

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**5/1/2018**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Non-Union Classification and Compensation Plan Amendment	Mike 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 2017-2019 include *Exceptional Municipal Services* and *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY18 budget includes funding in the General Fund for the recommended amendments to the plan.

**RECOMMENDATION**

Approval on the May 1, 2018 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, May 2016 and January 2017. The amendment would increase all ranges by 2.5% 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 Strategic Goals and the FY18 Budget.

1. Elimination of the Crime Prevention Specialist (Grade 8) position and the Public Education/Information Supervisor (Grade 13) position, and establishment of Public Education Specialist (Grade 9) position following a review of positions in the Police Department.
2. Elimination of the Operations Manager (Grade 13) position following a review of positions in the Police Department and Village Manager's Office.
3. Establishment of the Support Services Manager (Grade 13) in conjunction with the elimination of a Police Lieutenant of Administration (Grade 18) position.

4. Elimination of the Media Content Producer (Grade 6) position and alteration to the title of Production Supervisor (Grade 8) to Production Coordinator following a review of positions in the Communications Department.
5. Elimination of the Intern (Grade 3) position as a separate position in the plan. Interns will be classified and compensated based on the Part-Time Wages section of the Plan.
6. Establishment of the Assistant to the Village Manager (Grade 9) position and reassignment of the Management Analyst position from Grade 9 to Grade 8.

## **ATTACHMENTS**

Resolution

Classification and Compensation Plan

**RESOLUTION \_\_\_\_\_****A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE MAY 1, 2018**

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 May 1, 2018, and effective pay period beginning May 1, 2018, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective May 1, 2018, 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 Compensation Plan—updated May 1, 2018

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA	
3	Hourly: <del>Intern</del>	15.863	19.035	21.811		Annual:	32,995	39,594	45,368
				N					
4	Hourly: Administrative Secretary I	17.801	21.362	24.477		Annual: CSO I	37,027	44,432	50,912
				N					N
5	Hourly: Accounting Specialist Cashier Communications Specialist	19.739	23.687	27.141		Annual: Document Management Tech Records Specialist	41,057	49,269	56,454
				N					N
				N					N
6	Hourly: Administrative Secretary II CSO II Data Technician Deputy Village Clerk	21.678	26.013	29.807		Annual: Investigative Aide <del>Media Content Producer</del> Payroll Specialist Utility Billing Specialist	45,089	54,107	61,998
				N					N
				N					N
				N					N
				N					N
7	Hourly: Administrative Assistant Court/Property Control Officer Legal Secretary	23.614	28.337	32.470		Annual: Case Records Specialist Management Fellow	49,118	58,941	67,537
				N					N
				N					N
				N					N
8	Hourly: Administrative Specialist <del>Crime Prevention Specialist</del> GIS Technician	25.554	30.665	35.136		Annual: Production <del>Coordinator-Supervisor</del> <u>Management Analyst</u> Staff Accountant	53,152	63,782	73,084
				N					N
				N					N
				N					N
9	Hourly: Biweekly: <u>Assistant to the Village Manager</u> Code Compliance Officer CSO Supervisor Fire Inspector	27.491	32.989	37.800		Annual: <del>Management Analyst</del> Public Education Specialist <u>Public Relations Specialist</u>	57,181	68,617	78,624
		2,199.266	2,639.119	3,023.991	E				E
				N					E
				N					E
				N					E
10	Hourly: Biweekly: Building Inspector Fire Inspector/Plan Reviewer Grants Coordinator Plumbing Inspector	29.429	35.315	40.465		Annual: Purchasing Agent Records Supervisor Staff Engineer I Systems Technician	61,213	73,455	84,168
		2,354.341	2,825.209	3,237.218	N				E
				N					E
				E					E
				N					N
11	Biweekly: Planner	2,509.339	3,011.206	3,450.340		Annual: PSRT Coordinator	65,243	78,291	89,709
				E					E
12	Biweekly: GIS Specialist	2,664.413	3,197.296	3,663.568		Annual: Project Manager	69,275	83,130	95,253
				E					E
13	Biweekly: Development Engineer Internet Operations Administrator <del>Public Education/Information Supervisor</del> Senior Planner Staff Engineer II Street Manager	2,819.411	3,383.293	3,876.690		Annual: <del>Operations Manager</del> Public Safety Systems Administrator <u>Support Services Manager</u> Systems Administrator Village Forester Water Manager	73,305	87,966	100,794
				E					E
				E					E
				E					E
				E					E
				E					E
14	Biweekly: Assistant Human Resources Director Assistant to the Fire Chief Finance Manager Building Services Manager	2,974.408	3,569.290	4,089.811		Annual: Fleet Services Manager Records Manager Risk Manager	77,335	92,802	106,335
				E					E
				E					E
				E					E
				E					E

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
15	Hourly: 39.119 Biweekly: 3,129.484	46.942 3,755.381	53.788 4,303.040		Annual: 81,367	97,640	111,879	
	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
16	Biweekly: 3,284.481	3,941.377	4,516.161		Annual: 85,397	102,476	117,420	
	Assistant Finance Director			E	Division Chief - Fire Prevention			E
	Budget Officer			E				
17	Biweekly: 3,439.556	4,127.468	4,729.390		Annual: 89,428	107,314	122,964	
	Assistant Village Attorney			E	Communications Director			E
	Battalion Chief			E	Village Clerk			E
18	Biweekly: 3,594.554	4,313.464	4,942.511		Annual: 93,458	112,150	128,505	
	Police Lieutenant			E				
19	Biweekly: 3,749.629	4,499.555	5,155.740		Annual: 97,490	116,988	134,049	
	Assistant Public Works Director			E	Deputy Police Chief			E
	Deputy Fire Chief			E				
20	Biweekly: 3,904.626	4,685.551	5,368.861		Annual: 101,520	121,824	139,590	
	Human Resources Director			E	Information Technology Director			E
21	Biweekly: 4,059.702	4,871.643	5,582.090		Annual: 105,552	126,663	145,134	
	OPEN							
22	Biweekly: 4,214.699	5,057.639	5,795.211		Annual: 109,582	131,499	150,675	
	Community Development Director			E	Police Chief			E
	Finance Director			E	Public Works Director			E
	Fire Chief			E				
23	Biweekly: 4,369.774	5,243.728	6,008.439		Annual: 113,614	136,337	156,219	
	Deputy Village Manager			E				

**Part-Time Wages:** The Village of Downers Grove may establish certain part-time positions, such as Crossing Guard and seasonal hires, with hourly rates of pay ranging from a minimum of \$8.25/hour to a maximum of \$18.00/hour.

#### Calculation of Minimum and Maximum

Control points are established by conducting external market analysis of comparable municipal organizations. The minimum of the range is calculated at 20% below the control point (control amount / 1.2). The maximum of the range is calculated at 37.5% above the minimum (minimum amount \* 1.375).