

To: A&F Committee

Date: November 27, 2019

From: William Churchill, Assistant General Manager of Adm.

SUBJECT: Planning and Marketing Department Organizational Update

Summary of Issues:

In 2018 the Board of Directors approved a reorganization of staff. Recently there have been some departures from the Planning and Marketing Department. There are 3 current open positions: Manager of Planning/Marketing, Data Analyst and Assistant Scheduler. The Assistant Scheduler position has not been filled since the beginning of the reorganization.

Staff is currently recruiting for a Manager of Planning/Marketing and is confident that we will be able to hire a qualified individual. Staff has struggled in the past to attract and retain a qualified Data Analysis. Based on evolving needs, staff is combining the Data Analyst (Grade 7) and Assistant Scheduler (Grade 7) into a Planner (Grade 9). This position will perform data analysis, basic planning, as well as, serve as a back up to the Chief Scheduler. Staff feels this change will enable us to attract a qualified candidate that will best serve the department and CCCTA needs now and into the future.

Financial Implications:

The Grade 7 range is \$53,043 - \$69,841 and the Grade 9 range is \$64,269 – \$84,598 annually. By combining two Grade 7 positions into one Grade 9 position this will result in a net savings of both salary and benefits.

Action Requested:

None – Information Only