

## Request for Board Action Details

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**File #:** 2022-207

**Type:** Administrative Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 7/12/2022      **Final action:** 7/12/2022

**Title:** Designation of a Position to Unclassified, Unrepresented Service in the Financial Assistance Services Department in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. FASD Org Chart, 2. Resolution

Date	Ver.	Action By	Action	Result
7/12/2022	1	Board of Commissioners	approved	Pass

**Sponsor:** Human Resources

**Title**

Designation of a Position to Unclassified, Unrepresented Service in the Financial Assistance Services Department in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3

**Recommendation**

Approve the change in designation of a current classified supervisor position to that of an unclassified, unrepresented position for use as a role of Deputy Director of Financial Assistance Services in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

**Background and Rationale**

At the direction of the director of Financial Assistance Services (FAS), the proposed new deputy director role would be expected to provide direction and executive support for overall management and operational functions. This position would be responsible for coordinating assigned program activities and operations within the department and with outside agencies. Duties include representing FAS at county-wide policy development workgroups, legislative platform development and performing duties and responsibilities of the director in their absence.

Additionally, the role would:

- Provide executive support for internal and external stakeholder relationships.
- Engage staff at all levels to address needed changes both operationally and culturally.
- Manage and lead department efforts to develop and create a shared vision and process for development that improves economic growth and business retention.
- Assist with the overall vision, long-range strategic planning, leadership and direction of the Health and Wellness Service Team and to perform related duties as assigned.

The addition of this position will strengthen the FAS management team and better enable each department division to serve the residents of Ramsey County. Staff will also receive focused support from leadership and work in an environment that naturally fosters collaboration.

This request will not require a change in the personnel complement or additional funding. A vacant supervisory position which is no longer utilized will be reclassified to the classification of deputy director - Financial Assistance Services.

**County Goals** (Check those advanced by Action)

☒ Well-being

☒ Prosperity

☒ Opportunity

☒ Accountability

**Racial Equity Impact**

The deputy director will function as a member of the FAS leadership team and have significant involvement in the formulation and implementation of policies and procedures related to community engagement, race equity and the elimination of racial disparities. This role will champion the departments strategic initiatives to achieve racial equity and support the FAS leaders in managing work to assist clients in finding community resources that meet their needs.

**Community Participation Level and Impact**

FAS programming provides economic support to single adults and families by helping to meet basic needs. The department determines initial and ongoing eligibility for economic assistance programs including cash assistance, food support, medical assistance, childcare, and emergency assistance. These programs often complement other maintenance programs for low-income recipients. This action will enable each department division to better focus on providing effective, efficient and accessible operations for our residents.

☒ Inform

☐ Consult

☐ Involve

☐ Collaborate

☐ Empower

**Fiscal Impact**

This action will not require a complement increase for the department and is already included as part of the approved 2022-23 Financial Assistance Services department budget. Funding for the proposed new role will come from savings from current vacancies.

**Last Previous Action**

None.

**Attachments**

1. Department Organizational Chart