

From: ["Levitt, Karen" <karen.levitt@vancouver.ca>](mailto:karen.levitt@vancouver.ca)

To: ["Direct to Mayor and Council"](#)

Date: 2/3/2025 6:09:55 PM

Subject: Mayor's Budget Task Force Implementation Oversight Committee

---

Dear Mayor and Council,

I'm writing with a small correction to the "Mayor's Budget Task Force Implementation Oversight Committee Transmittal Report" you will be receiving at Council on February 4, 2026.

On page 37 of this report's Appendix, reference is made to an AI job analysis and description tool: "*Job analysis and description engine. Leverages generative AI to support the development of job descriptions – resulting in the elimination of one full-time staff person (implemented December 2024).*"

As this description has been slightly misstated, we're providing here a more accurate description of the tool and the associated benefits: *The City's new Job Analysis and Description Engine uses AI to convert position descriptions into a standardized format for input into the City's digital hiring platform, ensuring compliance and reducing processing time by 50% (testing completed December 2024, target implementation Fall 2025).*"

Thanks,

Karen

---

Karen Levitt, Deputy City Manager  
[karen.levitt@vancouver.ca](mailto:karen.levitt@vancouver.ca)

The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x m k y m/Musqueam, S wx\u817 \_wü7mesh/Squamish and s lilw ta /Tsleil-Waututh nations