

REPORT NO. 07-82
DATE: 12/17/07
ANALYST: Mike Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Deputy Director Intergovernmental Relations

CURRENT TITLE: New

INCUMBENTS: Vacant

REASON FOR REQUEST: Request to review proposed new duties to verify appropriate classification of a proposed appointed position.

DATE QUESTIONNAIRE SUBMITTED: 12/4/07

DATE OF PREVIOUS STUDY: N/A.

DISPOSITION OF PREVIOUS STUDY: N/A.

PERSONS INTERVIEWED: Gene Ranieri, Director Government Relations

RECOMMENDATION: Establish the position as Deputy Director Intergovernmental Relations (Appointed), Grade 13 (583 Points)

The Director Intergovernmental Relations Department is proposing that a Deputy Director Intergovernmental Relations positions be established. The position will take on all the duties formerly assigned to the Manager Grants and Special Projects. The position will also act as an Administrative Manager for all operational aspects of the IGR Department, including budget, day to day operations, personnel issues, and so on. In addition, the position will be an assistant to the Director, Intergovernmental Relations for Intergovernmental Relations activities, and will be expected to partake and keep abreast of pertinent issues in the Intergovernmental Relations area so that when necessary it can stand in for the director. It will be the official on-sight liaison for the IGR Department during the times the Sate Legislative body is in session, when the Director Intergovernmental Relations works off site.

The duties that will be assigned to the position are as follows:

- Supervise IGR staff and the day to day office functions in the IGR Department.
- Act in the absence of the Director IGR as assigned.
- Assist the Director with the development of work plans for all IGR Divisions
- Participate in workforce planning for the Department.

- Responsible for development, implementation, and management of the IGR Department Budget.
- Represent the IGR Department in relations with Elected and Appointed Officials in the City, and with officials from other public and private agencies.
- Manage the Grants and Special Project Section, supervising and assisting staff in the production of grant applications.
- Interpret guidelines and eligibility requirements for particular grants.
- Communicate with grantor and recipient organizations to expedite approval/ acceptance of grant applications.
- Supervise the production and submission of a variety of documents and financial statements and forms required for existing grants.
- Supervise the implementation of initiatives for Sister City and International Relationships.
- Oversee research projects conducted by staff on grant opportunities which involve development of appropriate contacts and information.
- Coordinating interagency meetings to devise joint initiatives, projects, strategies that meet City and grantor priorities.

POSITION ANALYSIS

Staff notes that the position as proposed will perform the function of the Manager Grants and Special Projects plus take on additional responsibilities. It will need slightly broader knowledge and will be involved in more activities in the IGR Department. Overall the position will have heavy demands on it and will require considerable effort in dealing with wide variety of issues and responsibilities. A factor analysis is provided below.

PREREQUISITE KNOWLEDGE

The position will require a Bachelors Degree in Public Administration, Public Affairs, Journalism, or a related field, with a Graduate Degree strongly preferred, and six years of progressively responsible related experience including experience in government relations and grant management. Supervisory experience will be strongly preferred. The position will require good knowledge of the City of Minneapolis Government. The person hired will need considerable knowledge of governmental financing, budgeting, citizen engagement, and procurement. They will need the ability to think strategically and the ability to manage multiple functions. Strong leadership skills and the ability to supervise others will be required. The position requires considerable knowledge of grant seeking, and knowledge of reporting grant fund use and dispersal. It will require strong communication skills and ability to use tact and diplomacy in dealing with others. The person hired will need to the ability to deal with multiple priorities and constituencies. They will need strong written communication skills and the ability to make recommendations.

The rating here should be slightly above the rating for the Manager Grants and Special Projects in that the proposed position requires more and broader experience. This rating is closer to the rating for the Deputy Director Planning which has roughly equivalent education and experience requirements. It is well below the rating for the Director Intergovernmental Relations that the position (under study) will report to, which requires

more in-depth relevant experience, including eight to ten years directing lobbying strategies at various levels of government. A rating of 75 will be assigned.

