



## **Staff Report CAO2020-020**

**Title of Report:** **Asset Management Coordinator & Financial Analyst Description, Pay Band and Job Posting Approval Report**

**Department:** **Administration**

**Council Date:** March 4, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-020 as information; and

**That** Council approve the job description for the position of Asset Management Coordinator & Financial Analyst as presented following the Job Evaluation Committee review; and

**That** Council approve the Job Evaluation Committee review of the job description of Asset Management Coordinator & Financial Analyst to place the position in pay band 10 on the Southgate Employee Pay Grid; and

**That** Council direct staff to approve and proceed with an internal and external job posting, closing March 30, 2020, with appropriate advertising.

### **Background:**

At the February 19, 2020 Council meeting, Council received staff report FIN2020-006 and approved the following resolution:

**Moved by** Councillor Shipston; **Seconded by** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report FIN2020-006 Asset Management Coordinator and Financial Analyst as information; and

**That** Council approve the draft job description for the Asset Management Coordinator and Financial Analyst as presented; and

**That** Council direct staff to review and evaluate the draft job description for the Asset Management Coordinator and Financial Analyst position through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid; and

**That** Council direct staff to report back to the March 4, 2020 meeting with a report from the Job Evaluation Committee and the final version of the Asset Management Coordinator and Financial Analyst job description for approval.

**Carried No.** 2020-092

### **Staff Comments:**

#### **1. Job Description**

The Asset Management Coordinator & Financial Analyst job description was reviewed by the Job Evaluation Committee (JEC) on February 20, 2020. The JEC made several changes to the job description being the following list:

- Changed the Date of Update to March 4, 2020 on the first page;
- Inserting the new pay band number 10 on the first page;
- In Section B-5 the following changes were made under title of "Internal Contacts":
  - Co-workers (other dept) from Daily to Seldom
- In Section B-5 the following changes were made under title of "External Contacts":
  - General Public (Not residents) from Occasionally to Seldom
  - Business representatives from Seldom to Occasionally
  - Council (other municipalities) from Occasionally to Seldom
- In Section B-6
  - Removed the words "sensitive", "considerable" and "diplomacy".

A copy of the job description is included in this report as Attachment #1. The job description is being presented to Council for final approval.

## **2. Job Evaluation Report**

The JEC completed an evaluation of this job description on February 20, 2020 based on direction from the February 19, 2020 Council meeting resolution. The JEC placed the position in pay band #10. The minutes of the JEC meeting are included in this report as Attachment #2. The Job Evaluation Committee's report is presented to Council for approval of the pay band for the Asset Management Coordinator & Financial Analyst position.

## **3. Job Posting**

Staff recommends that we proceed with an internal and external job posting of the position. Staff will proceed to post internally in all Southgate municipal work locations and externally advertise the position in the local newspapers, the Owen Sound Sun-times and in other appropriate promotion opportunities. The internal/external posting will delay the start date and increase the financial impact reported as a result of external advertising costs in the Financial Implications section.

### **Financial Implications:**

The financial impact as a result of this report and the hiring of an Asset Management Coordinator & Financial Analyst has already been considered and approved by Council in the 2020 Budget.

### **Communications & Community Action Plan Impact:**

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

### **Goal 5 - Upgrading our "Hard Services"**

#### **Action 5:**

The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of

municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

**Strategic Initiatives:**

**5-B** - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

**5-A** - While continuing to invest an average of 45% of tax dollars on maintenance/ repair/ reconstruction of road and bridge infrastructure, Council will consider an additional 1% levy, compounding, dedicated exclusively for upgrading the road and bridge network.

**Goal 4 - Adequate and Efficient Public Facilities**

**Action 4:**

The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.

**Strategic Initiatives:**

**4-A** – The Township will have identified the growth-related impacts on municipal facilities, and will have designed solutions to expand its facilities, or develop new facilities, as required.

**4-D** - The Township will have reviewed all facilities it owns to determine their condition and utilization and to develop a business case for the future use or disposition of each facility.

**4-E** - The Township will have projected the likely demand for/viability of ice sports at the Dundalk arena in 10-15 years time, and will have developed a business case for the future ice sport usage, or for alternative non-ice uses, as appropriate.

**Concluding Comments:**

1. Council receive staff report CAO2020-020 as information.
2. Council approve the job description for an Asset Management Coordinator & Financial Analyst as presented.
3. Council approve the Job Evaluation Committee (JEC) review of the job description for an Asset Management Coordinator & Financial Analyst to place the job on the Township's Employee Pay Grid in Pay Band 10.
4. Council approve proceeding with the necessary job posting.

Respectfully Submitted,

**CAO Approval:** *Original Signed By*

Dave Milliner, CAO

**HR Approval:** *Original Signed By*

Kayla Best, HR Coordinator

- Attachment #1 – Job description for the position of Asset Management Coordinator & Financial Analyst
- Attachment #2 – Job Evaluation Committee minutes from February 20, 2020 meeting
- Attachment #3 – Job posting for the position of Asset Management Coordinator & Financial Analyst