



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, Emergency Management

583 points/Grade 12 (\$88,165 - \$97,446)

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, Emergency Management; 583 points/Grade 12
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
\$ 88,165	\$ 92,805	\$ 95,590	\$ 97,446

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 Emergency Management. The job will provide leadership and direction of all activities of the Emergency Management Division. Work includes development of plans to address hazards and public emergencies of all types that may occur. Activities include development of emergency operation plans, training of responders, education of the public, communication of evacuation plans, debris management & recovery and financial planning and administration.

The position will report directly to the Assistant Director, Regulatory Services.

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

- The health and safety of Minneapolis residents is the top priority of Emergency Preparedness; in case of an emergency, the City of Minneapolis and its Emergency Preparedness team provide leadership in preparing for, responding to and recovering from natural or manmade disasters in the community; the Director of Emergency Management leads this effort.
- Maintain professional working relationships with elected officials, city staff from all departments, the general public and officials from other governmental and industry

groups, and emergency responders from multiple jurisdictions as a means of aligning resources and preparing them for emergency responses.

- Develop lists of resources and their availability for use in emergency responses; seek to identify a network of outside resources or those found in other departments as a means of limiting costs of equipment or strategic stockpiles of materials or equipment; coordinate with other departments and outside agencies in order to develop the means to find and direct resources when needed; work to develop mutual aid agreements with other jurisdictions.
- The City’s emergency readiness planning efforts focus on all hazards: weather-related disasters, terrorism, and disease outbreaks, such as SARS. Emergency preparedness requires strong partnerships with other local, state and federal agencies.
- Work to inform the public of possible risks and to prepare them for responses.
- Provide leadership to achieve the goal of Emergency Preparedness; Oversee the management of 4+ employees and leads teams including other persons, including assisting the director in establishing policies, goals, objectives and performance measure for the department; including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.
- Serve as a member of the department executive team and assists and serves as a backup to the Director of Emergency Services/Emergency Preparedness in all department matters.
- Provides guidance to managers in areas of responsibility, where decisions have serious public safety considerations.
- Hold each employee accountable to systems, policies, people, and the public interest to provide excellent customer service, and accept the obligation and responsibility to be accountable for their actions; measure and report actions.
- Respond to queries, requests and complaints from the Mayor, City Council members and other City staff, and promote customer and stakeholder relationships.
- Share responsibility for media contact on all areas of responsibility.
- Develop, implement and direct new initiatives to maximize effectiveness and efficiency in pursuit of departmental objectives.
- Work closely with direct reports to identify training needs and a plan for delivering the training where needed and coordinate disaster response exercises as a means of training.
- Work with other jurisdictions to develop specific plans for major public facilities where large numbers of people may gather and evaluate options to determine evacuation and shelter solutions and backup plans.
- Work with operators of public, commercial and industrial facilities to ensure that they have plans in place for evacuation and emergency shelters.
- Pursue grant funds from outside agencies and organizations in order to offset the cost of materials, equipment and human resources used in preparing, responding, and recovery from events; account for all time and materials expended in case that reimbursement is available and pursue reimbursement for eligible expenses when possible.
- Serve as EOC Manager and/or Planning Chief under the National Incident Management System (NIMS).

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)	65 points	Requires minimally a Bachelor’s degree in public or business administration, public safety or other relevant field and up to ten years of progressively responsible experience in the appropriate field

Decisions and Actions (2)	65 points	Manages a significant unit entailing great impact on resources. Requires leadership and independent action. Decisions have potential to have great affect on the organization; errors can have a major influence on the City operations, revenues, or expense.
Supervisory Responsibility (3)	5 points	Supervises 4 staff. 5 points are given consistent with the rating guide for positions in the City that supervise five or fewer staff.
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)	30 points	Combination of field and office work with potential for exposure to dangerous situations.
Effort (6)	60 points	Heavy supervisory responsibilities, mental effort in creating plans, programs, and managing complex work units that are providing a variety of services to both internal and external customers budgets, and City Council Directives.

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.