

**VILLAGE OF DOWNERS GROVE**  
**COUNCIL ACTION SUMMARY**

**INITIATED:** Director of Human Resources  
(Name)

**DATE:** May 21, 2002

**RECOMMENDATION FROM:** N/A  
(Board or Department)

**FILE REF:** \_\_\_\_\_

**NATURE OF ACTION:**

**STEPS NEEDED TO IMPLEMENT ACTION:**

- Ordinance
- Resolution
- Motion
- Other

Motion to Adopt "A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN TO ADOPT A REVISED PLAN DATED MAY 21, 2002," as presented.

*GB*

**SUMMARY OF ITEM:**

Adoption of this resolution will amend the Downers Grove Compensation Plan for employees, effective April 28, 2002.

**RECORD OF ACTION TAKEN:**

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**RESOLUTION \_\_\_\_\_**

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
TO ADOPT A REVISED PLAN DATED MAY 21, 2002**

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

WHEREAS, Pursuant to the 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 April 28, 2002, and effective pay period beginning April 28, 2002, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, run date May 21, 2002, 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this resolution, all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.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  
JOB CLASSIFICATION - GRADE ORDER  
REVISED MAY 21, 2002

<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>FLSA</u>	<u>Job Code and Title</u>
2	\$ 23,106.00	\$ 27,149.00	\$ 31,193.00	N N	Data Entry Clerk Switchboard/Receptionist
3	\$ 25,791.00	\$ 30,305.00	\$ 34,818.00	N N N N	Building Maintenance Worker 1 Bus Operator Production Assistant Water Meter Reader
4	\$ 28,477.00	\$ 33,460.00	\$ 38,444.00	N N N N N N N	Admin. Secretary 1 - Soc. & Health Serv. Admin. Secretary 1 - Human Resources Building Maintenance Worker II Community Service Officer I Parts Inventory Clerk Printing Clerk Permit/Inspection Control Clerk
5	\$ 31,162.00	\$ 36,615.00	\$ 42,069.00	N N N N N N N	Accounting Specialist I Billing Clerk Cable TV Production Technician Deputy Village Clerk Payroll Clerk Police Records Specialist Admin Secretary I - Fire Prevention Admin. Specialist -- FD -- Pub Ed & Training

N = Non Exempt (Hourly)  
E = Exempt (Salaried)

<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>FLSA</u>	<u>Job Code and Title</u>
6	\$ 33,848.00	\$ 39,771.00	\$ 45,695.00	N	Accounting Specialist II
				N	Administrative Secretary II – Fire Admin.
				N	Administrative Secretary II – Police
				N	Administrative Secretary II – PW
				N	Administrative Secretary II - Planning Services
				N	Administrative Secretary II – Human Resources
				N	Administrative Secretary II – Financial Serv.
				N	Administrative Secretary II - Redevelopment
				N	Administrative Secretary II - Code Services
				N	Admin. Secretary II - EDC/VD
				N	Administrative Specialist - Police
				N	Building Maintenance Technician
				N	Community Service Officer II
				N	Computer Operator
				N	Court/Property Control Officer
				N	Investigative Aide
				N	Maintenance Worker I
				N	Community Response Center Coordinator
7	\$ 36,533.00	\$ 42,926.00	\$ 49,320.00	N	Communications Operator
				N	Legal Secretary
				N	Public Services Specialist
				N	Secretary to the Village Manager
				N	Assistant Community Events Coordinator
				N	Administrative Assistant - Redevelopment
				N	Administrative Assistant – Community Events
8	\$ 39,219.00	\$ 46,082.00	\$ 52,946.00	N	CAD Technician
				N	Community Events Coordinator
				N	Crime Prevention Specialist
				N	Fleet Maintenance Technician
				N	Maintenance Worker II
				N	Publications Technician
				N	Water Supply Specialist
				N	Real Estate Specialist
				N	Production Supervisor
				N	Lead Communications Operator
				N	Asst. Supervisor/Community Support Officer
				N	Staff Accountant

