

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**1/10/2017**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Non-Union Classification and Compensation Plan Amendment	Michael Baker Deputy Village Manager

**SYNOPSIS**

A resolution amending the Village's Non-Union Classification & Compensation Plan has been prepared.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2015-2017 include *Exceptional Municipal Services* and *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY17 budget includes funding in the General Fund for the recommended amendments to the plan.

**RECOMMENDATION**

Approval on the January 10, 2017 Consent Agenda.

**BACKGROUND**

The Village maintains a Classification and Compensation Plan for its employees that are not otherwise represented by a collective bargaining unit. The wage and salary ranges that make up this plan were adjusted in December 2008, November 2012, October 2013, January 2015 and May 2016. The amendment would increase all ranges by 2.0% and will address external and internal comparability. This increase to the salary ranges, which has been reflected in the attached Classification and Compensation Plan, will go into effect upon Village Council approval. This action will not increase actual salaries for any employee, but provides the ability for employees to receive performance-based increases to base pay. Adjustments may be made by the Village Manager at any time during the year.

The following represent specific modifications to positions within the plan consistent with the FY2017 Adopted Budget:

1. Elimination of the VOC Manager (Grade 13) and VOC Supervisor (Grade 10) positions as a result of the Village's membership in DuComm.

2. Creation of the Operations Manager (Grade 13) position to provide oversight of remaining VOC services not performed by DuComm, along with duties that will be shifted from the Community Development Department.
3. Establishment of Assistant Human Resources Director (Grade 14) to replace retiring Benefits Coordinator (Grade 11) and provide for succession planning within Human Resources Department.
4. Reassignment of the Police Lieutenant position from Grade 17 to Grade 18 to address the compression issues between the Lieutenant salaries and the Sergeant salaries provided for in the collective bargaining agreement. It also provides compensation levels that encourage interest in promotion by qualified Police Sergeants.

## **ATTACHMENTS**

Resolution

Classification and Compensation Plan

**RESOLUTION \_\_\_\_\_****A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE JANUARY 1, 2017**

WHEREAS, on November 29, 1993, the Village Council adopted Resolution 93-51 entitled "A Resolution Establishing the Village of Downers Grove Classification Plan"; and,

WHEREAS, on April 17, 2001, the Village Council adopted Resolution 2001-33 entitled "A Resolution Amending the Village of Downers Grove Employee Classification Plan" (hereinafter referred to as the "Classification Plan"),

WHEREAS, pursuant to the Employee Classification Plan, the Village Council is to establish, and from time to time amend, a Compensation Plan for Village employees which groups positions into pay grades; and,

WHEREAS, the Village Council has previously established the Compensation Plan; and,

WHEREAS, the Village Council has determined that it is necessary and desirable to further amend the Compensation Plan as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. For Village employees employed as of January 1, 2017, and effective pay period beginning January 1, 2017, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective January 1, 2017, a copy of which is attached hereto and made a part hereof by reference.

2. To the extent of any conflict with this resolution, all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_

Village Clerk

## Village of Downers Grove Classification & Compensation Plan

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
3	Hourly: 15.476	18.571	21.279	N	Annual: 32,190	38,628	44,261	
	Intern							
4	Hourly: 17.367	20.841	23.880	N	Annual: 36,124	43,349	49,670	N
	Administrative Secretary I				CSO I			
5	Hourly: 19.258	23.109	26.479	N	Annual: 40,056	48,067	55,077	N
	Accounting Specialist			N	Document Management Tech			N
	Cashier			N	Records Specialist			N
	Communications Specialist			N				
6	Hourly: 21.149	25.379	29.080	N	Annual: 43,990	52,788	60,486	N
	Administrative Secretary II			N	Investigative Aide			N
	CSO II			N	Media Content Producer			N
	Data Technician			N	Payroll Specialist			N
	Deputy Village Clerk			N	Water Billing Specialist			N
7	Hourly: 23.038	27.646	31.678	N	Annual: 47,920	57,504	65,890	N
	Administrative Assistant			N	Case Records Specialist			N
	Court/Property Control Officer			N	Management Fellow			N
	Legal Secretary			N				
8	Hourly: 24.931	29.917	34.279	N	Annual: 51,855	62,227	71,301	N
	Administrative Specialist			N	Production Supervisor			N
	Crime Prevention Specialist			N	Staff Accountant			N
	GIS Technician			N				
9	Hourly: 26.820	32.184	36.878	N	Annual: 55,786	66,944	76,706	E
	Biweekly: 2,145.625	2,574.750	2,950.235	N	Management Analyst			E
	Code Compliance Officer			N	Public Relations Specialist			E
	CSO Supervisor			N				
	Fire Inspector			N				
10	Hourly: 28.711	34.454	39.478	N	Annual: 59,720	71,664	82,115	E
	Biweekly: 2,296.918	2,756.301	3,158.262	N	Purchasing Assistant			E
	Building Inspector			N	Records Supervisor			E
	Fire Inspector/Plan Reviewer			N	Staff Engineer I			E
	Grants Coordinator			E	Systems Technician			N
	Plumbing Inspector			N				
11	Biweekly: 2,448.135	2,937.762	3,366.186	E	Annual: 63,652	76,382	87,521	E
	Planner			E	PSRT Coordinator			E
12	Biweekly: 2,599.428	3,119.313	3,574.213	E	Annual: 67,585	81,102	92,930	E
	GIS Specialist			E	Project Manager			E
13	Biweekly: 2,750.645	3,300.774	3,782.137	E	Annual: 71,517	85,820	98,336	E
	Development Engineer			E	Operations Manager			E
	Internet Operations Administrator			E	Public Safety Systems Administrator			E
	Public Education/Information Supervisor			E	Systems Administrator			E
	Senior Planner			E	Village Forester			E
	Staff Engineer II			E	Water Manager			E
	Street Division Manager			E				
14	Biweekly: 2,901.862	3,482.234	3,990.060	E	Annual: 75,448	90,538	103,742	E
	Assistant Human Resources Director			E	Fleet Services Manager			E
	Assistant to the Fire Chief			E	Records Manager			E
	Building Services Manager			E	Risk Manager			E
	Finance Manager			E				

