

POLICE SERVICES BOARD REPORT

Meeting date: October 16, 2024
Department: Human Resources
Report No.: HR-2024-20
Submitted by: Doug Payne – Director of Human Resources
Approved by: Jennifer Pereira – Police Services Board Secretary
SUBJECT: **Updated Job Description – Police Services Board Secretary**

RECOMMENDATION:

THAT: Report HR-2024-20, “Updated Job Description – Police Services Board Secretary,” dated October 16, 2024, be received for information, and further;

THAT: The Board accept and approve the attached Draft Job Description for the Police Services Board Secretary.

BACKGROUND

At the August 20, 2024 Police Services Board meeting the Board provided direction for Human Resources to update the Police Services Board Secretary Job Description.

COMMENTS

Human Resources researched and received various examples of Police Service Board Secretary (or similar) job descriptions from other Police Services in the Province. Using these examples, the original job description for the Police Services Board Secretary was updated and is attached for the Boards consideration.

CONSULTATION

Jennifer Pereira – Police Services Board Secretary

FINANCIAL IMPLICATIONS

N/A

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

ATTACHMENTS

Draft Police Services Board Job Description (October 2024)

Original Secretary Job Description