

Conditions of Employment - Council Staff Members

(City Council at its regular meeting held on October 3, 4 and 5, 2000, and its Special Meetings held on October 6, 2000, October 10 and 11, 2000, and October 12, 2000, adopted this Clause, without amendment.)

The Administration Committee recommends the adoption of the Recommendation of the Administration Committee embodied in the confidential communication (September 12, 2000) from the City Clerk respecting the Conditions of Employment - Council Staff Members, which was forwarded to Members of Council under confidential cover; and further that discussions pertaining thereto be held in-camera having regard that the subject matter relates to personal matters about identifiable individuals.

Councillor Bas Balkissoon declared an interest in the foregoing matter in that a member of his family is an employee in the office of another Member of Council.

Councillor Doug Mahood declared an interest in the foregoing matter in that a member of his family is an employee in the City of Toronto.

(City Council at its regular meeting held on October 3, 4 and 5, 2000, and its Special Meetings held on October 6, 2000, October 10 and 11, 2000, and October 12, 2000, had before it, during consideration of the foregoing Clause, the following confidential communication (September 12, 2000) from the City Clerk, such communication now public in its entirety:

Recommendation:

The Administration Committee recommends the adoption of the confidential report (August 28, 2000) from the Executive Director of Human Resources respecting Conditions of Employment for Council Staff Members, subject to amending Recommendation No. (2) embodied therein to provide that the salary range for Administrative Assistants Level (2) be as follows:

1998	\$39,395 - \$48,149
1999	\$40,183 - \$49,112 (2 percent increase)
2000	\$41,055 - \$50,178 (2.17 percent increase)
2001	\$42,369 - \$51,784 (3.2 percent increase).

Background:

The Administration Committee on September 12, 2000, had before it a confidential communication (September 12, 2000) from the City Clerk forwarding recommendations respecting a confidential report (August 28, 2000) from the Executive Director of Human Resources, recommending that:

(1) the job descriptions for the two levels of Administrative Assistants be approved;

- (2) *the salary ranges for the Administrative Assistants recommended from the results of Hay Groups Salary survey be adopted:*

at \$31,500 - \$38,100 for Level 1; and
at \$36,800 - \$46,000 for Level 2;
- (3) *the individual Members of Council set the placement of their staff to the appropriate Administrative Level that matches the requirements of their office and within the salary range for that level commensurate with the skills and experience of the employee effective January 1, 2000;*
- (4) *future progression through the salary ranges for new incumbents for Constituency Assistant and Administrative Assistant be considered consistent with forthcoming staff recommendations with respect to movement through the new salary ranges for non-union staff; and*
- (5) *the current salary for Constituency Assistant be maintained adjusted as a result of the general increases approved by Council: \$41,055 - \$50,178 (2000); \$42,369 - \$51,784 (2001).*

(Confidential communication dated September 12, 2000, from the City Clerk, Personnel Sub-Committee, addressed to the Administration Committee, now public in its entirety.)

Recommendation:

The Personnel Sub-Committee at its meeting held on September 11, 2000 recommended to the Administration Committee the adoption of the recommendations embodied in the attached confidential report (August 28, 2000) from the Executive Director of Human Resources, respecting Conditions of Employment – Council Staff Members.

The foregoing confidential report was forwarded to Members of Council under confidential cover, having regard that the subject matter relates to personal matters about identifiable individuals.

Background:

The Personnel Sub-Committee at its meeting held on September 11, 2000, had before it a confidential report (August 28, 2000) from the Executive Director of Human Resources, respecting Conditions of Employment – Council Staff Members.

The Executive Director of Human Resources gave a confidential presentation in connection with the foregoing matter.)