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
<b>15</b>	<b>Hourly:</b>	<b>38.164</b>	<b>45.797</b>	<b>52.476</b>	<b>Annual:</b>	<b>79,382</b>	<b>95,258</b>	<b>109,150</b>
	<b>Biweekly:</b>	<b>3,053.155</b>	<b>3,663.786</b>	<b>4,198.088</b>				
	Assistant Information Technology Director			E	Engineer Manager			E
	Building Division Manager			E	Staff Attorney			E
	Emergency Management Coordinator			E	Stormwater Administrator			E
	Planning Manager			E	Traffic Engineer			E
<b>16</b>	<b>Biweekly:</b>	<b>3,204.372</b>	<b>3,845.246</b>	<b>4,406.011</b>	<b>Annual:</b>	<b>83,314</b>	<b>99,976</b>	<b>114,556</b>
	Assistant Finance Director			E	Division Chief - Fire Prevention			E
	Budget Officer			E				
<b>17</b>	<b>Biweekly:</b>	<b>3,355.665</b>	<b>4,026.798</b>	<b>4,614.039</b>	<b>Annual:</b>	<b>87,247</b>	<b>104,697</b>	<b>119,965</b>
	Assistant Village Attorney			E	Communications Director			E
	Battalion Chief			E	Village Clerk			E
<b>18</b>	<b>Biweekly:</b>	<b>3,506.882</b>	<b>4,208.258</b>	<b>4,821.962</b>	<b>Annual:</b>	<b>91,179</b>	<b>109,415</b>	<b>125,371</b>
	Police Lieutenant			E				
<b>19</b>	<b>Biweekly:</b>	<b>3,658.175</b>	<b>4,389.810</b>	<b>5,029.990</b>	<b>Annual:</b>	<b>95,113</b>	<b>114,135</b>	<b>130,780</b>
	Assistant Public Works Director			E	Deputy Police Chief			E
	Deputy Fire Chief			E				
<b>20</b>	<b>Biweekly:</b>	<b>3,809.391</b>	<b>4,571.270</b>	<b>5,237.913</b>	<b>Annual:</b>	<b>99,044</b>	<b>118,853</b>	<b>136,186</b>
	Human Resources Director			E	Information Technology Director			E
<b>21</b>	<b>Biweekly:</b>	<b>3,960.685</b>	<b>4,752.822</b>	<b>5,445.941</b>	<b>Annual:</b>	<b>102,978</b>	<b>123,573</b>	<b>141,594</b>
	OPEN							
<b>22</b>	<b>Biweekly:</b>	<b>4,111.901</b>	<b>4,934.282</b>	<b>5,653.864</b>	<b>Annual:</b>	<b>106,909</b>	<b>128,291</b>	<b>147,000</b>
	Community Development Director			E	Police Chief			E
	Finance Director			E	Public Works Director			E
	Fire Chief			E				
<b>23</b>	<b>Biweekly:</b>	<b>4,263.194</b>	<b>5,115.832</b>	<b>5,861.891</b>	<b>Annual:</b>	<b>110,843</b>	<b>133,012</b>	<b>152,409</b>
	Deputy Village Manager			E				