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Date: March 22, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West
RE: Human Resource Manager – Job Description Update
Report No.: CAO – 2017 -006

AIM

To provide the Personnel Committee with information regarding revisions of the Human Resource Manager's Job Description.

BACKGROUND

The Human Resource – Office Manager position was presented April 2014 and was approved by the Personnel Committee August 2015. This position was a combination of two positions that filled the gap between Human Resources and managing the unionized office staff.

DISCUSSION

Due to the vacancy of the Human Resource – Office Manager, the job description was reviewed to ensure relevancy. As this position does contain an overarching aspect within each Department each Director did review the JD. Some concerns came to light:

- Difficult to surmise reporting duties with current organization
- Office staff find it difficult to maintain work priorities
- Need for additional resources to assist with growing needs of each Department
- Supervision of day-to-day operations is a daily time drain which removes time from Human Resource concerns
- Due to work load it is difficult to provide the provision of Human Resource guidance to departments

These points were also reiterated during the HR/Office Manager exit interview. The revisions include changes made by both the Department Heads and the HR/Office Manager. Overall it is the consensus of the group that this position should mainly concentrate on the Human Resource matters of the Town and that the day-to-day supervision of the unionized Office Staff remain with the Department heads. Benefits to be obtained by this change would include;

- More efficient service provided to each Department
- Improved communication
- Improved delivery of projects
- Clear reporting structure
- Clear role development of the HR Manager

Essentially the organization and coverage of the office staff will remain the same. Coverage and cross training will still occur. The responsibility of the weekly scheduling of staff will be transferred to the Finance Department. Office staff will report to the Department Head or designate.

Other qualifications which have now been included within the job description include;

- Member of a recognized professional HR organization
- Experience in WSIB Claims
- Experience in working in an unionized environment

LINK TO STRATEGIC PLAN

To encourage leadership and management that will provide the direction and provide the resources required to achieve our Mission.

FINANCIAL CONSIDERATIONS

There is no financial impact to the Operational budget as the position will remain in the same grid level.

CONSULTATIONS

Director of Corporate Services
Director of Financial Services
Manager of Planning and Building
Director of Municipal Services
Human Resource/Office Manager

RECOMMENDATION

That the revised job description is approved and that the advertisement for this position begins immediately.

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer