



HR SERVICES PROPOSAL

PREPARED BY

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ISSUED TO

Brittany Drury, Acting CAO & Janet Hilts, Human Resources Manager
Township of Georgian Bluffs

Personnel Policies and Procedures Manual

Ward & Uptigrove Human Resources Solutions (W&U) has prepared a proposal and work plan to perform a job evaluation and job description update. Our overall approach is described in this proposal and enclosed in the attachment for your review.



Our Value to your team

Ward & Uptigrove will update current job descriptions of the identified 6 positions as well as complete a job evaluation for the same. Once complete, W&U will provide recommendations as to ranking of positions, placement on the pay grid, as well as additional observations.

Company Profile

Ward and Uptigrove is a professional services firm based in Listowel, Ontario with approximately 100 staff comprised of professional accountants, tax specialists, certified financial planners, human resources professionals, certified computer consultants, bookkeepers and administrative staff.

The Human Resources division was founded in 2000 with a single consultant. We have grown to have several senior and intermediate consultants and have developed many strong relationships with private and public sector businesses.

W&U believes in helping businesses realize their human resources' full potential. The right people can make the difference in any organization.

Fees and Outline

Please find our detailed work plan following for your perusal which contains main tasks, accountabilities, timelines, and time estimates. The work plan reflects our experience performing similar work and our understanding of the Township's needs.

*W&U has extensive experience working with municipal organizations. We also have experience navigating complicated pay equity obligations for municipalities. **We estimate fees of \$6,800 plus HST to execute the entirety of the workplan as presented.***

Note that fees are based on assumptions; following approval a formal project work plan is to be finalized by W&U and approved by Georgian Bluffs.

Additional Notes

- Please note that we are happy to review the work plan and revise according to the Township's needs.*
- Monthly Invoices are issued which detail work completed.*
- Any additional follow up services or site visits are billed at the hourly rate.*
- Quote expires 30 days from receipt*

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Job Evaluation and Descriptions Proposal 2021

<u>Task #</u>	<u>Task Name</u>	<u>Task Detail and Assumptions</u>	<u>Assigned To</u>	<u>Planned Start Date</u>	<u>Planned End Date</u>
PHASE ONE: Project Set up and Planning					
1	Initial Planning Meeting	Planning meeting with GB/Leah via phone.	GB/WU	October	October
2	Finalize Work Plan	Update work plan as needed based on planning meeting.	WU	October	October
3	Approval	GB to approve workplan.	GB	October	October
PHASE TWO: Job Evaluation					
4	Collect Information	Review of existing Job Descriptions for the 6 identified positions, incumbents of positions to complete JIQ. W&U to obtain other job information. WU will work with GB to identify deadline to complete JIQ's.	WU	October	October
5	Management Approval	Management to resolve discrepancies with staff as appropriate and to sign off on JIQ. HR to provide finalized JIQ's to W&U.	GB	October	November
6	Collect Finalized JIQ and Follow Up	W&U to identify any missing information for each position and HR to coordinate with Managers/Supervisors to confirm Skills, Effort, Responsibility and Working Conditions provided in the JIQ. HR to provide updated information with comments within PDF's as required to track changes and updates.	GB/WU	November	November
7	Conduct Job Evaluations	W&U will use the information collected from the JIQ to create rationale documentation to conduct an objective evaluation of each position. Assumes up to 6 positions.	WU	November	November

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8	Draft Observations	W&U will provide an informal email summary of the job evaluations.	WU	November	November
9	Recommendations	W&U to provide report containing recommendations re: position ranking, recommended placement on grid, potential pay equity outcomes from changes, etc.	WU	November	November
10	Review	HR & CAO to review recommendations - set up of call to discuss if required.	GB	November	December
11	Approval and Implementation	HR & CAO to approve.	GB	December	December

PHASE THREE: Job Descriptions

12	Job Descriptions	W&U to work with HR on job description review/updates. HR will coordinate with the SMT. Current format template to be provided by GB.	WU/GB	December	December
13	Initial Draft	W&U will send drafts to HR for initial review.	WU	December	December
14	Draft Review	Managers to review all drafts with staff/teams to ensure accuracy - changes to be communicated to W&U by HR.	GB	December	December
15	Revision	Job Descriptions to be revised and finalized based on management direction as communicated through HR. Assumes W&U will only be making one revision draft per position; other revision drafts will be additional time/cost.	WU	December	December

PHASE FIVE: Wrap Up

16	Wrap Up	Final job descriptions to be sent to HR & CAO.	WU	December	December
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