

MEMORANDUM

NTC-C 28-2025

Subject: Update on the Non-Union Job Analysis and Evaluation

Date: August 26, 2025

To: Niagara Transit Commission

From: Tim Luey, Director, Corporate Services

The purpose of this memorandum is to provide a summary of the non-union job analysis and evaluation that has been completed.

The NTC engaged Ernst & Young LLP (“EY”) to conduct the job analysis and evaluation of all non-unionized roles to standardize job descriptions within the organization, provide role clarity for their teams, and align the roles to the organizational objectives.

All adjustments to non-union salaries resulting from the completed job evaluations were accommodated within the approved 2025 Operating Budget; therefore, there are no additional financial implications.

Following the amalgamation in January 2023, the NTC assumed responsibility for integrating staff from multiple municipalities into a single, unified organization. To support the formation of this new entity, the Regional Municipality of Niagara engaged an independent contractor to develop job descriptions. These were created using content from existing municipal job descriptions and supplemented with examples from other transit agencies.

All non-union employees offered positions with the NTC received new job descriptions and employment agreements. These agreements specified that compensation was based on interim job ratings and required the NTC to complete a Job Information Questionnaire (JIQ) for each non-union role.

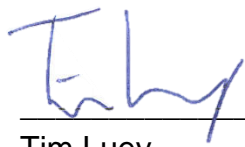
In late 2023, the NTC issued a Request for Proposal (RFP) for a comprehensive job analysis and evaluation process. The contract was awarded to Ernst & Young (EY) in early 2024.

EY's mandate included the following:

- Reviewing all existing job descriptions for non-union roles.
- Conducting market research and benchmarking to identify gaps relative to industry standards.
- Drafting updated job profiles by integrating current descriptions, industry benchmarks, and input from NTC leadership regarding future organizational and departmental needs.
- Evaluating all non-union positions using a standardized job evaluation tool.

As a result of EY's work and with the active participation of our non-union staff in this process, the NTC successfully updated all non-union job descriptions and compensation structures to reflect accurate duties, responsibilities, and internal alignment. Additionally, job titles were reviewed and revised, where appropriate, to ensure consistency and alignment with role responsibilities. A revised organizational chart is provided in **Appendix 1**.

Respectfully submitted and signed by



Tim Luey
Director, Corporate Services

Appendices

Appendix 1 NTC Organizational Chart