

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday April 3, 2012**  
**6:00 p.m.**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
  1. Consider a Resolution to Accept the Resignation of a Part-time Police Technician
  2. Consider a Resolution to Authorize a Recruitment for a Management Analyst
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 04/03/2012

**By:** Colleen Lasher, Administrative Services

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**Title:**

Consider a Resolution to Accept the Resignation of a Part-time Police Technician

**Background:**

The City received a letter of resignation dated March 5, 2012 from Ms. Stacy Mickelson. Ms. Mickelson has worked in the Police Department as a part-time Police Technician since October 24, 2007. Her last day with the City was March 19, 2012.

This position is essential to the functionality of the Police Department and is key to achieving the strategic goals identified by the City Council; however, staff has determined that replacement of this position will not be addressed until completion of the early voluntary separation program/2013 budget process. In the meantime, the current part-time Police Technician will increase her hours to accommodate workload needs.

**Recommendation:**

To accept Ms. Mickelson's resignation.

**Funding Source:**

N/A

**Council Action:**

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to accept Ms. Mickelson's resignation.

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**Attachments**

Resolution Police Tech Resig

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**Form Review**

Form Started By: Colleen Lasher

Started On: 03/29/2012

Final Approval Date: 03/29/2012

Council Member introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**CONSIDER RESOLUTION TO ACCEPT THE RESIGNATION OF  
A PART-TIME POLICE TECHNICIAN**

**WHEREAS**, Ms. Stacy Mickelson, a part-time Police Technician, has submitted a letter of resignation effective March 19, 2012; and

**WHEREAS**, the Police Chief has determined the position to be an essential position and key to the City's operations; however, staff has determined that replacement of this position will not be addressed until completion of the voluntary early separation program/2013 budget process; and

**WHEREAS**, in the meantime, the current part-time Police Technician will increase her hours to accommodate workload needs.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY  
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Accept the resignation Ms. Stacy Mickelson, a part-time Police Technician

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April 2012.

**Personnel Committee**

4. 2.

**Meeting Date:** 04/03/2012

**By:** Colleen Lasher, Administrative Services

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**Title:**

Consider a Resolution to Authorize a Recruitment for a Management Analyst

**Background:**

The City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager. The City Administrator, in consultation with the the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future. However, the City currently employs a Planning/Management Intern and through adjustments to that position the City has options to help alleviate some of the duties left vacant by the resignations.

After extensive analysis, the City Administrator has determined that the elimination of the Planning/Management Intern and the creation of a full-time regular Management Analyst position is a means to help absorb some of the administrative and planning division work; thereby creating a position that will have more time and will perform some of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

Attached, please find a draft Management Analyst job description which provides a listing of the job duties; as well as the Needs Analysis for Vacant and New Positions.

**Notification:**

**Observations:**

**Recommendation:**

To authorize staff to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

**Funding Source:**

The net 2012 funding required for the Management Analyst position is approximately \$19,299. This amount takes into account the savings realized by eliminating the already budgeted for Planning/Management Intern position. The 2013 funding for this position is expected to be approximately \$59,803.

**Council Action:**

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

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**Attachments**

Power Point Org Chart/Duties

Needs Analysis for Vacant and New Positions

Draft Job Description

Resolution

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## **Form Review**

Form Started By: Colleen Lasher

Started On: 03/29/2012

Final Approval Date: 03/29/2012

# City of Ramsey

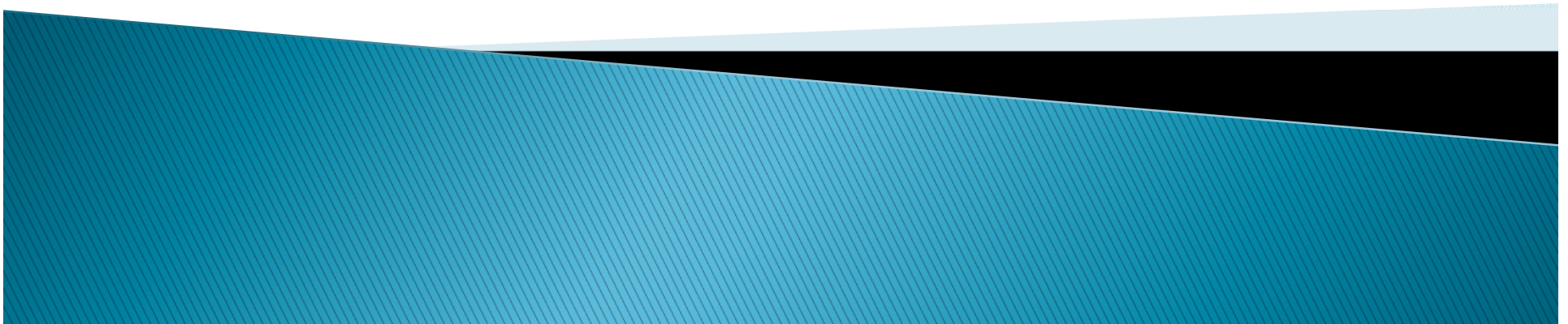
## Plan for Addressing Job Duties Left Vacant

