

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
DECEMBER 9, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Update to Village Council Policy – Compensation Plan	✓ Resolution Ordinance Motion Discussion Only	Wesley Morgan, SPHR Human Resources Director

SYNOPSIS

A resolution has been prepared to update the Village Council Policy entitled “Compensation Plan” effective January 1, 2009.

STRATEGIC PLAN ALIGNMENT

Five Year Plan and Goals for 2006-2011 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Village Organization Aligned with Vision, Mission and Core Beliefs*.

FISCAL IMPACT

The approved FY09 municipal budget accounts for proposed changes to the compensation plan.

RECOMMENDATION

Approval on the December 9, 2008 consent agenda.

BACKGROUND

The Village annually reviews its non-union compensation plan to ensure that it remains competitive with the local labor market. During 2008, the Village engaged the Archer Company, a Human Resources consulting firm, to conduct the compensation plan review and recommended adjustments to the pay ranges, which refer to the minimum, control point and maximum rates of pay for each of the pay grades that make up the compensation plan. The market based adjustments as recommended by Archer are reflected in the attached compensation plan.

Once the new compensation plan takes effect, any employees that fall below the newly established minimum for each pay grade will be adjusted to the minimum. Any further adjustments to non-union employee salaries will be merit-based as determined and approved by the Village Manager.

In addition, the following maintenance changes have been reflected in the proposed Compensation Plan. It should be noted that these changes reflect re-classification and reassignment of existing positions within the Village. There will be no increase to staffing levels associated with these changes.

- Addition of full-time Project Manager, Grade 12 (\$59,741- \$82,144 annually)
- Addition of full-time Planning Manager classification, Grade 15 (\$70,169- \$96,482 annually)

ATTACHMENTS

Resolution
 Downers Grove Compensation Plan

RESOLUTION _____

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN
BY ADOPTING A REVISED PLAN EFFECTIVE JANUARY 1, 2009**

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, 2009, and effective pay period beginning January 1, 2009, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective January 1, 2009, 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

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
2	Hourly: OPEN	12.225	14.670	16.809	Annual:	25,428	30,514	34,964
3	Hourly: Bus Operator Cashier/Receptionist Management Intern	13.680	16.416	18.810		Annual: 28,454	34,145	39,125
				N	Planning Intern			N
				N	Cable Production Assistant			N
				N				
4	Hourly: Administrative Secretary I CSO I	15.352	18.422	21.109	Annual:	31,931	38,318	43,906
				N	Publications Technician I			N
				N				
5	Hourly: Accounting Specialist I Adminstrative Specialist	17.023	20.427	23.406	Annual:	35,407	42,488	48,684
				N	Records Specialist			N
				N				
6	Hourly: Administrative Secretary II Computer Operator CSO II	18.694	22.433	25.704	Annual:	38,884	46,661	53,465
				N	Customer Service Assistant			N
				N	Deputy Village Clerk			N
				N	Investigative Aide			N
7	Hourly: Administrative Assistant Assistant Community Events Coordinator Communications Operator Legal Secretary	20.365	24.438	28.002	Annual:	42,359	50,831	58,244
				N	Management Analyst			N
				N	Municipal Media Assistant			N
				N	Court/Property Control Officer			N
				N				
8	Hourly: Administrative Specialist Crime Prevention Specialist Production Supervisor Public Relations Specialist	22.037	26.444	30.300	Annual:	45,836	55,004	63,025
				N	Publications Technician II			N
				N	Staff Accountant			N
				N	Transportation Coordinator			N
				N				
9	Hourly: Biweekly: Code Enforcement Officer CSO Supervisor Fire Inspector	23.708 1,896.600	28.449 2,275.920	32.598 2,607.825	Annual:	49,312	59,174	67,803
				N	Purchasing Assistant			E
				N	Resource Center Coordinator			N
				N	Special Projects Coordinator			E
10	Hourly: Biweekly: Accounting Supervisor Inspector Counselor Fire Marshall GPS Technician Grants Coordinator	25.379 2,030.333	30.455 2,436.400	34.896 2,791.708	Annual:	52,789	63,346	72,584
				E	Plumbing Inspector			N
				N	PSRT Coordinator			N
				E	Records/Information Supervisor			E
				N	Systems Technician			N
				N	VOC Supervisor			N
				E				
11	Biweekly: Benefits Coordinator Information Services Trainer	2,164.000	2,596.800	2,975.500	Annual:	56,264	67,517	77,363
				E	Planner			E
				E				
12	Biweekly: GIS Specialist Public Safety System Administrator	2,297.733	2,757.280	3,159.383	Annual:	59,741	71,689	82,144
				E	Staff Engineer			E
				E	Project Manager			E
13	Biweekly: Internet Operations Administrator Public Education/Information Supervisor Public Education/Information Officer Senior Planner Street Division Manager	2,431.400	2,917.680	3,343.175	Annual:	63,216	75,860	86,923
				E	Systems Administrator			E
				E	Village Forester			E
				E	VOC Manager			E
				E	Water Manager			E
				E				
14	Biweekly: Building Services Manager Fleet Services Manager	2,565.067	3,078.080	3,526.967	Annual:	66,692	80,030	91,701
				E	Records/Information Manager			E
				E	Village Clerk			E
15	Hourly: Biweekly: Assistant Information Services Director Chief Building Inspector Community Events Director Planning Manager	33.735 2,698.800	40.482 3,238.560	46.386 3,710.850	Annual:	70,169	84,203	96,482
				E	Police Sergeant			N
				E	Senior Staff Engineer			E
				E	Staff Attorney			E
				E				

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
16	Biweekly: 2,832.467	3,398.960	3,894.642		Annual: 73,644	88,373	101,261	
	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
17	Biweekly: 2,966.200	3,559.440	4,078.525		Annual: 77,121	92,545	106,042	
	Assistant Village Attorney			E	Communications Director			E
	Assistant Village Manager			E	Police Lieutenant			E
	Battalion Chief			E				
19	Biweekly: 3,233.600	3,880.320	4,446.200		Annual: 84,074	100,888	115,601	
	Assistant Public Works Director			E	Deputy Police Chief			E
	Deputy Fire Chief			E				
20	Biweekly: 3,367.267	4,040.720	4,629.992		Annual: 87,549	105,059	120,380	
	Human Resources Director			E	Information Services Director			E
22	Biweekly: 3,634.667	4,361.600	4,997.667		Annual: 94,501	113,402	129,939	
	Community Development Director			E	Police Chief			E
	Finance Director			E	Public Works Director			E
	Fire Chief			E				
23	Biweekly: 3,768.400	4,522.080	5,181.550		Annual: 97,978	117,574	134,720	
	Deputy Village Manager			E	Village Attorney			E
24	Biweekly: 3,902.000	4,682.400	5,365.250		Annual: 101,452	121,742	139,497	
	OPEN							