

## **Needs Analysis for Vacant and New Positions Management Analyst / Administrative Services**

### **1. Is the position essential?**

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*In this case, due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position, this position becomes not only an essential position, but a stop gap for the highest priority services as described on the attached draft job description, and a means to accomplishing the following lower priority general responsibilities:*

- 1. Happy Days*
- 2. Ramsey Foundation*
- 3. Policy Research and Development*
- 4. Ordinance Amendments*
- 5. Project Coordination (coming from the Council and staff)*
- 6. Event Coordination*
- 7. Marketing Coordination*
- 8. Development of spreadsheets, powerpoints and flyers*
- 9. General Assistance to Planning Division*
- 10. General Assistance for Economic Development*

*Any additional reduction in staff will have a direct impact on services and on the response/turnaround time.*

### **1. Is the position critical?**

*Yes*

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.**

The Management Analyst, based on the City Administrator's recommendations, will likely be involved with a number of the following tasks which have been identified as strategic goals.

- Review ED efforts for business recruitment, expansion, retention-assess value of efforts
- Review city facilitation efforts to help businesses grow
- Facilitate review of costs of operating a business
- Continue to review Rate and Fee Schedule to consider reductions
- Sustainability of programs and services
- Increase effort to garner positive media/positive public relations efforts
- City-wide marketing plan
- Identify stakeholders in the image and success of Ramsey
- Explore business subsidy prgm. for development/investment (CMDC –new markets type prgm.)
- Comprehensive management review of services & cost of providing services to determine budget
- Consider options for contracting services/functions
- Explore opportunities for additional revenue by renting out equipment, contracting staff
- Continuous improvement to look for efficiencies, ways to reduce costs

Already Assigned 2011 Strategic Tasks:

- Review Development Costs/Fees/Rates (2011)
- Develop an inventory of City owned lands and create plan for disposition (2011)

• **Can the duties be re-engineered or automated?**

*No*

**Please explain.**

*This position is largely communication driven, i.e. Working inter-departmentally, making phone calls, etc. Moreover, many of the project assignments associated with this position are to research, recommend, and then develop, more efficient means for work outputs, including re-engineering and automating duties.*

• **Can the duties be reassigned temporarily or permanently?**

*No*

Please explain.

*The City's staffing levels are at an all-time low, the current Management/Planning Intern position is slated for elimination and this Management Analyst position will be expected to assume many of those duties along with many of the duties left unassigned due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position. Additionally, as the City Administrator assumes more of the higher level responsibilities of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager positions, his lower level responsibilities will fall to this position.*

- **Can the position remain unfilled temporarily or permanently?**

*No*

*Please explain. See above*

- **Can the position be filled internally?**

*Yes, the current Management/Planning Intern meets the qualifications for this position. Also, upon completion of the internal recruitment process there may be additional candidates that express an interest in the position and meet the qualifications.*

- **What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?**

*Services will have to be cut or reduced, additional strain will be put on current employees causing burn-out and possible additional loss of talent (resignations), things will begin to fall through the cracks, and mistakes are likely to be made causing upset residents, business owners, employees, as well as possible financial loss.*

- **Can the service provided be reduced, eliminated, or contracted out?**

*Depending on the Council's direction, some services may be reduced, eliminated, or contracted out. However, there may be hidden costs associated with reducing or limiting services and the cost to contract out the services that this position is slated to do would be costly, ineffective, or simply not possible.*

- **What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?**

*Depending on the Council's direction regarding service levels, there are likely to be budgetary impacts if this position is not filled, including overtime and/or compensatory time off for current staff. It should be noted, due to the already low staffing levels, the accrual of compensatory time off becomes a burden to the City resulting in staffing shortages.*

**2. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?**

*2012: Approximately \$19,299 (includes savings from the Management Analyst*

*2013: Approximately \$59,803*