(City Council also had before it, during consideration of the foregoing Clause, a confidential report (August 28, 2000) from the Executive Director of Human Resources, such report to remain confidential, in accordance with the provisions of the Municipal Act, given that it concerns personal matters about identifiable individuals, save and except the following recommendations embodied therein and Appendices attached thereto:

Recommendations:

It is recommended that:

- (1) the job descriptions for the two levels of Administrative Assistant be approved;*
- (2) the salary ranges for the Administrative Assistants recommended from the results of Hay Groups Salary survey be adopted;*

at \$31,500 - \$38,100 for Level 1; and
at \$36,800 – \$46,000 for Level 2;
- (3) individual Members of Council set the placement of their staff to the appropriate Administrative Assistant level that matches the requirements of their office and within the salary range for that level commensurate with the skills and experience of the employee effective January 1, 2000;*
- (4) future progression through the salary ranges for new incumbents for Constituency Assistant and Administrative Assistant be considered consistent with forthcoming staff recommendations with respect to movement through the new salary ranges for non-union staff; and*
- (5) the current salary range for Constituency Assistant be maintained adjusted as a result of the general increases approved by Council; \$41,055 - \$50,178 (2000), \$42,369 - \$51,784 (2001).*

*APPENDIX I
Job Profile*

ADMINISTRATIVE ASSISTANT TO CITY COUNCILLOR 1

Major Responsibilities:

- 1. Responsible for general administrative operations of the Councillor's office. Ensures the Councillor is relieved of all administrative detail as it relates to the day-to-day running of the office, if delegated by the Councillor.*
- 2. Prepares outgoing correspondence from shorthand, dictaphone, handwritten responses by Councillor or self.*

3. *Reviews and distributes incoming mail, faxes e-mails and telephone inquiries to appropriate staff member.*
4. *Schedules Councillor's appointments, invitations, etc. ensuring that there is no scheduling conflict and also ensuring that Councillor has necessary information and material for each meeting and/or event.*
5. *Sets up and maintains the office filing system.*
6. *Handles general enquiries or refers to other members of the Councillor's staff and appropriate City staff.*
7. *May assist the Councillor and Councillor's staff in handling concerns, and complaints from constituents and the public. Gathers information and/or prepares response as directed.*
8. *Ensures records are maintained and follows up on requests and inquiries made by the Councillor to City staff.*
9. *Prepares plaques and letters of commendation for special events as requested.*
10. *Monitors the Councillor's office supplies. Orders office supplies as required. Maintains petty cash.*
11. *Maintains confidentiality relating to issues of importance to the Councillor and his/her constituents.*
12. *Develops and maintains database of Councillor's contacts.*
13. *Makes travel arrangements as necessary.*
14. *Undertakes special assignments as requested by the Councillor.*

APPENDIX II
Job Profile

ADMINISTRATIVE ASSISTANT TO CITY COUNCILLOR 2

Major Responsibilities:

1. *Assumes primary responsibility for general administrative operations of the Councillor's office. Includes ensuring the Councillor is relieved of all administrative detail as it relates to the day-to-day running of the office, if delegated by the Councillor.*

2. *Prepares outgoing correspondence from shorthand, dictaphone, handwritten responses by Councillor or self.*
3. *Assumes primary responsibility for the review and distribution of all incoming mail, faxes e-mails and telephone inquiries to appropriate staff member.*
4. *Assumes primary responsibility for scheduling Councillor's appointments, invitations, etc. ensuring that there is no scheduling conflict and also ensuring that Councillor has necessary information and material for each meeting and/or event.*
5. *Assumes primary responsibility for the set up and maintenance of the office filing system.*
6. *Ensures that constituent related concerns, problems, and inquiries are resolved either personally or refers to another member of the Councillor's staff or to appropriate City staff. Assists the Councillor and Councillor's staff in handling inquiries, concerns, and complaints from constituents and the public.*
7. *Gathers information and analyzes as directed by the Councillor with respect to policy matters and department services/programs as they relate to constituency/public inquiries and concerns. Discusses same with City staff for appropriate actions and response. Prepares responses. May be required to sign on behalf of the Councillor.*
8. *Assists in the processing of motions as requested by the Councillor for Council, Committees, Agencies, Boards and Commissions, as it pertains to issues of interest to the Councillor and his/her constituents.*
9. *Prepares plaques and letters of commendation for special events.*
10. *Ensures records are maintained and follows up on requests and inquiries made by the Councillor to City staff.*
11. *Liaises with City staff and other Council offices on issues of concern to constituents and issues affecting the Councillor.*
12. *Answers inquiries and explains Councillor's position on issues to City staff, members of the public and the media, if delegated by the Councillor.*
13. *Anticipates and initiates responses for the Councillor. Reviews correspondence of importance with Councillor, advises on or determines the course of action if required, and organizes replies for signature where appropriate. Requests and refers preparation of responses to appropriate staff, as required. May be required to sign on behalf of the Councillor, if delegated by the Councillor.*
14. *Prepares and co-ordinates general presentation material and speeches for the Councillor when delegated and as directed by the Councillor or the Executive Assistant.*

