



THE CORPORATION OF THE CITY OF VERNON

MEMORANDUM

TO: W. Pearce, Chief Administrative Officer **FILE:** 2510-01
PC: S. Patterson, Specialist, Talent Acquisition and Retention **DATE:** August, 5, 2022
FROM: R. Manjak, Director, Human Resources
SUBJECT: **TALENT ACQUISITION and RETENTION STAFFING REQUEST**

Since 2017, the volume of job competitions in the City has increased by 32%, and the number of required personnel has increased by 61%. Annually, approximately 40 candidates withdraw from competitions late in the hiring process or at the time of offer. These figures represent both the significant growth of the Corporation and the challenges of attracting and retaining talent in an increasingly competitive labour market.

Currently, the City has two (2) permanent staff assigned to Talent Acquisition and Retention. In March 2022, the City placed an additional, temporary support Coordinator in Talent Acquisition and Retention to the end of the current year to assist the increasing volume of competitions. Since the placement of this temporary support position, the City's average Time to Hire has decreased to 31 days (down 14 days from 45 days in 2021), which is below the reported national average of 36 days (Society for Human Resource Management, 2017).

As the City experiences continued growth and strives to maintain its standing as an Employer of Choice/Best Places to Work, Administration needs to bolster existing Talent Acquisition and Retention resources to enable the City to continue achieving its service and business goals. Therefore, Administration respectfully requests Council's consideration to create a new full time Coordinator, Talent Acquisition and Retention position.

RECOMMENDATION:

THAT Council support, in principle, the creation of a full time Coordinator, Talent Acquisition and Retention position for a cost of approximately \$87,500, to be funded through taxation;

AND FURTHER, that Council direct Administration to bring forward a Service Level Adjustment for the addition of a Coordinator, Talent Acquisition and Retention, during the 2023 Budget process, as described in the memorandum titled "Talent Acquisition and Retention Staffing Request" dated August 5, 2022, respectfully submitted by the Director, Human Resources.

Respectfully submitted:

Raeleen Manjak
Director, Human Resources