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## **Staff Report HR2023-010**

**Title of Report:** HR2023-010 – Admin Staff Review  
**Department:** Human Resources  
**Council Date:** June 21, 2023

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2023-010 for information; and  
**That** Council approve updated job descriptions and corresponding pay grid movements.

### **Background:**

Responsibilities of administrative staff have changed significantly over the past three years due to the COVID-19 pandemic operations, the rapid growth of the municipality and the natural progression of roles as staff grow into them.

### **Staff Comments:**

Due to the changes it was apparent that a review of administrative job descriptions was necessary. This review compared the documented job descriptions to the responsibilities and tasks staff are required to currently perform.

The following recommendations are to update the job descriptions/positions for individuals in the current roles and if the positions were ever needed to be filled, we would assess the new staff member and their level of capability and the Township's needs and match to the job description that best fits at that time.

### **Clerks Department:**

#### **Customer Service & Support**

This position was originally created during COVID under the Clerks department to help be the main point of contact for the office. This headcount was originally counted as the Deputy Clerk but at the time it made more sense to create a customer service role. Over time this position has evolved outside of the administration/customer service side and now that everyone is back in the office and Finance staff have the first point of contact role, this position now focusses on core legislative functions such as Records Management and FOI that would generally fall under Deputy Clerk responsibilities. The new job description is attached as Attachment #1.

#### **Recommendation:**

New title: Legislative and Records Coordinator  
Pay Rate: Pay Band 11.

#### **Administrative & Legislative Assistant**

This position has taken on a significant role in the planning department as volume has increased so significantly. The "Primer on Planning" course is now preferred for this role and they do all of the processing of planning applications through the legislative process and answers intermediate level planning inquiries. For the Clerks portion of this position, the tasks would generally fall under a Deputy Clerk since we do not currently have that position and the position has evolved

significantly outside of the "assistant" realm. The new job description is attached at Attachment #2.

**Recommendation:**

New title: Legislative & Planning Coordinator

Pay Rate: Pay Band 11.

**Finance Department, By-Law and Building**

**Administrative & Finance Assistant**

The Administrative and Finance Assistant position was originally created during COVID as administrative help in the office. Once the office began to open it was found that the person was needed for the finance department due to the increasing water billing, tax billing and general inquiries resulting from all of the new homes in Dundalk, so it was made into Administrative, Finance & By-Law Assistant. After reviewing the needs of the administrative tasks and due to the current vacancy of the position, it has been found that the By-Law portion of this role should be moved back to the Building Department administration as well as the Canine & Kennel administration. This position would also take on some more administrative tasks from Public Works such as entrance permits and 911 requests. An updated job description is included as Attachment #3.

**Recommendation:**

Remove the By-Law portion of the position and have this position focus on Administrative support for the office including Public Works as well as Finance administration.

This recommendation does not have a financial impact as the position can remain in the current pay band.

**Building Administrative Assistants**

In 2022 an additional FTE was added to the Building Department as a Building Administrative Assistant so now there are two fulltime Building Administrative. Some of the justification of this role was to get the building files up to date after being moved back and forth between the library. Now that that Building Department is settled back into the office and the filing catch up is almost complete, there is capacity for these roles to take on more. The By-Law department closely interacts with the Building department and therefore it seems natural for the by-law administration to be moved to the Building Administration changing the positions to Building & By-Law Administrative Assistants. The By-Law Enforcement Officer is involved in Canine control and Kennels and therefore the administration of this can also be moved to the By-Law department and alleviate some of the tasks from the Finance Department and make things more efficient having it all in the same department. For greater clarity in the roles, two (2) job descriptions were created "Building & By-Law Administrative Assistant 1" (Attachment #4) and "Building and By-Law Administrative Assistant 2" (Attachment #5). Each will work with each other and backup one another.

**Recommendation:**

Add By-Law back into the Building Admin job descriptions and change the title of the positions to Building & By-Law Administrative Assistants.

This recommendation will not have impact for 2023 as the Building Admin positions would remain in the same Pay Band and one of the positions was allocated 20% to By-Law (taxation dollars) in the 2023 budget. For future years, we would need to consider how much of the positions should be allocated to By-Law and that could have a financial impact on taxation.

**Public Works Administrative Assistant**

This position has taken on increased responsibilities with our DWQMS system, waste system and wastewater systems. This position has seen an increase in responsibilities due to a focus on

regulatory requirements in these areas and the staff person in the role being able to use their previous background to take on the new challenges. It has also been noted that this position lacks capacity and requires some tasks to be removed in order to stay on top of the increasing legislative requirements of the water, wastewater and waste systems. With the above mentioned changes to the Administrative & Finance position, some of the administrative tasks related to entrance permits and 911 numbering can be moved from this position to the Administrative and Finance position. In addition to that, with a new Team Leader in waste, they will take on more of the waste tasks and alleviate some of those from the Public Works Administrative Assistant. Lastly, the Health & Safety Secretary role has been reviewed and to keep efficient this role should be assigned to one of the JHSC members so someone that is not on the JHSC does not have to attend the meetings. These changes will allow for increased focus on compliance of our public works systems and alleviate some tasks from the Public Works Manager and/or TAPS & ES Lead Hand and the job description would have the increased responsibilities listed. The updated job description is included as Attachment #6.

**Recommendation:**

New title: Public Works Administrator

Pay Rate: Pay Band 11.

**Financial Implications:**

<b>Position</b>	<b>2023 Impact</b>	<b>Future Impact Per Year</b>	<b>Future Taxation Impact Per Year</b>
Legislative & Records Coordinator	\$2,280	\$4,425	\$4,425
Legislative & Planning Coordinator	\$0	\$4,425	\$4,425
Administrative & Finance Assistant	\$0	\$0	\$0
Building & By-Law Assistant	\$0	\$0	\$0*
Public Works Administrator	\$1,567	\$4,614	\$2,076*
<b>TOTALS</b>	<b>\$3,847</b>	<b>\$13,464</b>	<b>\$10,926</b>

\*Depending on allocation of user fee

**Communications & Community Action Plan Impact:**

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

**Concluding Comments:**

Staff recommend Council approve the updated job descriptions and corresponding pay grid changes.

Respectfully Submitted,

**Human Resources:** Original Signed By

Kayla Best, HR Manager / Assistant to the CAO

**CAO Approval:** Original Signed By

Dina Lundy, CAO

**Attachments:**

Attachment #1: Legislative & Records Coordinator Job Description

Attachment #2: Legislative & Planning Coordinator Job Description

Attachment #3: Administrative & Finance Assistant Job Description

Attachment #4: Building & By-Law Administrative Assistant 1 Job Description

Attachment #5: Building & By-Law Administrative Assistant 2 Job Description

Attachment #6: Public Works Administration Job Description