

DATE: May 26, 2020

FILE: 2735-01

TO: Chair and Directors
 Regional District Board

FROM: Russell Dyson
 Chief Administrative Officer

 Supported by Russell Dyson
 Chief Administrative Officer

R. Dyson
RE: Recruitment Analysis – COVID-19

Purpose

To provide the Board with information regarding the current hiring freeze in response to the COVID-19 pandemic.

Recommendation from the Chief Administrative Officer:

For information only.

Executive Summary

In response to the COVID-19 pandemic and subsequent Provincial Health Orders, a decision was made to implement a hiring freeze for all non-essential positions (and some essential) within the Comox Valley Regional District (CVRD). This was done in recognition that the CVRD's ability to both attract and properly hire and onboard individuals was greatly diminished due to non-essential travel recommendations, physical distancing requirements, and potential future budgetary impacts due to facility closures.

At this time, the BC Restart Plan slowly enables travel and responsible interactions and also CVRD business requirements are such that some of the positions need to be filled to support necessary and critical business functions.

The chart below outlines those positions currently budgeted that are vacant and are either new or existing. For those budgeted positions that were not filled earlier this year, a surplus may be created and can be allocated within the respective service at the discretion of the Board. The 2020 budgeted amount for the positions noted below is approximately \$526,000 whereas the current forecasted amount for 2020 is now \$401,000.

Position	FTE	Type	Disposition
Senior Manager CSWM	1.0	Existing	Posting proposed June 2020
Water Treatment Operator Level IV	0.5	New	Posting proposed June 2020
Water Treatment Operator Level III	0.7	New	Posting proposed November 2020
Water Distribution Operator Level II	1.0	Budgeted in 2021/New	Posting proposed May 2020
Waste Management Attendant	0.5	New	On hold
Waste Management Attendant – Casual	0.6	Existing	Currently recruiting internally
Water Enforcement Officer	0.2	Existing	June 1, 2020
IT Business Analyst	1.0	New	On hold
IT Tech NI911	0.5	New	On hold (depending on partnership)
Training Coordinator – Fire	0.7	New	Hired pre-hiring freeze
Water Operator – Coop Student	0.7	Existing	Deferred to 2021
Sewage Treatment Plant Operator – Coop Student	0.7	Existing	Deferred to 2021

Prepared by:

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