

City of Minneapolis Request for Committee Action

To: Executive Committee
Date: 7/13/2016
Referral: Ways & Means
From: Human Resources
Lead Staff: Timothy Giles
Presented by: Pamela Nelms
File Type: Action
Subcategory: Personnel

Subject:

Request to establish a new appointed position in the Finance Department: Deputy Chief Finance Officer

Description:

1. Adopting findings that the proposed position meets the criteria in Section 20.1010 of the Minneapolis Code of Ordinances, City Council to Establish Positions.
2. Approving the appointed position of Deputy Chief Finance Officer, evaluated at 715 total points and allocated to Grade 15.
3. Approving the salary schedule for the position, which in accordance with adopted compensation plan for appointed officials, effective 7/22/2016:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Deputy Chief Finance Officer	\$126,344	\$132,994	\$135,654	\$138,367	\$141,134	\$143,957	\$146,836	\$149,773

4. Referring to the Ways & Means Committee.
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Background/Analysis:

The Assistant City Coordinator-Finance (Chief Finance Officer) has decided to restructure the reporting relationships of senior staff in the Finance and Property Services Department. The change impacts the position currently titled Deputy Finance Officer/Director Budget and Enterprise Financial Management. The position will have management authority over a greater number of staff and direct supervision over areas it did not directly supervise in the past: Purchasing division; Office of the Controller; and Treasury division.

The duties and responsibilities of the position are listed below:

- Advise the Chief Finance Officer and make recommendations on the City enterprise budget, financial and resource management and strategic direction.
- Oversee and provide management of the performance of Directors and Managers that report to this position, set goals and objectives for these staff, ensure that division objectives fit with overall City and department direction, and monitor division performance.
- Serve as the Chief Finance Officer's representative on various boards, task forces and committees.

- Manage special projects, respond to information requests, oversee the preparation of reports, research efforts, planning documents and presentations, and communicate budget and financial policies to elected officials, department heads, stakeholder groups and the public.
- Provide staff support to allow City officials to make the best decisions regarding the appropriate tax burden on City residents and property.
- Provide staff support to study and recommend the best allocation of revenue and expense among City departments, boards and commissions to support City services and activities.
- Verbally present complex information at public hearings, City Council meetings and to other organizations, explaining City budget processes, decisions, and complex financial issues.
- Establish and monitor a financial management process that incorporates the state law requirements and priorities of elected officials. The position assigns responsibility and monitors adherence to these processes.
- Lead the information technology governance process for the department internally and externally with other departments.
- Integrate major policy initiatives such as supplier diversity in all procurement and financial functions in the department.
- Act as the Chief Finance Officer in the Chief Finance Officer's absence.

Findings:

According to the Assistant City Coordinator-Finance (Chief Finance Officer), this position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position will report to head of the designated City department or the designated department head's deputy.
2. The person occupying the position will be a member 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. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Department Head.

Financial Review:

No additional appropriation required, amount included in current budget.

The schedule maximum for the new position is \$5,760 higher than the position that will be eliminated: Deputy Finance Officer/Director Budget and Enterprise Financial Accounting (Grade 15, 688 Points; Appointed)

The schedule maximum for the new position is \$5,760 higher than the position that is being eliminated: Deputy Finance Officer/Director Budget and Enterprise Financial Accounting (Grade 15, 688 Points, Appointed)

Enter SUPB goals explanation.

Attachments:

1. Classification Report
2. Salary Ordinance