
Sponsor: Human Resources

Meeting Date: 12/21/2021

Title: Designation of Unclassified Deputy Director Position in the Housing Stability Department in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3

File Number: 2021-702

Background and Rationale:

On February 19, 2021, the Ramsey County Board passed an ordinance establishing the Housing Stability department. The department works to end homelessness and to ensure every community member has a safe and secure place to live.

To continue to build out the Housing Stability department and its functions, the department has requested to create an unclassified deputy director position. The primary duty will be to assist the Housing Stability director in setting the overall vision and long-term direction of the department. The deputy director will provide management support to the director of Housing Stability in the formulation and implementation of policies and procedures, budget, implementation and evaluation of programs; supervise and direct department staff in carrying out the mission of the Housing Stability department; and perform related duties as assigned.

Human Resources department conducted a review of the functions of this position, the job description and a review of the applicable statute governing the creation of unclassified positions.

The review concluded:

- The title deputy director - Housing Stability adequately describes the work of this position.
- Board Action is required to designate the deputy director - Housing Stability position as unclassified;
- This request will not require a change in the personnel complement or additional funding. A vacant dispatcher position has been reclassified to the classification of deputy director - Housing Stability but requires designation as unclassified. This position will be filled through an open competitive hiring process.
- The Human Resources director certifies that this position meets the standards and criteria of the Personnel Act, Minnesota Statute 383A.286, Subd. 3, to be placed in the unclassified service.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

Approve the designation of the deputy director - Housing Stability position to unclassified service in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

A motion to approve was made by Commissioner Frethem, seconded by Commissioner Reinhardt. Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By: Mee Cheng
Mee Cheng, Chief Clerk - County Board