

February 20, 2020

Minutes of the Job Evaluation Committee - #37

The Job Evaluation Committee (JEC) met on February 20, 2020 in the Southgate Administration Office at 11:00am.

Members present:

Kayla Best - Secretary

Mayor John Woodbury

CAO Dave Milliner

Public Works Foreman Phil Wilson

Facilities Manager Kevin Green

The committee met to evaluate a new position of Asset Coordinator and Financial Analyst.

The committee reviewed the job description and it is recommended this position be placed in the following Pay Band subject to Southgate Council approval.

Asset Coordinator and Financial Analyst – Points allocated 503 to move into Pay Band 10.

There were updates to the job description:

- Section B-5
 - o Co-workers (other dept) from Daily to Seldom
 - o General Public (Not residents) from Occasionally to Seldom
 - o Business representatives from Seldom to Occasionally
 - o Council (other municipalities) from Occasionally to Seldom
- Section B-6
 - o Removed “sensitive” materials
 - o Exercise ~~considerable~~ judgment and diplomacy

The meeting adjourned at 12:05pm.

Secretary, Kayla Best