



# Corporate Policy Manual

Sub Topic:	Position Administration	Policy No.	HR.9-07
Topic:	Compensation	Employees Covered:	All Non-Union Regular Full-Time & Regular Part-Time Employees, BG&PW Union Positions (excludes Fire & Library)
Section:	Human Resources	Council Adoption Date:	
Effective Date:	September 15, 2003	Revision No:	Date:

## Policy Statement & Strategic Plan Linkages

The Town of Newmarket recognizes the importance of establishing administrative procedures to support the development and maintenance of position descriptions that accurately reflect the duties, responsibilities and qualifications of positions to support the Job Evaluation System and the Town's salary administration plan.

## Purpose

The Town of Newmarket will act to:

- Establish consistent processes to support the development and maintenance of accurate position descriptions.
- Implement a position description template to support a consistent approach to the development of position descriptions and that links readily to the Job Evaluation System.

## Definitions

### Position Description

The position description is a document that outlines the duties and responsibilities of the position and includes details of qualifications, reporting relationships and contacts within the Town.

## Procedures

A position description should be prepared and/or updated as appropriate when:

- a new position approved through Council is created with an option to review the position one year following the hire date;
- an existing position changes significantly, i.e. the duties and responsibilities are revised, expanded or contracted (+ or – 15%);

- completing an employee's annual performance appraisal;
- the work environment changes significantly, i.e. redesign of department/organizational structure;
- a position is vacated and recruitment is being contemplated.

Approved new and/or revised position descriptions are developed/revised in consultation with the employee, as applicable, the Manager/Supervisor and the Director.

Position titles should reasonably reflect the nature of the position and the level within the organization. Managers/Directors should consult with the Manager of Human Resources to review and monitor position titles for consistency with the organizational structure.

Finalized new position descriptions and/or revised position descriptions are subject to rating through the Town's Job Evaluation System as outlined in Job Evaluation Policy No. 9-08.

The compensation (wages) established for a position shall be determined in accordance with Job Evaluation Policy No. 9-08, and Salary Administration Policy No. 9-01.

Responsibilities:

Directors/Managers/Supervisors are responsible to:

- Create a new position description for all new approved budgeted positions for which there is no current or accurate position description.
- Complete accurate position descriptions, take steps to update position descriptions and consult with Human Resources when contemplating the initiation of restructuring that may impact on existing positions.
- Authorize, sign-off finalized position descriptions and send the final version to Human Resources.
- Obtain input from the incumbent on all revisions to his/her position description as appropriate.

Human Resources is responsible to:

- Support managers in the development of new position descriptions or in revising current position descriptions where significant changes have occurred in the job.
- Monitor position titles assigned and/or proposed to provide consistent usage of titles throughout the organization and offer alternatives as appropriate.
- Provide advice on organization structure or position design.
- Validate final versions of position descriptions in consultation with the department manager/director.
- Evaluate position descriptions applying the Job Evaluation System in accordance with Policy No. 9-08, Job Evaluation.
- Maintain position description files and related job evaluation documentation.
- Maintain electronic files, HRIS and related data.

- Advise Payroll of changes in position titles, and pay related information, as appropriate.