

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**APRIL 22, 2008 AGENDA**

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

**SYNOPSIS**

A resolution has been prepared to amend the Village Council Policy entitled Compensation Plan to reflect a title and grade change from Plan Reviewer (Grade 10) to Project Manager (Grade 13) with commensurately increased duties and responsibilities in the Department of Community Development.

**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**

The Compensation Plan update will result in no net change.

**RECOMMENDATION**

Approval on the May 6, 2008, 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 full-time Community Development Plan Reviewer position (grade 10, \$48,551-\$66,757, Nonexempt)
- Addition of full-time Community Development Project Manager position (grade 13, \$57,812-\$79,491, Exempt)

The new position includes plan review responsibilities with additional project management oversight, improved intra- and inter-departmental coordination, quality control from pre-application through inspections to project closeout. The position fills existing employee progression and succession needs with the Building Division of the Community Development Department.

**ATTACHMENTS**

Resolution

Downers Grove Compensation Plan

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

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE MAY 6, 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 May 6, 2008, and effective pay period beginning May 6, 2008, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective May 6, 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 May 6, 2008

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

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
<b>13</b>	<b>Biweekly:</b> 2,223.533	2,668.240	3,057.358		<b>Annual:</b> 57,812	69,374	79,491	
	Internet Operations Administrator			E	Street Division Manager			E
	Project Manager			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
<b>14</b>	<b>Biweekly:</b> 2,340.200	2,808.240	3,217.775		<b>Annual:</b> 60,845	73,014	83,662	
	Building Services Manager			E	Records/Information Manager			E
	Fleet Services Manager			E	Village Clerk			E
<b>15</b>	<b>Hourly:</b> 30.713	36.855	42.230		<b>Annual:</b> 63,882	76,658	87,838	
	<b>Biweekly:</b> 2,457.000	2,948.400	3,378.375					
	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	3,088.800	3,539.250		<b>Annual:</b> 66,924	80,309	92,021	
	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	3,229.520	3,700.492		<b>Annual:</b> 69,973	83,968	96,213	
	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	3,511.840	4,023.983		<b>Annual:</b> 76,090	91,308	104,624	
	Assistant Public Works Director			E	Deputy Police Chief			E
	Deputy Fire Chief			E				
<b>20</b>	<b>Biweekly:</b> 3,044.400	3,653.280	4,186.050		<b>Annual:</b> 79,154	94,985	108,837	
	Human Resources Director			E	Information Services Director			E
<b>22</b>	<b>Biweekly:</b> 3,280.867	3,937.040	4,511.192		<b>Annual:</b> 85,303	102,363	117,291	
	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	4,079.280	4,674.175		<b>Annual:</b> 88,384	106,061	121,529	
	Deputy Village Manager			E	Village Attorney			E
<b>24</b>	<b>Biweekly:</b> 3,518.200	4,221.840	4,837.525		<b>Annual:</b> 91,473	109,768	125,776	
	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).