

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**NOVEMBER 27, 2007 AGENDA**

<b>SUBJECT:</b>	<b>TYPE:</b>	<b>SUBMITTED BY:</b>
Update to Village Council Policy – Compensation Plan	✓ Resolution Ordinance Motion Discussion Only	Cara Pavlicek Village Manager

**SYNOPSIS**

A resolution has been prepared to update the Village Council Policy entitled Compensation Plan to reflect those changes that are proposed to be adopted as part of the FY08 budget which is effective January 1, 2008.

**STRATEGIC PLAN ALIGNMENT**

Five Year Plan and Goals for 2006-2011 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Village Government Trusted and Respected by Residents*.

**FISCAL IMPACT**

All changes are provided for in the FY08 budget.

**RECOMMENDATION**

Approval on the December 4, 2007 consent agenda.

**BACKGROUND**

From time to time as required, the Village Council establishes policies in the form of a resolution in order to take a formal position on a subject matter or to guide the process and procedures by which routine issues are addressed.

In regards to the Downers Grove Compensation Plan the proposed changes specifically include:

- Elimination of part-time Community Development Intern position (grade 3, \$27,797 - \$38,222)
- Elimination of full-time Secretary to the Village Manager position (grade 7, \$39,737 – \$54,638)
- Correction of the titles for Fire Marshall and Fire Inspector which were inadvertently reversed in 2007
- Elimination of full-time Database Programmer position (grade 13, \$57,812 - \$79,491) in the Information Services Department. Addition of part-time Information Services Trainer position at pay grade 11 (\$51,764 - \$71,176)
- Elimination of full-time Finance Manager position (grade 14, \$60,845 - \$83,662) in the Finance Department. Addition of Budget Officer position (grade 16, \$66,924 - \$90,021)
- Elimination of full-time Development Engineer position (grade 17, \$69,973 – 96,213)
- Update Contractual Wages for Fire Department Union Personnel based on Collective Bargaining Agreement through from May 1, 2007, through April 30, 2011

**ATTACHMENTS**

Resolution

Downers Grove Compensation Plan



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

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE JANUARY 1, 2008**

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 January 1, 2008, and effective pay period beginning January 1, 2008, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective January 1, 2008, 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, effective January 1, 2008

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
<b>2</b>	<b>Hourly:</b> OPEN	<b>11.937</b>	<b>14.324</b>	<b>16.413</b>	<b>Annual:</b>	<b>24,828</b>	<b>29,794</b>	<b>34,139</b>
<b>3</b>	<b>Hourly:</b> Building Maintenance Worker I Bus Operator Cashier/Receptionist Management Intern	<b>13.364</b>	<b>16.037</b>	<b>18.376</b>	<b>Annual:</b> Planning Intern Cable Production Assistant Shop Assistant	<b>27,797</b>	<b>33,357</b>	<b>38,222</b>
				N N N N				N N N
<b>4</b>	<b>Hourly:</b> Administrative Secretary I CSO I	<b>14.795</b>	<b>17.754</b>	<b>20.343</b>	<b>Annual:</b> Publications Technician I	<b>30,774</b>	<b>36,928</b>	<b>42,314</b>
				N N				N
<b>5</b>	<b>Hourly:</b> Accounting Specialist I Adminstrative Specialist	<b>16.229</b>	<b>19.475</b>	<b>22.315</b>	<b>Annual:</b> Building Maintenance Worker II Records Specialist	<b>33,757</b>	<b>40,508</b>	<b>46,415</b>
				N N				N N
<b>6</b>	<b>Hourly:</b> Administrative Secretary II Building Maintenance Technician I Computer Operator Court/Property Control Officer CSO II	<b>17.665</b>	<b>21.198</b>	<b>24.289</b>	<b>Annual:</b> Customer Service Assistant Deputy Village Clerk Investigative Aide Maintenance Worker I Parts Inventory Technician	<b>36,743</b>	<b>44,092</b>	<b>50,522</b>
				N N N N N				N N N N N
<b>7</b>	<b>Hourly:</b> Administrative Assistant Assistant Community Events Coordinator Communications Operator Legal Secretary	<b>19.104</b>	<b>22.925</b>	<b>26.268</b>	<b>Annual:</b> Management Analyst Municipal Media Assistant Public Service Specialist	<b>39,737</b>	<b>47,684</b>	<b>54,638</b>
				N N N N				N N N
<b>8</b>	<b>Hourly:</b> Administrative Specialist Building Maintenance Technician II CAD Technician Crime Prevention Specialist CSO Supervisor Fleet Maintenance Technician Maintenance Worker II	<b>20.546</b>	<b>24.655</b>	<b>28.251</b>	<b>Annual:</b> Production Supervisor Public Relations Specialist Publications Technician II Staff Accountant Transportation Coordinator Water Production Specialist	<b>42,735</b>	<b>51,282</b>	<b>58,761</b>
				N N N N N N N				N N N N N N
<b>9</b>	<b>Hourly:</b> <b>Biweekly:</b> Code Enforcement Officer Fire Inspector Materials Coordinator Public Works Technician	<b>21.990</b> <b>1,759.200</b>	<b>26.388</b> <b>2,111.040</b>	<b>30.236</b> <b>2,418.900</b>	<b>Annual:</b> Purchasing Assistant Resource Center Coordinator Special Projects Coordinator	<b>45,739</b>	<b>54,887</b>	<b>62,891</b>
				N N N N				E N E
<b>10</b>	<b>Hourly:</b> <b>Biweekly:</b> Accounting Supervisor Assistant Village Forester Inspector Counselor Fire Marshall GPS Technician Grants Coordinator	<b>23.342</b> <b>1,867.333</b>	<b>28.010</b> <b>2,240.800</b>	<b>32.095</b> <b>2,567.583</b>	<b>Annual:</b> Plan Reviewer Plumbing Inspector PSRT Coordinator Records/Information Supervisor Systems Technician VOC Supervisor	<b>48,551</b>	<b>58,261</b>	<b>66,757</b>
				E N N E N N E				N N N E N N
<b>11</b>	<b>Biweekly:</b> Benefits Coordinator Information Services Trainer	<b>1,990.933</b>	<b>2,389.120</b>	<b>2,737.533</b>	<b>Annual:</b> Planner	<b>51,764</b>	<b>62,117</b>	<b>71,176</b>
				E E				E
<b>12</b>	<b>Biweekly:</b> GIS Specialist Public Safety System Administrator	<b>2,107.133</b>	<b>2,528.560</b>	<b>2,897.308</b>	<b>Annual:</b> Staff Engineer	<b>54,785</b>	<b>65,743</b>	<b>75,330</b>
				E E				E



Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
<b>13</b>	<b>Biweekly:</b> 2,223.533	<b>2,668.240</b>	<b>3,057.358</b>		<b>Annual:</b> 57,812	<b>69,374</b>	<b>79,491</b>	
	Internet Operations Administrator			E	Systems Administrator			E
	Public Education/Information Supervisor			E	Village Forester			E
	Public Education/Information Officer			E	VOC Manager			E
	Senior Planner			E	Water Manager			E
	Street Division Manager			E				
<b>14</b>	<b>Biweekly:</b> 2,340.200	<b>2,808.240</b>	<b>3,217.775</b>		<b>Annual:</b> 60,845	<b>73,014</b>	<b>83,662</b>	
	Building Services Manager			E	Records/Information Manager			E
	Fleet Services Manager			E	Village Clerk			E
<b>15</b>	<b>Hourly:</b> 30.713	<b>36.855</b>	<b>42.230</b>		<b>Annual:</b> 63,882	<b>76,658</b>	<b>87,838</b>	
	<b>Biweekly:</b> 2,457.000	<b>2,948.400</b>	<b>3,378.375</b>					
	Assistant Information Services Director			E	Police Sergeant			N
	Chief Building Inspector			E	Senior Staff Engineer			E
	Community Events Director			E	Staff Attorney			E
<b>16</b>	<b>Biweekly:</b> 2,574.000	<b>3,088.800</b>	<b>3,539.250</b>		<b>Annual:</b> 66,924	<b>80,309</b>	<b>92,021</b>	
	Assistant Finance Director			E	Counseling and Social Services Director			E
	Assistant Human Resources Director/Risk Manager			E	Division Chief - Fire Prevention			E
	Budget Officer			E	Traffic Engineer Manager			E
<b>17</b>	<b>Biweekly:</b> 2,691.267	<b>3,229.520</b>	<b>3,700.492</b>		<b>Annual:</b> 69,973	<b>83,968</b>	<b>96,213</b>	
	Assistant Village Attorney			E	Communications Director			E
	Assistant Village Manager			E	Police Lieutenant			E
	Battalion Chief			E				
<b>19</b>	<b>Biweekly:</b> 2,926.533	<b>3,511.840</b>	<b>4,023.983</b>		<b>Annual:</b> 76,090	<b>91,308</b>	<b>104,624</b>	
	Assistant Public Works Director			E	Deputy Police Chief			E
	Deputy Fire Chief			E				
<b>20</b>	<b>Biweekly:</b> 3,044.400	<b>3,653.280</b>	<b>4,186.050</b>		<b>Annual:</b> 79,154	<b>94,985</b>	<b>108,837</b>	
	Human Resources Director			E	Information Services Director			E
<b>22</b>	<b>Biweekly:</b> 3,280.867	<b>3,937.040</b>	<b>4,511.192</b>		<b>Annual:</b> 85,303	<b>102,363</b>	<b>117,291</b>	
	Community Development Director			E	Police Chief			E
	Finance Director			E	Public Works Director			E
	Fire Chief			E				
<b>23</b>	<b>Biweekly:</b> 3,399.400	<b>4,079.280</b>	<b>4,674.175</b>		<b>Annual:</b> 88,384	<b>106,061</b>	<b>121,529</b>	
	Deputy Village Manager			E	Village Attorney			E
<b>24</b>	<b>Biweekly:</b> 3,518.200	<b>4,221.840</b>	<b>4,837.525</b>		<b>Annual:</b> 91,473	<b>109,768</b>	<b>125,776</b>	
	OPEN							

#### Contractual Wages for Police Officers (contract expires April 30, 2008)

Step:	Starting	1	2	3	4	5	6	7
<b>Effective May 1, 2007</b>	50,488	53,364	56,757	60,210	63,752	67,425	71,241	75,643

#### Contractual Wages for Fire Department Union Personnel (contract expires April 30, 2011)

Step:		1	2	3	4	5	6
<b>Effective May 1, 2007</b>	Firefighter	51,155	55,227	59,299	63,373	67,444	71,443
	Firefighter-Paramedic	55,225	58,541	62,857	67,175	71,491	75,730
	Fire Lieutenant	80,016	82,160	85,017			
<b>Effective May 1, 2008</b>	Firefighter	53,073	57,298	61,523	65,749	69,973	74,122
	Firefighter-Paramedic	57,296	60,736	65,214	69,694	74,172	78,570
	Fire Lieutenant	83,017	85,241	88,205			

#### 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 \$8.00/hour to a maximum of \$16.00/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).