



Date: 2021-10-06

From: Janet Hilts, Human Resources Manager

Subject Job Evaluations

Report HR2021-05

Recommendation

That report HR2021-05, Job Evaluations, be received for information, and

That the Ward and Uptigrove Job Evaluation and Job Description proposal also be received for information, and

That Council direct staff to proceed with engaging Ward and Uptigrove to complete the job evaluation and job description process as outlined in the attached proposal.

Background

Ward and Uptigrove completed the job evaluations and job descriptions for ALL positions in 2018 and have since evaluated other positions to be placed on the salary grid. The Township is confident Ward and Uptigrove will complete the required evaluations in a competent and timely manner.

Council engaged Pesce & Associates in late 2020, to complete an organizational review and recommend an optimal organizational structure, based on staff, functions, processes and objectives to deliver priority programs and services most effectively and efficiently.

On April 21, 2021, Pesce & Associates made two presentations to Council – a report that defined the project scope and detailed the process undertaken to arrive at recommendations, and a more detailed summary of the findings and recommendations for Council's consideration.

Recommendation #8 as outlined in the April 21st presentation:

Review and confirm current job titles, job descriptions and overall responsibility and accountability of several positions, and make necessary adjustments to those positions, as determined by a job evaluation exercise, including:

- a. Operations / IT Coordinator
- b. Building and Planning Assistant (now Development Services Coordinator)
- c. Roads Supervisor
- d. Facilities Coordinator

Senior Management has identified other positions that also need to go through the job evaluation process:

- a. Senior Planner (never evaluated)
- b. Utilities Coordinator (significant changes)

Analysis

Human Resources (HR) continues to have a heavy workload. HR is currently completing the 3-year review of all existing policies, developing numerous new policies, and dealing with other demands due to COVID-19. These are all in addition to the normal day-to-day demands within the HR department.

In addition to workload constraints within the HR department the Township does not currently have a trained Job Evaluation Committee. A committee would need to be formed and its members trained in the job evaluation process prior to commencing the evaluation of any positions.

Job evaluation is the systematic process of determining the relative value of different jobs in an organization. The goal of job evaluation is to compare jobs with each other in order to create a pay structure that is fair, equitable, and consistent for everyone. The job evaluation process involves multiple steps, is time consuming and can be challenging to manage with an internal job evaluation committee. All members of the committee would be taking this role on from the “side of their desk”. There is also the concern that staff could perceive the evaluations as being biased if they are completed internally.

In light of the above, the Township feels it would be in our best interest to engage Ward and Uptigrove to complete all six (6) evaluations and the updating of their respective job descriptions.

Financial Impact

Ward and Uptigrove have estimated fees of \$6,800 plus HST to execute the entirety of the work plan as presented.

Strategic Priorities

Engaging Ward and Uptigrove to complete the job evaluations and job description updates, achieves the overall intent of the fifth strategic priority ‘Deliver Effective and Cost-Efficient Services’, as included in the 2019-2024 Strategic Plan.

Conclusion

That Council direct staff to proceed with engaging Ward and Uptigrove to complete the job evaluation and job description process as outlined in the attached proposal.

Respectfully Submitted:

Janet Hilts, Human Resources Manager

Report Approval Details

Document Title:	HR2021-05 Job Evaluation.docx
Attachments:	- HR2021-05 Ward Uptigrove JE and JD Proposal.pdf
Final Approval Date:	Sep 30, 2021

This report and all of its attachments were approved and signed as outlined below:

Tim Lewis, Chief Building Official

Steven Dollmaier, Director of Operations

Kassandra Rocca, Director of Finance

Brittany Drury, Interim CAO/Clerk