2012



**Draft Organizational Chart**

**Proposal for Addressing Job  
Duties**





Task Assigned to:

Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?	
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Heidi	HRA Executive Director	x											
Heidi	A) Assist the City Administrator in overseeing operations including organizational and facilities planning.	↓											
Heidi	A1 Monitor daily, routine operations of the City and intervene to solve problems when necessary.	x											
Heidi	A2 Act as City Administrator in the City Administrator's absence.	As Assigned										D.H.	
Heidi	A3 Handle inquiries related to City operation as needed.	x											
Heidi	B) Supervise Administrative Services and Community Development staff.	↓											
Heidi	B1 Supervise, advise and coordinate interdepartmental activities and relations.	x											
Heidi	B2 Supervise and oversee the functions of the Human Resources Representative, the IT Manager, the Deputy City Clerk, the Permit Technician, and the Senior Planner.	Sup. Sen. Planner & HR Rep. & Dep. City Clerk				Sup IT Manager		Sup Permit Tech					
Heidi	B3 Oversee the Building Division's contracted Building Official/Inspector(s) and functions.	x						x					
Heidi	B4 Ensure timely completion of both routine and special projects. Define and assign responsibilities, allocate resources and coordinate the activities of department staff to meet objectives efficiently and effectively and to ensure maximum utilization of all assigned staff.	x											
Heidi	B5	x											



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	B6 <i>Direct the activities of individuals and groups toward the accomplishment of meaningful objectives using leadership and employee development strategies while adapting approaches to different situations.</i>	x		x								
Heidi	B7 <i>Define and communicate performance standards and evaluate employee performance.</i>	x		x								
Heidi	B8 <i>Evaluate work procedures, processes and schedules for efficiency and effectiveness and initiate redesign as needed.</i>	x		x						x		
Heidi	B9 <i>Assist managers in the development and implementation of major initiatives.</i>	x										
Heidi	<b>CJ Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and City Council.</b>	↓										
Heidi	C1 <i>Direct and manage all operations and functions related to community and economic development.</i>	x										
Heidi	C2 <i>Supervise the development review process.</i>	x						x				
Heidi	C3 <i>Assist staff in interpreting and applying City code requirements to cases which do not fit the norm.</i>	x						x				
Heidi	C4 <i>Oversee enforcement activities related to zoning and building.</i>	x						x				
Heidi	C5 <i>Coordinate and oversee development and maintenance of up-to-date information for development prospect, e.g. land availability, area demographics, markets, taxes and financing options.</i>	x						x	x			



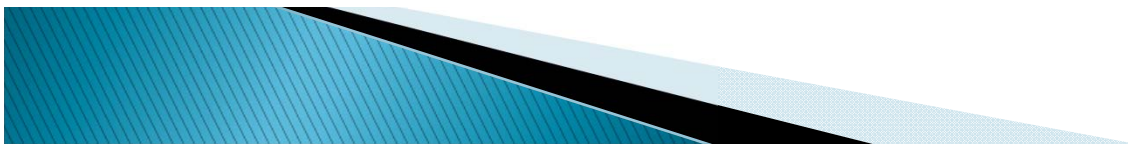
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Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Heidi	C6 <i>Negotiate with developers regarding desired development and available assistance.</i>	x							x			
Heidi	C7 <i>Assist in design of effective assistance packages for expanding and new businesses.</i>	x							x	x		
Heidi	C8 <i>Administer contract for Economic Development consulting services.</i>	x								x		
Heidi	C9 <i>Ensure that all development is in accordance with the City's Comprehensive Plan and land use ordinances.</i>	x						x				
Heidi	C10 <i>Ensure that reporting and records related to development are done accurately, thoroughly, on-time and retained in an orderly, accessible manner.</i>	x	x					x		x		
Heidi	C11 <i>Network, meet, follow-up and maintain contact with prospective developers/business prospects.</i>	x						x	x			x / EDA?
Heidi	C12 <i>Review development agreements.</i>	x							x			
Heidi	C13 <i>Coordinate with Public Works on transportation enhancements.</i>	x						x		x		
Heidi	D) <b>Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.</b>	↓										
Heidi	D1 <i>Serve as point of contact and liaison for a variety of organizations including, but not limited to, LOGIS/SAC, League of MN Cities, Anoka County, school districts, surrounding communities, Happy Days Committee, QCTV, the Crisis Response Plan, and the Chamber of Commerce.</i>	x			x		x	x		x		
Heidi	D2 <i>Attend meetings, handle telephone calls, or other logistics related to involvement in these organizations.</i>	x			x		x	x		x		



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Heidi	D3 <i>Represent City on various boards, commissions, task forces, intergovernmental and joint powers groups.</i>	x				x	x	x		x		x
Heidi	D4 <i>Maintain extensive contact with existing City businesses and prospective commercial and industrial developers, and other agencies concerned with economic and community development.</i>	x							x			x
Heidi	D5 <i>Develop and maintain effective working relationships with representatives of other jurisdictions, agencies and organizations.</i>	x										
Heidi	E) <b>Prepare, implement and monitor annual department budgets and work plans pursuant to policy direction from the City Administrator and City Council.</b>	↓										
Heidi	E1 <i>Assist divisions with development of short and long range budget goals related to growth management, land use, housing, transportation, parks, trails and open spaces, public facilities, solid waste and recycling, and economic development.</i>	x				x						
Heidi	E2 <i>Review, revise, approve, and monitor division work plans and budgets.</i>	x				x						
Heidi	E3 <i>Monitor and evaluate performance of economic development consultant and effectiveness of economic development strategies.</i>	x								x		
Heidi	E4 <i>Monitor expenditures in all divisions to ensure activities are performed within budget.</i>	x				x						
Heidi	E5 <i>Oversee grant writing activities that supplement City funds.</i>	x								x		



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Heidi	E6 <i>Review and make recommendations in the areas of elections, equipment, personnel, and administration.</i>	x		x			x						
Heidi	E7 <i>Review and update capital improvements budget annually.</i>	x				x					x		
Heidi	E8 <i>Monitor department budgets on an ongoing basis.</i>	x				x							
Heidi	F) <b>Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.</b>	↓											
Heidi	F1 <i>Oversee the City's "Responsible Authority" for Data Practices requests and provide appropriate information to staff, Council, and residents.</i>	x											
Heidi	F2 <i>Prepare news releases.</i>	x					x				x		
Heidi	F3 <i>Prepare Ramsey Resident newsletter.</i>	x	x										
Heidi	F4 <i>Serve as staff liaison for community festival.</i>	x									x		
Heidi	G) <b>Oversee the Community Festival.</b>	↓											
Heidi	G1 <i>Supervise staff responsible for coordinating the event.</i>	x									x		
Heidi	G2 <i>Provide direction with regard to use of resources and community involvement.</i>	x											
Heidi	G3 <i>Review and oversee budget for event(s)</i>	x				x					x		
Aaron	H) <b>Economic Development Authority (EDA) Manager</b>	↓											
Aaron	H1 <i>Manage all business of the EDA to include the following: ↓</i>	↓											



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Aaron	H2 <i>Provide professional and technical advice and support the work of the EDA.</i>	x						x	x	x		
Aaron	H3 <i>Prepare monthly EDA agendas &amp; cases, and follow-up on direction given.</i>	x	x				x					
Aaron	H4 <i>Administer EDA Website and update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed.</i>	x			x					x		
Aaron	H5 <i>Develop annual work plan and goals.</i>	x										
Aaron	H6 <i>Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives.</i>	x							x	x		
Aaron	H7 <i>Plan and coordinate various annual community EDA events and act on initiatives established.</i>	x								x		x
Aaron	H8 <i>Review of blighted properties for possible purchase from willing sellers for redevelopment.</i>	x						x		x		
Aaron	H9 <i>Develop strategies for working with other appropriate commissions and task forces.</i>	x								x		
Aaron	I) <b>Economic Development &amp; Marketing Events</b>	↓										
Aaron	I1 <i>Coordinate ongoing COR (downtown development) Marketing and meetings with potential developers, retailers, and office users for sites in the COR as a part of the Development Management Team.</i>	x							x			
Aaron	I2 <i>Coordinate economic development marketing and promotional activities aimed at attracting new development and investments.</i>	x	x						x	x		



