



DATE: November 4, 2021

MEMO TO: Julie Simpson, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve the following changes:

- Reclassify a full-time Communications Specialist (Grade 5 - \$24,06 - \$36.15) position to the new title of Creative Services Manager (Grade 8 - \$72,905 - \$109,472)
- Reclassify one Environmental Educator III (Grade 7 - \$63,993 - \$95,989) to Environmental Educator (Grade 5 - \$24.06 - \$36.15)
- Add one part-time Environmental Educator (Grade 5 - \$24.06 - \$36.15)
- Delete the title of Environmental Education Instructor (Grade T7 - \$11.75 - \$15.75)
- Delete the title of Program Assistant (Grade T1 - \$11.00 - \$14.00)
- Delete the title of Senior Engineer (Grade 8 - \$72,905 - \$109,472)
- Add the title of Superintendent of Fleet and Facilities (Grade 9 - \$83,191 - \$124,784)
- Add the title of Deputy Finance Director (Grade 10 - \$94,844 - \$142,154)
- Reclassify the position of Finance Manager (Grade 9 - \$83,191 - \$124,784) to Accountant (Grade 6 - \$56,565 - \$84,905)

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The Communications Specialist position change was approved in the FY 2022 budget for an additional cost of \$5,055. Early implementation will cost approximately an additional \$290.00.

The Environmental Educator III position change will not have a financial impact at the present time.

The elimination of the two temporary Environmental Educator positions and the Program Assistant, and addition of the new Part-time Environmental Education position will save the District approximately \$1,300 per year.

The impact of restructuring the Senior Engineer (SE) position to the Superintendent of Fleet and Facilities (SFF) will depend on where the new hire lands in the new salary range. The salary grades for the two positions overlap each other. Since the grades overlap, the impact will only be known once the position is filled. The minimum salary for the SFF position is \$10,286 higher than the SE position and the maximum for the SFF is \$32,682 over the SE position.

The restructuring in the Finance department with the addition of the Deputy Director of Finance and the reclassification of the Finance Manager position to an Accountant position is estimated to save approximately \$60,000 in the 2022 budget.

BACKGROUND: As part of the FY 2022 Budget, the position of Creative Services Manager was budgeted, with the intention that this position will supervise the positions of Social Media Coordinator and Web Designer. Due to a vacancy, the recruitment for the position of Web Designer has begun, with the intention to fill the position in mid-November. Reclassifying now to create the new Creative Services Manager position will allow the individual – who will ultimately guide and supervise the work of the Web Designer – to be immediately involved in the selection, onboarding and training of the new employee.

During a recent review of the Education Department position responsibilities, it was determined that the Department is no longer structured in a manner reflective of positions’ essential functions and supervisory duties. Over the years, the scope and number of temporary positions has been reduced, as a result of programming changes and position reclassifications. Therefore, the previous need for multiple employees in the Environmental Education III title, to supervise temporary staff, is no longer required. The proposed changes would right-size the Division’s supervisory structure. Additionally, in recent years, it has been difficult to fill the temporary role of Environmental Education Instructor. Elimination of the two temporary instructor positions, as well as the Program Assistant position associated with the Science Explorers in Nature program, would allow for the addition of one part-time Environmental Educator.

As with all open positions, with the recent promotion of the Senior Engineer, the structure of that division in the Operations & Infrastructure Department was reviewed. As a result, staff is proposing that the new title of Superintendent of Fleet and Facilities be established. This new position will be focused on asset management, preventive maintenance, and the efficient operations of the District’s buildings, vehicles and equipment. As building and vehicle systems become more automated, and newer, greener systems are adopted for powering both buildings and vehicles, the District will benefit from a Superintendent with the requisite technical and professional skills to (i) direct day-to-day operations of facilities and fleet workgroups, (ii) leverage the skills of both workgroups to improve operational efficiencies, and (ii) critically evaluate the District’s performance over time in achieving greener operations, with respect to the facilities and fleet.

With the recent retirements in the Finance Department, staff once again reviewed the structure and needs of the department. Based on the high skill and knowledge level of tasks that need to be completed, such as treasury management, budget preparation and monitoring, preparation of CAFR, management of the department staff, and providing back-up for the Finance Director, it is recommended that the new position of Deputy Finance Director be established and that the vacant position of Finance Manager be reclassified to an Accountant.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Director of Community Engagement & Partnerships, Director of Education, Director of Operations & Infrastructure, Manager of Public Affairs, Manager of Human Resources & Risk, Corporate Counsel.

MOTION: Motion to approve the title additions, deletions, changes, and reclassifications as provided in staff’s memo dated November 4, 2021.

APPROVAL:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____

Voice Vote Majority Ayes; Nays: _____