DECISIONS AND ACTIONS

As the supervisor over the Grants and Special Projects area, the position will have all of the responsibilities of the Manager Grants and Special Projects. In addition, it will also have considerable responsibility for administrative and operational activities and decisions in the IGR Department. The position will make and monitor assignments and goals for the staff directly under its supervision and be responsible for work product. It will monitor activities and make the decisions about how to deal with challenges and opportunities, that come up in the Grants and Special Projects area.

The position will also work on many aspects of the IGR Departments operational activities including involvement in developing the budget and business plan; in personnel decisions; in development of annual departmental work plans; and involvement in long term workforce planning. It will monitor the budget and make recommendations when adjustments are necessary. It will keep abreast of all IGR Department activities and step in for the Department Director when necessary.

In its supervisory functions the position will have considerable discretion and independent freedom to act. Conversely, the Departmental activities and operational work of the position will be more closely supervised by the Department Director. In the operational work the position will make recommendations and suggestions and act as consultant to the Director Intergovernmental Relations.

The decisions of the proposed position are slightly broader but still within the realm of those of the Manager Grants and Special Projects. That is, the position has additional work and decisions, but the added decisions are comparable to other positions rated at the same or a lower level than the Manager Grants and Special Projects. For example, the budget work of the position corresponds to work done by positions such as the Manager Finance, Manager Accounting, and the Director Managerial Accounting and Budget. These positions provide budget development and monitoring in various departments comparable to what the position under study would do in the IGR Department. All of these positions are rated within the realm of the level assigned to the Manager Grants and Special Projects. Similar logic applies to the work plan development work and the workforce planning work. Such positions as the Manager Staff Services and Deputy Directors in Regulatory Services have equivalent duties.

Here staff finds that the new duties added are equivalent in terms of responsibility to the level that was assigned to the Manager Grants and Special Projects. The work load has increased. The position will be making more decisions, not decisions of greater importance. A rating of 60 will be assigned.

SUPERVISORY RESPONSIBILITY

The position will supervise one Project Coordinator, and three Senior Resources Coordinators in Grants and Special Projects, The appropriate rating for seven direct reports is 5 according to the factor rating guide, and this will be applied.

RELATIONSHIP RESPONSIBILITY

Here again the analyst finds that the level previously applied to the Manager Grants and Special Projects is still appropriate for the new position. The contacts and relationships that were required of the Manager Grants and Special Projects will still be present in the proposed position. That is the position will still need strong communications skills and good negotiation skills. The position will require the ability to deal effectively with a wide variety of internal staff from all levels of the organization, and with elected officials, and with grantor agencies. It will need to work with community groups, and grantor organizations.

The position will interact with the Director Intergovernmental Relations several times a week to coordinate departmental activities. It will have weekly contact with the City Coordinator to provide updates and will frequently work with Department Directors to exchange information related to IGR activities or grant related activities.

Internally the position will have contact with the Finance Department regarding budget matters, and the Communications Department to provide briefings on City activities, and Human Resources regarding staff personnel issues. It will work with the City Council and Mayor's Office on issues related to the IGR Department.

The position will work with community groups and municipal organizations to represent the City, and present City policies, and advocate when appropriate for the City's position.

The rating here should be well above the Project Coordinator and Senior Resource Coordinators the position will supervise in the Grants and Special Projects area, and below the Director Intergovernmental Relations. A rating of 65 will be applied.

WORKING CONDITIONS

The Working Conditions of the position are a normal indoor office environment with exposure to computer equipment and office machines. They are equivalent to other managerial positions in the City. A rating of 20 will be applied.

EFFORT

The position will have wide span of supervision and staff support duties, and will deal with competing priorities in performing the expected duties. It will be under deadline pressures in the Grants and Special Projects area and in many of the projects and duties associated with work plan development, budget development, and personnel related activities. There will be considerable mental effort and pressure in dealing with the detail of Grants activities and in keeping abreast of activities in the IGR Department.

The rating here is slightly ahead of the rating on the Manager Grants and Special Projects, in that the position will take on the work of that position plus considerable additional work and thus be subject to greater physical and mental fatigue. A rating of 65 will be assigned.