15. *Ensures the Councillor is prepared with the required briefing material for meetings of Council, Committees and other meetings.*
16. *Monitors the Councillor's office budget and ensures that expenditures are maintained within approved limits. Orders office supplies as required. May be required to approve office administrative expenditures, if delegated by the Councillor. Maintains petty cash. Processes medical expenses.*
17. *Assists in organizing and publicizing community meetings. May attend public meetings on behalf of the Councillor to record concerns and inquiries in order to report back to the Councillor.*
18. *Maintains confidentiality relating to issues of importance to the Councillor and his/her constituents.*
19. *Develops and ensures maintenance of Councillor's contacts either by way of electronic database or other means. May be required to develop and maintain Councillor's profile by way of web page development/update.*
20. *Assists in the preparation of the newsletter. Makes arrangement for printing and distribution.*
21. *Makes travel arrangements as necessary.*
22. *Undertakes special assignments as requested by the Councillor.*

APPENDIX III
Job Profile

CONSTITUENCY ASSISTANT

Major Responsibilities:

1. *Provides constituency outreach and strategic planning. Monitors current issues that may have impact on the constituency.*
2. *Undertakes research and analysis for the Councillor with respect to policy matters and departmental services/programs as they relate to constituency/public inquiries and concerns. Discusses same with City staff for appropriate actions and response. Prepares responses. May be required to sign on behalf of the Councillor.*
3. *Ensures that inquiries/concerns are addressed and records are maintained. Follows up on requests/inquiries made by the Councillor to City staff.*

4. *Provides liaison between the Councillor, the Mayor, and other members of Council and his/her staff, as well as City staff with respect to corporate initiatives, services, programs and issues affecting the Councillor and his/her constituents.*
5. *Prepares and coordinates general presentation material and/or speeches for the Councillor when necessary.*
6. *Ensures the Councillor is prepared with the required briefing material for meetings of Council, Committees, and other meetings.*
7. *Develops and ensures maintenance of Councillor's contacts through electronic database or other means. May be required to set up and maintain Councillor's web page.*
8. *Prepares, processes printing and distribution of constituency newsletters. Prepares articles, columns, and letters to the editor for local and mainstream print media.*
9. *Arranges public meetings, meetings with constituents and other community events. Assists and/or represents the Councillor at meetings/events.*
10. *Assists Councillor or represents Councillor at public hearing and appeals (e.g. Committee of Adjustment, Ontario Municipal Board, Workplace Safety Insurance Board, etc.) acting on behalf of constituents.*
11. *Monitors the Councillor's office budget and ensures that expenditures are controlled and maintained within approved limits. May be required to approve office expenditures.*
12. *Maintains awareness of ward, community and city-wide municipal matters, and other matters affecting the municipality, the Councillor and his/her constituents.*
13. *Maintains confidentiality with respect to issues involving the City and the Councillor, and adheres to the City's Conflict of Interest Policy.*
14. *Undertakes special assignments as requested by the Councillor.)*

(The following Members of Council, at the regular meeting of Council held on October 3, 4 and 5, 2000 and the Special Meetings of Council held on October 6, 2000, October 10 and 11, 2000, and October 12, 2000, declared an interest in the foregoing Clause, in that a member of their family is an employee in their office:

- *Councillor Cho;*
- *Councillor Gardner;*
- *Councillor Kelly;*
- *Councillor Mahood*
- *Councillor Mammoliti;*
- *Councillor Palacio; and*
- *Councillor Shiner.)*