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<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>FLSA</u>	<u>Job Code and Title</u>
9	\$ 41,904.00	\$ 49,237.00	\$ 56,570.00	N N E N N E N E N	Code Enforcement Officer Fire and Life Safety Specialist Public Works Information Coordinator Public Works Materials Coordinator Public Works Technician Purchasing Assistant Resource Center Program Coordinator Visitor's Bureau Marketing Coordinator Right-of-Way Inspector
10	\$ 44,590.00	\$ 52,393.00	\$ 60,197.00	N N N E N E E N E N	Assistant Village Forester GPS Technician Building Inspector Counselor Landscape Specialist Supervisor, Transportation Services Supervisor, Police Records/Information Systems Technician Grants Coordinator Supervisor, VOC
11	\$ 47,275.00	\$ 55,548.00	\$ 63,821.00	E E E	Employee Benefits Coordinator Information Services Trainer Planner
12	\$ 49,961.00	\$ 58,704.00	\$ 67,447.00	E E E E E E E	Assistant Manager, Building Services Cable Television Coordinator GIS Specialist Staff Engineer Village Clerk Webmaster Public Safety System Administrator (PSSA)

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<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>FLSA</u>	<u>Job Code and Title</u>
13	\$ 52,646.00	\$ 61,859.00	\$ 71,072.00	E	Manager, Public Works/Drainage
				E	Manager, Public Works/Pavement
				E	Manager, Public Works/Traffic
				E	Manager, Public Works/Water Supply
				E	Manager, Building Services
				E	Systems Administrator
				E	Manager, Traffic/Parking
				E	Village Forester
				E	Database Programmer
				E	Chief Building Inspector
				E	Public Education/Information Supervisor - PD
				E	Public Education/Information Officer - FD
				E	Internet Operation Administrator
				E	Manager, Visitors Bureau
14	\$ 55,332.00	\$ 65,015.00	\$ 74,698.00	E	Assistant Dir., Economic Development
				E	Manager, Accounting
				E	Manager, Fleet Maintenance
				E	Manager, Police Records/Information
				E	Manager, Village Operations Center
				E	Public Information Officer
				E	Director, Community Events & Tourism
				E	Assistant to the Village Manager
15	\$ 58,017.00	\$ 68,170.00	\$ 78,323.00	E	Senior Staff Engineer
				N	Police Sergeant
				E	Police Sergeant – Administration & Training
				E	Staff Attorney
				E	Asst. Director - Information Services
16	\$ 60,703.00	\$ 71,326.00	\$ 81,949.00	E	Assistant Director, Financial Services
				E	Assistant Director, Human Res./Risk Manager
				E	Director, Social & Health Services
				E	Division Chief – Fire Prevention

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<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>FLSA</u>	<u>Job Code and Title</u>
17	\$ 63,388.00	\$ 74,481.00	\$ 85,574.00	E	Assistant Village Attorney
				E	Battalion Chief
				E	Battalion Chief, Training
				E	Director, Management Services
				E	Police Lieutenant
				E	Police Lieutenant – Investigations
				E	Manager II - PW Develop. Engineering
				E	Manager II - PW-General Support Services
				E	Manager II - PW-Operations
				E	Manager II - PW - Water
19	\$ 68,759.00	\$ 80,792.00	\$ 92,825.00	E	Assistant Director, Public Works/Engineering
				E	Deputy Chief of Police
				E	Deputy Fire Chief – Administration
				E	Deputy Fire Chief – Operations
				E	Director, Redevelopment
20	\$ 71,444.00	\$ 83,947.00	\$ 96,449.00	E	Director, Planning Services
				E	Director, Economic Development
				E	Director, Human Resources
				E	Director, Information Services
				E	Director, Code Services
22	\$ 76,815.00	\$ 90,258.00	\$ 103,700.00	E	Chief of Police
				E	Director, Financial Services
				E	Director, Public Works
				E	Fire Chief
				E	Village Attorney
23	\$ 79,501.00	\$ 93,414.00	\$ 107,326.00	E	Deputy Village Manager - Operations
				E	Deputy Village Manager - Administration
24	\$ 82,186.00	\$ 96,569.00	\$ 110,951.00	E	OPEN

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