CONCLUSION

According to the Director Intergovernmental Relations the position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.

The person in the position will report to the Director of Governmental Relations. The director is also an assistant city coordinator

2. The person occupying the position must be part of the designated Department Head's management team.

The person will be part of the reorganized 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 person will have an active role in the development of City policy particularly in federal and legislative policies.

4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.

The position will require a knowledge of policy development, and implementation. It will also require strong communication and interpersonal skills. Technical skills will not be required.

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 will need to have a working relationship with the elected officials and department heads.

RECOMMENDATION:

Establish the position as Deputy Director Intergovernmental Relations (Appointed), Grade 13 (583 Points)

**CLASSIFICATION
FACTOR WORKSHEET**

Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Senior Resource Coordinator	45	40	0	40	20	40	365	8
Project Coordinator	50	45	0	50	20	45	415	9
Manager Accounting	50	55	10	45	10	55	453	10
Manager Finance	60	55	30	55	20	60	528	11
Manager Staff Services	60	60	0	65	20	65	533	11
Manager Grants and Special Projects	70	60	15	65	20	60	573	12
Deputy Director Minneapolis One Stop	70	65	20	65	20	55	588	13
Deputy Director Environmental Management and Safety	65	65	40	65	20	55	593	13
Director Managerial Accounting and Budget	70	60	45	60	20	60	595	13
Deputy Director Housing Inspection Services	70	65	35	70	20	55	610	13
Director Licenses and Consumer Services	70	65	60	70	20	65	645	14
Director Intergovernmental Relations	75	75	15	85	30	65	733	16
PROPOSED CLASSIFICATION								
Deputy Director Intergovernmental Relations	75	60	5	65	20	65	583	13

**DEPUTY DIRECTOR INTERGOVERNMENTAL
RELATIONS**

CODE: C

SUPERVISED BY: Director, Intergovernmental Relations

SUPERVISES: Project Coordinator and Senior Resource Coordinator

NATURE OF WORK:

Responsible for the supervision of the Grants and Special Projects, Community Engagement, and City Access Divisions, and for oversight over administrative functions in the IGR Department.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including but not limited to the following)

- Supervise IGR staff and the day to day office functions in the IGR Department.
- Act in the absence of the Director IGR
- Assist the Director with the development of work plans for all IGR Divisions
- Participate in workforce planning for the Department.
- Responsible for development, implementation, and management of the IGR Department Budget.
- Represent the IGR Department in relations with Elected and Appointed Officials in the City, and with officials from other public and private agencies.
- Manage the Grants and Special Project Section, supervising and assisting staff in the production of grant applications.
- Interpret guidelines and eligibility requirements for particular grants.
- Communicate with grantor and recipient organizations to expedite approval/ acceptance of grant applications.
- Supervise the production and submission of a variety of documents and financial statements and forms required for existing grants.
- Oversee research projects conducted by staff on grant opportunities which involve development of appropriate contacts and information.
- Coordinating interagency meetings to devise joint initiatives, projects, strategies that meet City and grantor priorities.

MINIMUM QUALIFICATIONS: Bachelors Degree in Public Affairs, Public Administration, or Equivalent, Graduate Degree Preferred.

MINIMUM EXPERIENCE: Six years of related progressively responsible experience, Including grant management and governmental relations experience. Supervisory experience preferred.

OTHER SPECIFICATIONS

- Good knowledge of the City of Minneapolis Government.
- Considerable knowledge of governmental financing, budgeting, and procurement.
- Ability to think strategically.
- Ability to manage multiple functions.
- Ability to lead and supervise others.
- Considerable knowledge of grant seeking.
- Considerable knowledge reporting grant fund use and dispersal.
- Very strong communication skills and ability to use tact and diplomacy in dealing with others.
- Ability to deal with multiple priorities and constituencies.
- Strong written communication skills and the ability to make recommendations.

WORKING CONDITIONS: Normal Office Setting

PROMOTIONAL LINE: Appointed

GRADE: 13 (583 Points)

Established December 2007 City Council Action

JOB SPEC DATE: December 2007