



ADMINISTRATION & FINANCE DIVISION

TO: Mayor Avis & Members of Council
FROM: Aaron Petrin, Human Resources Manager
DATE: October 20, 2016
SUBJECT: Information Technology Manager Job Evaluation

BACKGROUND

On October 19, 2016; members of the Salary Structure Administration Practices Committee (“SSAPC”) performed a job evaluation for the position of Information Technology Manager (“IT Manager”).

Following a review of the skills, effort, responsibilities and working conditions inherent to this newly-created position, the Committee recommended that the IT Manager be placed on the salary grid at Point Band 9, based on a 40-hour workweek. This would result in a salary range of \$63,865 to \$85,152 in 2017, which is when the position is planned to commence.

RECOMMENDATION

To agree to the SSAPC recommendation to place the IT Manager position on the salary grid at Point Band 9 and to direct the Town’s Administration to begin advertising for this position with an anticipated start date of January 3, 2017.

Council Approval of this report will agree to the recommendation of the Salary Structure Administration Practices Committee to place the IT Manager position on the salary grid at Point Band 9 (based on a 40-hour workweek) and will direct the Town’s Administration to begin advertising for this position with an anticipated start date of January 3, 2017.