

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday February 26, 2013**  
**5:00 pm**  
**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 Promote the Management Analyst and Hire an Intern
5. **Adjournment**

**Personnel Committee**

4. 1.

**Meeting Date:** 02/26/2013

**By:** Colleen Lasher, Administrative Services

---

**Information**

**Title:**

Consider a Resolution to Promote the Management Analyst and Hire an Intern

**Background:**

In an effort to align the City's staffing with the needs of the community, the City Administrator is in support of promoting Mr. Patrick Brama, the current Management Analyst, to the position of Assistant to the City Administrator. It is important to note, this is not an Assistant City Administrator position which is a higher level position. However, the Assistant to the City Administrator goes well beyond the role of the Management Analyst. In addition, the City Administrator has determined that adding an Intern would complement this staffing change by transferring event specific work, such as Happy Days to the Intern, hence freeing Mr. Brama to work on tasks that better serve the City, as well as match his skill-set.

Since 2010, the City is down by 5 employees within Administrative Services and Community Development. Mr. Brama brings great utility to both of these departments and has proven to be well suited for working directly with the City Administrator. Among many other duties, Mr. Brama works well with the EDA and assists indirectly with the City's other Boards and Commissions; as well as with city wide initiatives such as the Citizen Request Management program, strategic planning, communications and marketing.

Mr. Brama has demonstrated exemplary performance, has a Bachelor's Degree in Planning & Community Development and a Master's Degree in Public Institutions; thus he brings a unique skill-set to the City in a time that requires staff cross-functionality and adaptability. In short, while Mr. Brama is an asset to the City, he is working an average of at least 56-58 hours per week @ \$20.70 per hour and is not eligible for overtime pay to complete necessary work. Lastly, he is working beyond his current job class and is not well-aligned with the City's internal equity structure. The City recently approved an Economic Development Manager position, and this new position will alleviate some work in administration, but the City also is eliminating the contract position of Development Manager for the COR.

**Notification:**

A draft Assistant to the City Administrator job description is attached.

**Observations/Alternatives:**

Alternative #1 Not promote the Management Analyst at this time/not recommended.

**Pros:**

This option would hold the associated personnel expenses steady in the short-term.

**Cons:**

This option would decrease the likelihood of retaining a high potential team player and the current opportunity to build the City's talent base for long-term succession planning. This option also continues the internal equity disparity.

Alternative #2 Promote the Management Analyst without hiring an Intern/not recommended.

Pros: This option would only increase personnel expenses by the amount associated with the promotion vs. the additional expense of an Intern.

Cons: This option reduces the amount of time that Mr. Brama can spend working with the new Economic Development Manager; eliminates the possibility of some assistance to Human Resources; keeps Mr. Brama tied to things like Happy Days which are not a good use of his skill-set; and reduces the amount of time he can spend on city-wide marketing and communications. In addition, aside from lighter economic development responsibilities, this option does not reduce the unsustainable schedule (hours worked per week) causing significant burn-out.

Alternative #3 Revise the Management Analyst salary range to more closely match the market rate and authorize an early step change/not recommended.

Pros: This option reduces some of the internal equity differences.

Cons: This is not an effective approach to solving the situation.

**Recommendation:**

To make a motion, which upon City Council approval, will authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator, at step 1 of the wage scale/\$27.91 per hour, and authorize hiring a part-time temporary Intern to work the equivalent of 20 to 30 hours per week at \$11.00 per hour for 6-months.

**Funding Source:**

The additional funding required to promote the Management Analyst (assuming a mid-March, 2013 effective date) is approximately \$12,000 (85% General Fund/15% HRA).

The additional funding required to hire a part-time temporary Intern ranges from \$6203 at 20 hours per week to \$9305 at 30 hours per week.

The total budget impact for both changes would not exceed \$18,203 to \$21,305. The 2013 budget, through current projected savings to the General Fund, would satisfy these funding requirements.

**Council Action:**

Motion to approve a resolution, which confirms the recommendation of the Personnel Committee to authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator, at step 1 of the wage scale/\$27.91 per hour, and authorize hiring a part-time temporary Intern to work the equivalent 20-30 hours per week at \$11.00 per hour for 6-months.

Or

Motion to approve a resolution, which confirms the recommendation of the Personnel Committee to authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator, at step 1 of the wage scale/\$27.91 per hour, without hiring an Intern. ....

Or

Motion to approve a resolution, which confirms the recommendation of the Personnel Committee to deny the promotion of the Mr. Patrick Brama and hiring a part-time temporary Intern.

---

**Attachments**

Draft Assistant to City Ad Job Description

---

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
02/21/2013 12:49 PM

Form Started By: Colleen Lasher

Started On: 02/19/2013 09:33 AM

Final Approval Date: 02/21/2013

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Assistant to the City Administrator

**DEPARTMENT:** Administrative Services

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

**FLSA STATUS:** Exempt

---

**PRIMARY OBJECTIVE OF POSITION:** This position supports the City Administrator and the operations of the Administrative Services Department as well as supporting other City work, such as in the Community Development Department, at the direction of the City Administrator.

Under the general supervision of the City Administrator, this position is responsible for leading various Administrative work, as well as research/analysis and special projects related to city functions or events.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage special projects that includes research, analysis, presentation, and recommendations.
- Coordinate the Administrative Services Department annual budget and conduct comparative research for the annual budget process.
- Research and draft development or operational policies, practices, procedures and recommendations.
- Oversee and facilitate, in cooperation with IT, the City's Citizen Request Management (C.R.M.) System.
- Lead the City's communications and marketing efforts.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions.
- Assist the Human Resources Manager with the City's Bargaining Units through research and other related tasks.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Assist with the administration of planning division activities, as needed.
- Assist with the administration of economic development activities, as needed.
- Develop proposals and present gathered information.
- Prepare citizen and customer responses on behalf of the City Administrator and Mayor.
- Fill-in for the Human Resources Manager as needed.
- Fill-in for the Economic Development Manager as needed.
- Maintain and foster an environment which upholds the City's core values, mission, and vision.

- Prepare and facilitate surveys utilizing consulting services where deemed appropriate. Create reports and survey history documents based on raw survey data.
- Perform other duties and assume responsibilities as apparent or assigned.

## **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.
- Knowledge of computers 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.
- Two (2) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

## **DESIRABLE QUALIFICATIONS**

- Academic and/or 4 years' practical experience in local government.
- Master's degree in public administration, Public Institutions & Non-profit Organizations, or related field.

## **REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Must possess and maintain a valid Minnesota Driver's License.

Drafted: February 2013 / This job description is subject to change without prior notice.

DRAFT

	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)
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 \_\_\_\_\_

19. Driving City vehicle or personal vehicle? X Yes Driving is an occasional requirement.

DRAFT