

**"FREEZE" ON NEW JOB HIRINGS AND RECLASSIFICATIONS POSTINGS**

(Referred from the Budget Committee Meeting of November 16, 2004)

The Budget Committee, at its meeting of November 16, 2004, recommended the following:

That this matter be referred to the Budget Committee meeting of November 23, 2004.

Report of Councillor Di Vona, dated November 16, 2004

**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
- 4.

#### **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 the areas of traffic engineering.

**REQUIREMENTS**

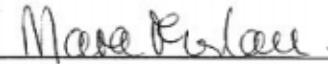
**EDUCATION:** Community College Diploma in Transportation/Civil Engineering Technology or suitable equivalent. Maintain membership in the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist. Minimum of three (3) years progressively more 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

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1980 c.302 (as amended), and will be used to determine qualifications for employment with The Corporation of the City of Vaughan. Questions about this collection should be directed to the Acting Manager - Recruitment & Retention Programs, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905- 832-2281.





The City Above Toronto

**NOTICE**  
**FILE #04-103**

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

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

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, and will respond to enquiries and resolve residents' complaints concerning municipal collection programs. Prepares and implements promotional and advertising materials and public education programs related to waste management initiatives.

**REQUIREMENTS**

**EDUCATION:** Community College Diploma in Civil Engineering Technology or suitable equivalent. Certified Engineering Technologist designation or suitable equivalent. Minimum of three (3) years experience in municipal operations. Experience in the municipal solid waste management field preferred. Excellent promotional, interpersonal, verbal and written communication skills and the ability to deal courteously and effectively with the public, staff, collection contractors and government agencies. Valid Class "G" drivers license, in good standing, as issued by the Province of Ontario. Proficient computer skills and good working knowledge of word processing, database, spreadsheet and graphic/design tool programs. Physically fit to perform the requirement of the job, including lifting and loading awkward and heavy materials into the truck. Eligible for being appointed as a municipal by-law officer.

**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 Kulau.  
Acting Manager - Recruitment & Retention Programs

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The City of Vaughan  
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 Vaughan, Ontario  
 Canada L6A 1T1  
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**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 of arenas, swimming pools and other assigned recreational facilities including ice making, water quality, minor repairs to equipment, supplies requisition and inventory maintenance, permit set-up, etc. Assists the Facilities Supervisors in coordinating and overseeing the work of Facility Operators, Custodians, and related part-time personnel. Responds to enquires from the public, resolving or referring complaints as necessary and liaises with public users of facilities on a dally basis, and provides satisfactory customer service to same.

**REQUIREMENTS:**

**EDUCATION:** Secondary School Graduate. Minimum five (5) years related 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 or 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 of the Occupational Health and Safety Act, Operating Engineers Act and Pool Operations Health Regulations. Valid Ontario Class "G" Driver's Licence, in good standing. Availability to work shifts as may be required. Certified Ice Technician (C.I.T.) certificate an asset. Basic computer and 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 asked to contact the Human Resources Department.  
 Cc: Unit Chair

*Mara Kula*  
 \_\_\_\_\_  
 Acting Manager - Recruitment & Retention Programs

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