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Aaron	13 Prepare business update article for the Chamber (twice annually).	x	x										x
Aaron	14 Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.	x	x						x				x
Aaron	15 Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business.	x								x			x
Aaron	16 Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources.	x				x			x	x			
Aaron	17 Develop short and long range economic development and redevelopment plans.	x							x				
Aaron	18 Coordinate Business Expo (Annually in the Spring).	x								x			x
Aaron	19 Coordinate Business Appreciation Day (Annually the third Tuesday in August).	x								x			x
Aaron	110 Coordinate Business Networking Meeting (Annually in the Fall).	x								x			x
Aaron	111 Coordinate activities with other departments, agencies, local groups and others as needed.	x								x			x
Aaron	J) Business Retention and Relationship Management	↓											



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	J1 <i>Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business.</i>	x							x		EDA Members	x
Aaron	J2 <i>Develop and/or revise and manage economic development incentive programs for recruitment, expansion, and retention of industry and commerce projects.</i>	x							x			
Aaron	J3 <i>Manage established and emerging projects.</i>	x							x	x		
Aaron	J4 <i>Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project.</i>	x				x				x		
Aaron	J5 <i>Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business expansion.</i>	x							x	x		
Aaron	J6 <i>Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City.</i>	x							x	x		
Aaron	J7 <i>Attend local business networking meetings to provide updates on development and opportunities in the city.</i>	x							x	x		
Aaron	J8 <i>Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.</i>	x							x	x		
Aaron	J9 <i>Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings.</i>	x							x			



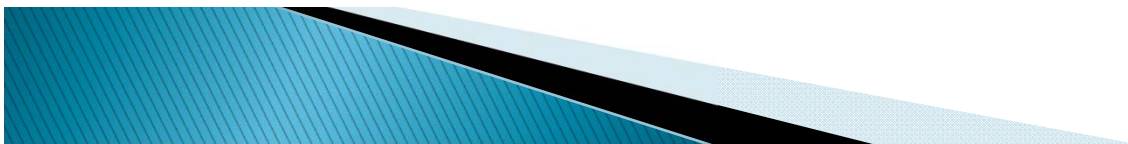
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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Aaron	KJ) <b>TIF and Job Creation Reporting/Tracking</b>	↓											
Aaron	K1) <i>Prepare annual TIF reporting of expenditures for previous year and complete compliance requirements for all TIF districts.</i>	x				x			x				
Aaron	K2) <i>Coordinate and complete annual business subsidy reports to the State of Minnesota.</i>	x				x			x				
Aaron	K3) <i>Create and implement new COR TIF District and manage resources for districts set to decertify in next five years.</i>	x				x			x				
Aaron	K4) <i>Manage escrow accounts for past industrial projects.</i>	x				x			x				
Aaron	K5) <i>Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded.</i>	x				x			x				
Aaron	L) <b>Right of Way Acquisition Program Management (Met Council RALF Program)</b>	↓											
Aaron	L1) <i>Coordinate appraisal process on RALF projects.</i>	x							x	x			x
Aaron	L2) <i>Oversee Property Management of RALF properties</i>	x							x	x			
Aaron	L3) <i>Manage lease agreements and marketing activities, as well as maintain property files</i>	x							x	x			



Task Assigned to:

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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Aaron	L4 <i>Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes</i>	x						x	x	x		
Aaron	M) <b>Communications and General Information</b>	↓										
Aaron	M1 <i>Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps.</i>	x							x	x		
Aaron	M2 <i>Respond to citizen inquiries about local economic development activities and opportunities.</i>	x						x	x	x		
Aaron	M3 <i>Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects.</i>	x				x			x	x		
Aaron	M4 <i>Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.</i>	x	x			x		x		x		
Aaron	M5 <i>Monitor local, state and federal legislation and regulations relating to economic development.</i>	x							x			
Aaron	M6 <i>Utilize Starlite System through Anoka County to obtain property information.</i>	x				x		x		x		
Aaron	M7 <i>Update and verify Current Business List to serve as a contact list for the Business Expo and the Business Appreciation day event.</i>	x	x							x		
Aaron	M8 <i>Develop and research economic development trends and present recommendations to the City Administrator , EDA, and the City Council.</i>	x							x			



