

Committee of the Whole Report

For the Meeting of January 17, 2019

To: Committee of the Whole

Date: January 11, 2019

From: Jodi Jensen, Head of Human Resources

Subject: 2019 Draft Financial Plan – Mayor's Office Support

RECOMMENDATION

That Council consider this report for information.

PURPOSE

The purpose of this report is to provide Council with requested information regarding the proposed position of "Head of Strategy and Operations Mayor's Office". This information is being brought forward in advance of the other Draft Financial Plan motions as the addition of the position has been approved by Council subject to Council setting the compensation for this position.

BACKGROUND

On December 13, 2018, Council approved the following motion in consideration of the 2019 – 2023 Draft Financial Plan:

That Council:

- Approve senior level executive support for the Mayor's Office and total compensation to be established after hearing back from staff on comparable compensation.
- b. That this position be funded from new assessed revenue.
- c. That the position be instituted after approval of a salary has been given by council, and to be reviewed as a part of the budget process in 2021.

Compensation for newly-established positons at the City is normally determined by applying an established Job Evaluation Plan to the job description. A Job Evaluation Plan provides a systemic, transparent and consistent method of assigning compensation and ensuring internal equity. The City has a Job Evaluation Plan for positions in the CUPE Local 50 bargaining unit, and a separate Job Evaluation Plan for exempt positions. The Exempt Job Evaluation Plan rates positions based on the following factors: Education, Experience, Complexity, Leadership, Independence, Impact of Actions and Working Relationships.

ISSUES & ANALYSIS

The Job Description for the "Head of Strategy and Operations Mayor's Office" has not been evaluated under the City's Exempt Job Evaluation Plan due to the unique nature of the position, including the direct reporting relationship to the Mayor and the responsibility to represent the Mayor on internal and external bodies.

In attempting to assess appropriate compensation for the position, staff have consulted with an external compensation consultant and reviewed a small number of similar positions in other municipalities. However, a direct "apples to apples" comparison for compensation purposes is difficult, as other identified positions can be distinguished on the basis that they report to the City Manager or equivalent; or in the case of larger municipalities, may lead a team of staff in the Mayor's office that is separate and distinct from the City Manager's office.

The initial Job Description did not address required education and experience, which as noted above are two key factors in determining compensation. The amended Job Description (attached) includes the following:

Qualifications

Master's Degree in Business Administration or Public Administration and a minimum of ten years of related experienced at a senior level in the public sector; or an equivalent combination of education and experience.

CONCLUSIONS

Considering the information available, comparable compensation for the "Head of Strategy and Operations Mayor's Office" is in the range of \$120,000 to \$125,000 in total compensation (including salary and benefits).

Respectfully submitted,

Jodi Jensen

Head of Human Resources

Susanne Thompson Deputy City Manager/Chief Financial Officer /

Report accepted and recommended by the City Manader: Date

List of Attachments

Job Description – Head of Strategy and Operations Mayor's Office