

BUDGET COMMITTEE - NOVEMBER 16-2004

"FREEZE" ON NEW JOB HIRINGS AND RECLASSIFICATIONS POSTINGS

Recommendation

Councillor Bernie DiVona:

1. That the Budget Committee be provided with the total reclassifications having taken place during 2003 and 2004 and the financial impact on the operating budget for those years and 2005.
2. That the City of Vaughan implement a policy to "freeze" compensation above the existing approved levels for any/all hiring, existing employees, without Council's prior consent.
3. That this matter be provided to the Budget Committee at the next available meeting.

Purpose

The City of Vaughan had approved an update and review of all job descriptions and classifications in accordance with the Operational Review of 2002 by Grant Thornton. The City of Vaughan Council directed all job descriptions be updated and the necessary changes be made by December 2003. The City of Vaughan Council was advised that this was completed and the operating budgets for 2003, and 2004 reflect changes to reclassification, grading, and progress increases. Furthermore, retroactive increases were approved and provided by the City of Vaughan Council.

The City of Vaughan Human Resources Department has on an on-going basis continued the process, with the establishment of a committee, to either continue the process of reviewing changes to job descriptions and classifications to existing employees, many of which perform the identical function, report to the same individual, and self assessed the job duty as requiring greater compensation. Or, we continue to post "Notices" that the vacancy is "under review" for a position that was an existing position, already upgraded and now available.

The impact on the operating budget has been significant, continues to be significant, and is increasing as the implementation of each job posting and reclassification for the employee will only increase and be compounded by the benefits that must be provided.

Background - Analysis and Options

The City of Vaughan has undergone a significant overall review of the salaries, wages, benefits of all employees during the past two years, including updating job descriptions and retro active pay adjustments, reclassifications and other changes. The 2005 draft operating budget, and the 2004 operating budget had considerable financial implications concurrent with an annual increase that has been provided.

Prior to the finalization of the budget, the need exists to understand the compensation in total.

The practice at the City of Vaughan to "open" the rate of compensation over and above the approved limit should be discontinued, as we simply cannot afford to provide additional wages and salaries over the approved level.

Currently, an administrative committee, has made and is making significant changes to the compensation levels with reclassifications, an upgrading that has a major impact.

The City of Vaughan is undergoing a slowdown in the economy and the need to implement control on any new hirings and any further changes to what has already taken place with 100% of the employees should discontinue as cost cutting and financial controls are needed.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

A thorough review and upgrade of job descriptions and compensation has been made. The on-going practice of compensating at levels over the existing levels should be discontinued. Leadership must be shown to mitigate against increased costs and property tax increases to residents.

Attachments

1. Attachment 1
2. Attachment 2
3. Attachment 3

Report-prepared by:

Councillor Bernie DiVona



RECEIVED OCT 15 2004

NOTICE
FILE #04-83

The City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ontario
Canada L6A 1T1
Tel (905) 832-2281

Friday October 15, 2004 4:30 p.m.
Friday October 22, 2004 4:30 p.m.

The following position will be available within the
Engineering Services (Development/ Transportation Engineering)
Department, on or about immediately

TITLE: TRAFFIC ANALYST (CT 135) (UNDER REVIEW)

MAJOR DUTIES: Planning and coordinating data collection activities, conducting studies, analysing transportation/traffic data, preparing plans and reports, compiling statistical records and performing field inspection duties in various areas of traffic engineering.

REQUIREMENTS

EDUCATION: Community College Diploma in Transportation/Civil Engineering Technology or suitable equivalent. Maintain membership in the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist. Minimum of three (3) years progressive more responsible transportation/traffic engineering experience, preferably in a municipal environment and including one (1) year experience coordinating the work of others. Ability to deal courteously and effectively with the public. Possess good written and oral communication skills. Working knowledge of computer techniques and applications for traffic engineering. Availability to work flexible hours as may be required to accommodate meetings and/or traffic surveys. Valid Class "G" driver's licence in good standing and a reliable vehicle to use on corporate business.

WORKING CONDITIONS: Inside X Outside Both

HOURS OF WORK: 35 per week Schedule Flexible

SALARY: Start \$ 1900.22 per Bi- weekly
 Maximum \$ 2043.39 per Bi- weekly (after two years)

Persons interested in the above and/or any subsequent vacancies are asked to contact the Human Resources Department.
cc Unit Chair

Acting Manager - Recruitment & Retention Programs



The City Above Toronto

NOTICE
FILE #04-103

Monday November 01, 2004 4:30 p.m.
Monday November 08, 2004 4:30 p.m.

The City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ontario
Canada L6A 1T1
Tel [905] 832-2281

The following position will be available within the
Public Works Department, on or about immediately

TITLE: WASTE MANAGEMENT COORDINATOR (CT 123) (UNDER REVIEW)

MAJOR DUTIES: Under the direction of the Manager of Solid Waste Management... will assist in administering and enforcing waste management contracts...

REQUIREMENTS

EDUCATION: Community College Diploma in Civil Engineering Technology... suitable equivalent. Certified Engineering Technologist designation...

WORKING CONDITIONS: Inside ___ Outside ___ Both X

HOURS OF WORK: 35 per week Schedule 8:30 a.m. - 4:30 p.m.

SALARY: Start \$1900.22 per Bi-weekly
Maximum \$2043.39 per Bi-weekly (after two years)

Persons interested in the above and/or any subsequent vacancies are asked to contact the Human Resources Department. cc Unit Chair

Mara Kulaw.
Acting Manager - Recruitment and Retention Programs



The City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ontario
Canada L6A 1T1
Tel [905] 832-2281

NOTICE
FILE #04-102

Monday November 01, 2004 4:30 p.m.
Monday November 08, 2004 4:30 p.m.

The following position will be available within the Buildings, Facilities & Parks Department, on or about immediately

TITLE: ASSISTANT FOREPERSON (H 15) (UNDER REVIEW)

MAJOR DUTIES: Responsible for the efficient operation and maintenance arenas, swimming pools and other assigned recreational facilities including ice making, water quality, minor repairs to equipment, supplies requis and inventory maintenance, permit set-up, etc. Assists the Facilities Supervisors in coordinating and overseeing the work of Facility Operat Custodians, and related part-time personnel. Responds to enquires fro public, resolving or referring complaints as necessary and liaises wit public users of facilities on a daily basis, and provides satisfactory customer service to same.

REQUIREMENTS:

EDUCATION: Secondary School Graduate. Minimum five (5) years relate experience in the operation and maintenance of multi-use recreation facilities including arenas, swimming pools, related equipment etc. Current Technical Standards Safety Authority Refrigeration "B" license 4th Class Stationary Engineer's Certificate and willingness to obtain Refrigeration "B" licence at the request of the Corporation. Certified Pool Operator (C.P.O.) certificate or suitable equivalent. Knowledge the Occupational Health and Safety Act, Operating Engineers Act and Po Operations Health Regulations. Valid Ontario Class "G" Driver's Licen in good standing. Availability to work shifts as may be required. Certified Ice Technician (C.I.T.) certificate an asset. Basic compute key boarding skills required.

WORKING CONDITIONS: Inside _____ Outside _____ Both _____ X _____

HOURS OF WORK: 40 per week Schedule _____ Shifts _____

SALARY: Start \$16.73 per Hour
Maximum \$20.91 per Hour (after one year)

Persons interested in the above and/or any subsequent vacancies are as to contact the Human Resources Department.
Cc: Unit Chair

Mara Kurlau

Acting Manager - Recruitment
Retention Programs