



## **Staff Report HR2022-055**

**Title of Report:** Job Description Reviews  
**Department:** Human Resources  
**Council Date:** December 7, 2022

### **Recommendation:**

**Be it resolved that** Council receive staff report HR2022-055 for information; and

**That** Council direct staff to review Job Description updates through the Job Evaluation Committee; and

**That** Council direct staff to bring back Job Evaluation Committee recommendations to a future Council meeting.

### **Background:**

Policy #16 Pay Administration Policy, section 4: The Job Evaluation Process states:

- *If a new job is created **or the duties of an existing job change substantially:***
  - *Supervisor/employee(s) update job description*
  - *Job Evaluation Committee (JEC) update job evaluation score out of 1,000 with assistance from independent consultant as necessary.*
  - *Place the new or revised position on the appropriate pay band.*

### **Staff Comments:**

There are currently five (5) job descriptions currently under review due to significant changes in responsibility and duties that would trigger a change in the evaluation of the job description. The job descriptions being reviewed and updated are:

- Asset Coordinator & Financial Analyst moving to Deputy Treasurer & Asset Manager due to the vacancy of the Deputy Treasurer role and increased responsibilities for asset management.
- Building Administrative Assistant possibly dividing responsibilities between the two existing positions to create two distinctive positions.
- Facilities Manager moving to a Recreation Manager due to the addition of programming and other responsibilities added.
- Facilities Operator & Programming moving to a Recreation Programming Coordinator due to the position evolving into the creation, supervision and running of recreational programs.
- HR Coordinator & Assistant to CAO moving to HR Manager & Assistant to CAO due to increased responsibilities taken on in Human Resources which includes meeting with employees, dealing with concerns, benefits, Health & Safety, payroll review, compensation, market check, policies, recruitment support & onboarding, grant funding application project management/reporting, etc.

that requires increased knowledge and research that is now required for this position.

The process staff recommend in line with the Policy is:

- Update the job descriptions to reflect the current responsibilities, tasks and knowledge (in progress).
- Review by the Job Evaluation Committee (JEC) of the updated job description. The JEC will then provide recommendations on the job description changes and review the pay band. This could result in a band movement either up or down or no movement depending on the evaluation process.
- Staff bring forward JEC recommendations to Council for review and approval for those with changes made by JEC.

**Financial Implications:**

There is no financial impact as a result of this report, however there could be financial impact coming out of the recommendations from JEC.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

1. Staff recommend that Council receive staff report HR2022-055 as information.
2. Staff recommend that Council direct staff to review job description updates through the Job Evaluation Committee (JEC).
3. Staff recommend that Council direct staff to bring JEC feedback to a future Council meeting.

Respectfully Submitted,

**HR Approval:** *Original Signed By*  
Kayla Best, HR Coordinator

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:** None