



Staff Report CAO2022-085

Title of Report: Job Evaluation Committee Recommendations
Department: Human Resources
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive staff report CAO2022-085 for information; and

That Council approve the transition of the Human Resources (HR) Coordinator & Assistant to CAO position to a Human Resources (HR) Manager & Assistant to CAO position with updated job description effective January 1, 2023; and

That Council approve the Human Resources (HR) Manager & Assistant to CAO position placement into Pay Band 8 of the Southgate Pay Grid system.

Background:

At the December 7, 2022 Council meeting, the following resolution was presented.

Moved By: Councillor Singh Soares **Seconded By:** Councillor Ferguson

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.

Yay (6): Mayor Milne, Deputy Mayor Dobreen, Councillor Jim Ferguson, Councillor Shipston, Councillor Joan John, and Councillor Monica Singh Soares.

Nay (1): Councillor Jason Rice

Carried (6 to 1)

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:

The Job Evaluation Committee (JEC) met on December 12th and December 16th to review the Human Resource (HR) Manager & Assistant to CAO position and made some minor updates to the job description (Attachement #1). The Committee recommends transitioning the Human Resource Coordinator & Assistant to the CAO position to a Human Resources (HR) Manager & Assistant to the CAO position and recommends this position be put into Pay Band 8 of the Southgate Pay Grid.

Financial Implications:

The financial impact to the proposed 2023 budget is \$9,025 which is offset by some of the cost savings this positions offers by completing some projects internally instead of through consultants. Some of the examples of HR projects and cost savings we can realise with this internal staff resource is the following to name a few:

- Annual compensation market check reviews for Council and staff compensation saving an average of \$7,00 to \$10,000 annually;
- Pay Equity review annually to ensure our pay grid meets legislated requirements;
- Deliver on Health and Safety programs like WSIB Excellence which will rebate \$6,800 in 2023; and
- Creating internal education programs to save on some external training needs and costs when possible.

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 CAO2022-085 as information.
2. Staff recommend that Council approve final job description for Human Resources (HR) Manager & Assistant to CAO.
3. Staff recommend that Council approve the placement of the position into pay band 8 of the Southgate Pay Grid.

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

Attachments:

Attachment #1: Human Resources (HR) Manager & Assistant to CAO job description