

Type of Decision									
Meeting Date	Friday, October 15, 2010				Report Date	Wednesday, October 13, 2010			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Job Evaluation Committee Report #15/10/10/1206									

Subject: Establish a Job Evaluation Committee responsible for evaluation all employment positions within the municipality.

RECOMMENDATION: That one member of Council be appointed to sit on the Job Evaluation Committee with the Clerk and our Consultant, Mr. Bob Young.

WHEREAS Council has approved a Pay Equity and Salary Grid review;

AND WHEREAS an evaluation of all municipal employment positions using an approved gender-neutral job evaluation system is a preliminary component of that plan review;

AND WHEREAS this review would benefit from a combined effort of staff, Council and our consultant in a Job Evaluation Committee;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to appoint _____ as a member of the Job Evaluation Committee.

BACKGROUND/EXECUTIVE SUMMARY: The Clerk has met with Bob Young, our consultant, and he has asked that I obtain a consensus of Council on the composition of the committee who will evaluate the jobs as performed by our municipal staff. Bob has extensive experience working with this type of review and is quite capable and competent to complete the evaluation on his own.

He does however, recognize that others may wish to participate and he is open to that as well. He is willing to work within whatever framework we give him – him alone, him in consultation with me, or a committee of Bob, me and one member of Council.

It should be realized that this will require a time commitment of the Council member. For ease of implementation, this individual should have some type of background in administration and understand HR issues. The role will be to review job descriptions, review questionnaires as completed by staff collaboratively with the Clerk and Bob and come to a consensus on the rating of each job using an approved job rating tool.

Phase II of the attached Memorandum from Bob to staff explains the duties of the Job Evaluation Committee. All other components will be completed by Bob who will eventually make a presentation to staff and Council for approval.

The selected individual will have to spend time reviewing the requirements of the 8 job descriptions, and then later, meet with Bob and me to review staff questionnaires and rate the positions. This will likely take a day to a day and a half some time in early November, with some additional time later for review once Bob has an opportunity to compile data and make recommendations.

Financial Considerations/Budget Impact: None, not covered under compensation by-law.

Policy Impact: None.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith