



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: June 21, 2006
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VanRIMS No.: 07-3000-20
Meeting Date: July 11, 2006

TO: Vancouver City Council
FROM: General Manager, Community Services Group
SUBJECT: Support Staffing for CSG in City Square

RECOMMENDATION

- A. That Council approve the creation of a permanent Clerk II in the Cultural Services Division of Community Services, subject to classification by Human Resources. The estimated annual cost of salary and benefits is \$42,500 to be offset by an equal reduction in CSG's temporary help budget.
- B. That Council approve the creation of a permanent Clerk Typist II in the Cultural Services Division of Community Services, subject to classification by Human Resources. The estimated annual cost of salary and benefits is \$42,500 to be offset by an equal reduction in CSG's temporary help budget.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services supports this recommendation.

COUNCIL POLICY

City Council must approve all changes in permanent staffing.

SUMMARY

Since 2003, several divisions of the Community Services Group have occupied rental office space on the third floor of the East Tower of City Square. This required that CSG create and staff a reception desk and a filing/records facility at this new location. Most staff relocations and hirings are now complete and we have determined the ongoing staffing requirements to provide coverage at the reception desk and support for filing, records management and other general clerical activities. Since 2003, CSG has been funding these activities from our temporary help budget. We are now requesting that Council formalize these positions as permanent and reallocate the temporary funds to cover the ongoing costs of salary and benefits.

BACKGROUND

In 2003, in response to an overall shortage of space at the City Hall campus, Council approved the leasing of 5,633 square feet of office space on the third floor of the East Tower of City Square. Community Services staff from the Housing Centre, Non-Market Operations and the Drug Policy Groups were relocated to City Square, freeing up space in the Vancity building and at 456 W Broadway that was then occupied by other City staff. A common reception desk for these groups was established in City Square and staffed with a temporary Clerk Typist II.

In 2004, Council approved rental of an additional 3,950 square feet of office space on the same floor in City Square to accommodate the expanded Cultural Services Group and the newly created Office of the Assistant General Manager of CSG. Staff moves to City Square eliminated overcrowding on the first floor of the VanCity building occupied by Social Planning. Incorporated into the new space in City Square was a file room to accommodate information primarily related to Cultural Services including grants, leases and program documentation. This filing room serves the four CSG groups now resident in City Square and a temporary Clerk II has been hired to provide filing and retrieval services, clerical assistance and additional backup to reception when needed.

CSG's office space at City Square is now fully utilized and we have determined that these two temporary positions will be required on an ongoing basis for the foreseeable future.

DISCUSSION

When the City creates new regular full-time temporary positions to meet changing needs and it subsequently becomes clear that these positions will be needed on an ongoing basis, it is City practice to 'regularize' these positions by requesting that they be made permanent. This allows any City employee in the bargaining unit to apply for the positions as per the collective agreement. Regular full-time positions offer employees a measure of job security, since the positions cannot be eliminated without Council approval. Regular full-time employees in the bargaining unit, who may be reluctant to apply for a temporary position, may wish to apply for newly created permanent positions to broaden their experience or advance their careers with the City.

FINANCIAL IMPLICATIONS

The two existing temporary positions are currently funded from established temporary help budgets within CSG. For 2006, their salaries and benefits will continue to be covered by these temporary help budgets. In 2007, the City's budgeting process will increase CSG's budget for regular full time staff and benefits to cover the costs associated with these positions, and CSG's temporary help budgets will be reduced by an equivalent amount (currently estimated at \$42,500 per position per year) such that there is no current or future impact to the City's operating budget.

PERSONNEL IMPLICATIONS

CSG's regular full-time employee count will increase by two. The new positions will be posted as per the collective agreement and once filled the two current temporary positions will be eliminated.

CONCLUSION

CSG is requesting that two existing temporary positions, that are required on an ongoing basis, be made permanent at no additional cost to the City.

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