



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

Date: May 24, 2013

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

Referral to: Ways and Means Committee

Subject: New Appointed Position: Manager Minneapolis Housing Inspections

610 points/Grade 13 (\$94,557 - \$104,510)

Recommendation:

1. Find that the proposed position meets 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 position: Manager Minneapolis Housing Inspections; 610 points/Grade 13 The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective June 2, 2013, as follows:

Step A	Step B	Step C	Step D
\$94,557	\$99,533	\$102,519	\$104,510

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Timothy Giles
Acting Director of Human Resources

Paul Aasen
City Coordinator

Presenters in Committee: Pamela Nelms. CCP, SPHR
Human Resources Senior Consultant

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:

Currently the classified Manager Housing Inspection Services oversees Housing Inspections activities and is responsible for the coordination and consistency of the divisions work. Prior to October, 2010, the appointed position titled Deputy Director Housing Inspection Services performed this work, but that position was abolished because a structural change in the department's organization made the position ineligible for the appointed service. The Deputy Director Housing Inspection Services was valued at 610 points, a Grade 13 position.

On January 1, 2013, the Regulatory Services Department was reorganized, and a request was submitted by the department to study a proposed new appointed position which will provide the leadership, coordination and management of the housing inspection services division in the City of Minneapolis. The proposed position, Manager Minneapolis Housing Inspections, will report directly to the Director Regulatory Services and will be part of the top management team for the department. As was done in the previous related positions, this position will work to ensure that education about, and the enforcement of, the Minneapolis Housing Code and other applicable codes results in a safer and improved housing stock. The position has been evaluated at 610 total points. The position is FLSA-Exempt.

The duties and responsibilities of the position include but are not limited to:

- Provide leadership to achieve the goal of safe housing.
- Provide intra-departmental leadership for Fire Inspection Services, Problem Property Division and Housing Services by developing, facilitating and managing programs to ensure consistent and effective application of standard operating procedures, and consistent code enforcement to achieve safe housing.
- Serve on the executive Regulatory Services management team and assist in the development and implementation of the Department Business Plan to ensure a successful re-engineering effort, improve efficiency and consistency and increase levels of customer service.
- Plan, Coordinate and direct the activities of district supervisors, administrative services and Housing Inspectors to effectively implement housing maintenance enforcement, rental licensing and to ensure neighborhood livability.
- Oversee, contract management, rental license revocations, administrative citations issuance and special assessments for re-inspection billing, administrative fines, and nuisance violation abatements by contractors.
- Manage and oversee the performance management for the Housing Inspection Services Division, including recruitment and retention of diverse workforce, training, performance management, labor relations, grievances, and employee relations and engagement.
- Provide leadership on housing policy changes for Housing Inspection Services with policymakers and participate in code development & present to the Council for approval.
- Represent the City on various internal & external boards and committees.
- Develop, implement and direct resources to maximize effectiveness and efficiency in pursuit of departmental objectives.
- Provide constituent services by responding to inquiries and complaints from policy makers, other City staff and the public.
- Interpretation & clarification of housing, fire, licensing, building, mechanical, plumbing, electrical and zoning code requirements of a highly complex nature for division staff, property owners and contractors to ensure accuracy and consistency of code enforcement.
- Manage the approved revenue & expense budget for Housing Inspection Services to ensure adequate resources for service deliverables.
- Collaborate with City departments, county agencies, community groups and other stakeholders to address problem properties. Track, monitor and ensure follow-up on these properties.
- Assist District Supervisors to identify appropriate resources for enforcement case resolution.
- Recommend systemic changes to laws, internal procedures and City policies that will prevent the occurrence of problems at the same address or similar problems elsewhere in the City.
- Manage elected official and community member complaints and expectations.

Below is a summary of the study conducted to ensure proper evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge	70	The position requires Bachelor's Degree in Public or Business Administration, Housing, Urban Studies or equivalent, and seven years of progressively responsible experience in code enforcement or building design and/or construction, which includes management experience.
Decisions and Actions	65	The position will be responsible for leading and coordinating all housing inspection services, including: budget, overseeing rental licensing revocations, administrative citations, enforcement activities, special assessments, rental licensing billing, contractor abatement, inspections, and special initiatives. It will provide intra-departmental leadership for Fire inspections and Problem Properties. The position will be responsible for representing the City in various forums and in communications with citizens, and other organizations including State and Local policy makers.
Supervisory Responsibility	35	The position will supervise six District Supervisor Housing Inspection positions, one Manager Administrative Services and two support staff. In total, it will have management authority over 41 staff.
Relationships Responsibility	70	The position will have frequent contact with Regulatory Services Administrators and supervisors regarding budget, and code compliance issues. Outside the Regulatory Services Department the position will work with the Construction Code Services Unit in the Community Planning and Economic Development Department (CPED) and the CPED Business Licensing Unit to coordinate community initiatives. There will be contact with the Police Department concerning problem property case strategy, policy review, partnership analysis, community initiatives, education and training coordination for rental property owners and community members. The job will respond to inquiries and complaints from various parties including the Council Offices and the Mayor's Office.
Working Conditions	20	The position will have normal office working conditions.
Effort	55	<p>The work requires focused attention to detail for long periods of time. It will be reviewing technical and legal processes. It will be involved in employee issues and budget development and submittal. There will many deadlines the job will need to be concerned with including:</p> <ul style="list-style-type: none"> • Contract for Nuisance Conditions timelines; • Levy preparation to meet ordinance deadlines • State Fee Study • Ordinance change process implementation • Council Committee Public Hearings • Timelines for Annual Tier Inspection completions

Attached: Classification Report