

CORPORATION OF THE DISTRICT OF BURNABY

File: 1947

TO: MUNICIPAL COUNCIL
FROM: EXEMPT STAFF COMMITTEE OF COUNCIL
SUBJECT: MANAGEMENT SYSTEM & ORGANIZATION REVIEW
JOB EVALUATION OF DIRECTOR POSITIONS

When the Exempt Staff Committee of Council report regarding the "Management System & Organization Review" was adopted by the Municipal Council on 1981 October 19, the following recommendation was adopted:

"4. THAT the following implementation steps be approved with respect to the reorganization:

. . . (c) Evaluation of positions for salary purposes."

The Exempt Staff Committee of Council recommended the appointment of 4 of the 5 Directors on 1981 October 26 in its report to Council of October 21. At the same time, the Committee advised that:

"Job Evaluation of the Five New Senior Management Positions.

It is necessary to determine the pay range for each of the 5 new positions, which will become effective when individuals are appointed to them. This job evaluation work involves a Committee consisting of a representative from Hay Associates, Mr. Van Eaton of the G.V.R.D. and the Municipal Manager. The procedure is that the above Committee makes a recommendation on the pay ranges to the Exempt Staff Committee of Council, which in turn will make a recommendation to the Municipal Council.

Before this process can take place, position questionnaires and position descriptions will need to be developed for these positions, and the Municipal Manager has advised that he will be working with Currie, Coopers and Lybrand Ltd on this aspect of the work.

For the information of Council, the Exempt Staff Committee of Council concurs in this approach."

The above named Executive Group Job Evaluation Committee consisting of Mr. Harry Van Eaton, Mr. Herb. Kee (Hay Associates Ltd.) and the Municipal Manager, has now concluded its review. The result of that review is enclosed in separate envelopes accompanying the Council Agenda.

The Job Evaluation Committee has unanimously recommended to the Exempt Staff Committee that the point values for the Director Engineering, Director Recreation & Cultural Services and the Treasurer remain unchanged, and that the point value for the Director Planning & Building Inspection position be raised as a result of the assumption of accountability for the combination of the Planning and Building Departments.

However, by virtue of the Provincial Compensation Stabilization Program which became effective on 1982 February 18, we will not be able to actually adjust the salary to reflect the change in the point value for the job

until such time as the "freeze" is lifted on salary changes concluded after the February 18 deadline. It is appropriate, however, to have the Municipal Council now approve of the change for the record so as to maintain internal equity.

RECOMMENDATION:

1. THAT the point value of the Director Planning & Building Inspection position be raised as recommended by the Executive Group Job Evaluation Committee, effective 1981 October 26, with the actual change to be implemented at the earliest opportunity in light of the Provincial Compensation Stabilization Program; and
2. THAT the point values for the Director Engineering, Director Recreation & Cultural Services and Treasurer positions remain unchanged from those set for the former Municipal Engineer, Parks & Recreation Administrator and Municipal Treasurer positions.

Alderman V.V. Stusiak, Chairman

Mayor W.A. Lewarne, Member

Alderman T.W. Constable, Member

MJS:hpt