



## **PERSONNEL MATTER**

### **EXECUTIVE SUMMARY**

Audit Committee composition of membership changes in accordance with the term of appointment for Members of Council and Elector members. Converting the Executive Assistant role from a limited two-year term position to a regular permanent position would offer the Audit Committee stability and continuity of support.

To do this, the position will need to be removed from The City of Calgary's Executive Assistant development program and be converted from a Limited term temporary position to a regular permanent position and assigned a pay grade. It is proposed to retain the position title of Executive Assistant to Audit Committee.

Pursuant to Schedule D, sub section 1e, Audit committee approval is required to make changes to Executive Assistant's job description (referred to by City Administration as job specification).

### **RECOMMENDATIONS:**

That the Audit Committee:

1. Approves the changes to the job specifications for the Executive Assistant to the Audit Committee to reflect the changes to the minimum qualifications, education and experience as contained in Attachment 1;
2. Approve the position status change from two-year limited term to regular permanent;
3. Adopt the salary range associated with a pay grade C;
4. Direct the Audit Committee Chair to proceed with the hiring process for the regular permanent position outlined in Attachment 2;
5. Direct that this report and Attachment 1 remain confidential pursuant to Section 19 (1) of the *Freedom of Information and Protection of Privacy Act* until committee rises and reports.
6. Direct that Attachment 2 and the In-Camera discussions remain confidential pursuant to Sections 17(1), 19 (1), 24(1)(a)(b) and (d) of the *Freedom of Information and Protection of Privacy Act* until this matter is resolved.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

The Audit Committee Bylaw 48M2012, as amended, Schedule 'D' provides that the Audit Committee approves any changes to the Executive Assistant's job description.

### **BACKGROUND**

The Executive Assistant Audit Committee (EA) provides planning, documentation and meeting logistical support to the Audit Committee. Historically the EA role has been filled on a two-year limited term basis, with extensions to the term approved from time to time.

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### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

To provide the Audit Committee with stability and continuity of support, the Chair of Audit recommends that the EA job specifications be revised to reflect conversion of the position from a two-year limited term to a regular permanent position status given the position has available funding and an assigned 1.0 FTE as confirmed by Administration's Finance and HR.

The current incumbent was seconded from the City Clerk's Office and has held the EA to Audit Committee role since 2015 July 27. The limited term assignment expires 2017 July 27 and the incumbent is due to return to her former position with the City Clerk's Office. Prior to this occurring, the Audit Committee must begin the hiring process for a new incumbent to fill this role.

### **Stakeholder Engagement, Research and Communication**

The Chair of Audit Committee has engaged with representatives of Human Resources who have provided their support for this change in job specification to update minimum qualifications and provide guidance on evaluation of the position pay grade. All details of the functions of the role remain unchanged.

Consideration was given to evaluate the position title. HR recommendation is to retain the title of EA but remove the position from the City's EA development program given the intent is to have a stable resource.

HR reviewed the scope the role with Chair of Audit Committee to confirm the duties and responsibilities of the position and confirm that the job specifications as described are reflective of the committee requirements for the position. It was determined that the work described is reflective of the needs and would not be amended with the exception of a review of the education and experience required to perform the duties as described. HR, Total Rewards, met to discuss the comparative analysis of similar roles in Administration and applied the City of Calgary Exempt Job Evaluation plan. Resulting recommendation is to adopt the salary range associated with a pay grade C to the position.

### **Strategic Alignment**

Priority: A well-run city. Calgary's government is open, responsive, and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need.

### **Social, Environmental, Economic (External)**

Not applicable.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

The Audit Committee budget contains a line item for salary for the Executive Assistant position.

#### **Current and Future Capital Budget:**

Not applicable

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### **Risk Assessment**

There is a risk with respect to stability and continuity of support to the Audit Committee if the role remains as a two-year limited term position.

### **REASON FOR RECOMMENDATION:**

Convert the Executive Assistant role from a two-year limited term position to a regular permanent position to offer the Audit Committee stability and continuity of support.

### **ATTACHMENT**

1. New Job Specifications
2. Appointment by Audit Committee Hiring Process