfare relating to newly constructed, remodeled or repaired properties;
- Directs the work of the Building Official in the administration of all adopted building/construction codes and standards; areas of regulatory oversight include, building, energy, mechanical, plumbing, electrical, elevator, high pressure piping and boiler codes; ensures that there are qualified trades staff assigned to specialized areas of enforcement;
- Supervises the Building Official on matters relating to interpretation and rulings on formal appeals by architects, engineers, contractors and citizens, in order to ensure adequate research, due process, accuracy and consistency of code enforcement;
- Provides guidance to managers in areas of responsibility, where decisions have serious public safety considerations and potentially large economic impact on individual property owners or occupants;
- Works with others to improve local ordinances, state codes and national models; represent the City on various internal and external boards and committees; testifies in public and legislative hearings on matters relating to codes and ordinances;
- Develops, implement and direct new initiatives to maximize effectiveness and efficiency in pursuit of departmental objectives;
- Manages the department planning process, including the Regulatory Services Business Plan; performs a leadership role in department budget development; develops and implements fee schedules relating to services in order to ensure that costs are borne by service users;
- Assists and serves as a backup to the Director of Emergency Services/Emergency Preparedness in all department matters.

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 (1)	75 points	Requires minimally a Bachelor's degree in public or business administration, or other relevant field and ten years of progressively responsible experience in code enforcement, regulatory affairs, including management and policy development experience.
Decisions and Actions (2)	75 points	Manages multiple divisions in major department with significant impact on expenditures or revenue. The job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant sized organization. Overseeing major inspection enforcement.
Supervisory Responsibility (3)	60 points	Supervises 151+ staff. Corresponding to the rating assigned
Relationships Responsibility (4)	75 points	Daily or frequent contact with the Director and other Directors and managers in Regulatory Services, Mayor, Council Members, community business leaders, complainants, respondents, contractors, and others internally and externally to the City.
Working Conditions (5)	20 points	Normal office setting similar to other City management positions

Effort (6)	70 points	Primarily requires mental effort. There is high level accountability for planning, coordinating, and monitoring activities which requires mental effort. There is executive level decision making and there are competing priorities which require mental effort in developing alternative recommendations or plans for budgets, personal actions, department initiatives.
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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.