

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report HR2022-059

Title of Report: **Job Evaluation Review**
Department: **Human Resources**
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-059 for information; and

That Council approve the transition of the Asset Coordinator & Financial Analyst position to an Asset Manager & Deputy Treasurer position with updated job description effective January 1, 2023; and

That Council approve the Asset Manager & Deputy Treasurer position placement into Pay Band 9 of the Southgate Pay Grid system; and

That Council approve the transition of the Facilities Manager position to a Recreation Manager position with the new job description effective January 1, 2023; and

That Council approve the placement of the Recreation Manager into Pay Band 7 of the Southgate Pay Grid system; and

That Council approve the Junior Planner job description; and

That Council approve the placement of the Junior Planner into Pay Band 9 of the Southgate Pay Grid system; and

That Council approve the transition of the Facilities Operator & Programming position to a Recreation Programming Coordinator position with the new job description effective January 1, 2023; and

That Council approve the placement of the Programming Coordinator position into Pay Band 10 of the Southgate Pay Grid system; and

That Council approve the Building Administrative Support job description; and

That Council approve the placement of the Building Administrative Support position into Pay Band 13 of the Southgate Pay Grid

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 following job descriptions and recommend the following:

- Asset Manager & Deputy Treasurer
 - Minor updates to the draft job description. Final job description is included as Attachment #1.
 - Placement into Pay Band 9 recommended based on evaluation.
 - This position is a transition from Asset Coordinator & Financial Analyst to a Asset Manager & Deputy Treasurer.
- Recreation Manager
 - Minor updates to the draft job description. Final job description is included as Attachment #2.
 - Placement into Pay Band 7 recommended based on evaluation.
 - This position is a transition from the Facilities Manager to a Recreation Manager.
- Recreation Programming Coordinator
 - Multiple updates to the draft job description. Final job description is included as Attachment #3.
 - Placement into Pay Band 10 recommended based on evaluation.
 - This position is an existing position with increased responsibilities as proposed in the 2023 budget.
- Junior Planner
 - Minor updates to the draft job description. Final job description is included as Attachment #4.
 - Placement into Pay Band 9 recommended based on evaluation.
 - This position is a new position and being proposed in the 2023 budget.
- Building Administrative Support
 - Minor updates to the draft job description. Final job description is included as Attachment #5.

- Place into Pay Band 13 recommended based on evaluation.
- This position is an existing position with modified responsibilities to better meet the needs of the Building Department.

Financial Implications:

The financial impact to the proposed 2023 budget for the Asset Manager & Deputy Treasurer is \$5,860 per year, the Recreation Manager is \$8,570 per year and the Recreation Programming Coordinator is \$13,895 per year. The Building Administrative Support transition will be a minor cost savings.

The financial impact of the Junior Planner will be reflected in the proposed 2023 budget under Planning department's budget.

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 HR2022-059 as information.
2. Staff recommend that Council approve final job descriptions.
3. Staff recommend that Council approve the placement into the recommended pay bands.
4. Staff recommend that Council approve the transition of the Asset Coordinator & Financial Analyst to the Asset Manager & Deputy Treasurer.
5. Staff recommend that Council approve the transition of the Facilities Manager to the Recreation Manager.
6. Staff recommend that Council approve the transition of the Facilities Operator /Programmer to the Recreation Programming Coordinator.

Respectfully Submitted,

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

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

Attachments:

- Attachment #1: Asset Manager & Deputy Treasurer Job Description
- Attachment #2: Recreation Manager Job Description
- Attachment #3: Recreation Programming Coordinator Job Description
- Attachment #4: Junior Planner Job Description
- Attachment #5: Building Administrative Support Job Description