Task Assigned to:

Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Aaron	M9 Prepare and present cases for projects to City Council as needed.	x	x	x	x	x	x	x	x	x		
Aaron	Gather, interpret, and prepare data for studies, reports and M10 recommendations.	x				x			x	x		
Aaron	Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals M11 of the City.	x	x			x	x		x	x		



## **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*

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Draft - Management Analyst

**DEPARTMENT:** Administrative Services

**POSITION TITLE OF IMMEDIATE SUPERIOR:** City Administrator

**FLSA STATUS:** Exempt

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**PRIMARY OBJECTIVE OF POSITION:**

This position supports the operations of the Administrative Services and Community Development Departments. Under the general supervision of the City Administrator, this position is responsible for assisting city staff with various Administrative, Economic Development, or Planning Division work, as well as research/analysis and special projects related to city functions or events.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the administration of planning division activities.
- Assist with the administration of economic development activities.
- Assist with communication between existing and prospective property owners/developers regarding economic development opportunities.
- Assist in attracting new commercial, industrial and office projects.
- Coordinate with special projects that includes research, analysis, presentation, and recommendations.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Assist with the City's Citizen Request Management (C.R.M.) System.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions
- Participate in the development of operations policies, practices, procedures and recommendations.
- Maintain and foster an environment that helps facilitate excellent customer service.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Perform other duties and assume responsibilities as apparent or assigned.

**ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:**

- Working knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Ability to resolve conflicts and negotiate solutions.

- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Computer knowledge and the ability to work with various software programs. Knowledge and ability to operate typical office equipment.
- Knowledge of data privacy as it relates to City release of information.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.
- Ability to work normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m., as well as the ability to work extended hours and attend evening meetings.
- Ability to attend work punctually and regularly.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in public administration, political science, or related field.
- One (1) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to socially, physically and mentally perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

**DESIRED QUALIFICATIONS:**

- Academic and/or 2 years’ practical experience in local government.
- Master’s degree in public administration or related field.

**REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Must possess and maintain a valid Minnesota Class D Driver’s License.

## JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
<b>Physical Activities:</b>				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing			X	
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)			X	
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion			X	
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods		X		
17. Overhead work (over shoulder height)			X	
18. Stationary desk or bench work with neck bent forward		X		

**Are the following weights lifted? If yes, describe.**

- 0 - 10 pounds   X
- 11 - 24 pounds   X
- 25 - 34 pounds   X
- 35 - 50 pounds   X
- 51 - 74 pounds
- 75 - 100 pounds

**What object(s) are lifted:**

Manuals, books, files.

**From what height to what height?**

1 to 3 feet.

**Are the following weights carried? If yes, describe.**

0 - 10 pounds   X    
11 - 24 pounds   X    
25 - 34 pounds   X    
35 - 50 pounds   X    
51 - 74 pounds         
75 - 100 pounds       

**How far are these weights carried?**

1 foot to 100 feet.

**Job requires:**

Working outdoors?	<u>  X  </u> Yes	<u>   </u> No
Working indoors?	<u>  X  </u> Yes	<u>   </u> No
Operating forklifts, dangerous machinery or vehicles?	<u>   </u> Yes	<u>  X  </u> No
Supervising other employees?	<u>   </u> Yes	<u>  X  </u> No
Working with chemicals?	<u>   </u> Yes	<u>  X  </u> No
Working near fumes/vapors?	<u>  X  </u> Yes	<u>   </u> No

Created March 2012

*These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Ramsey reserves the right to change and/or eliminate any and all job duties if needed. )*

Council Member introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**CONSIDER A RESOLUTION TO AUTHORIZE A  
RECRUITMENT FOR A MANAGEMENT ANALYST**

**WHEREAS**, the City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager; and

**WHEREAS**, the City Administrator, in consultation with members of the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future ; and

**WHEREAS**, the City currently employs a Planning/Management Intern, and through adjustments to that position, has options to help alleviate some of the duties left vacant by the resignations; and

**WHEREAS**, staff has requested authorization to eliminate the Planning/Management Intern and to begin a recruitment process for a full-time regular Management Analyst; and

**WHEREAS**, the Management Analyst position will free the City Administrator to perform more of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY  
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Eliminate the Planning/Management Intern position
- Direct staff to begin a recruitment process for a full-time Management Analyst Position

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April 2012.