

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
OCTOBER 8, 2013 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Compensation Plan Amendment	✓ Resolution Ordinance Motion Discussion Only	David Fieldman Village Manager

SYNOPSIS

A resolution amending the Village's Compensation Plan has been prepared.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 include *Exceptional Municipal Organization* and *Steward of Financial and Environmental Sustainability*.

FISCAL IMPACT

Adjustments to employee salaries in FY13 made in conjunction with the Compensation Plan amendment are expected to increase General Fund expenses by approximately \$60,000. These expenses are not included in the FY13 budget. These expenses combined with expenses from the April flood and planned transfer of money from the General Fund to the Risk Management Fund will require a budget amendment.

RECOMMENDATION

Approval on the October 8, 2013, active agenda.

BACKGROUND*Compensation Plan*

The Village maintains a compensation plan and structure for its employees that are not otherwise represented by a collective bargaining unit. The wages and salary ranges that make up this plan were adjusted in December 2008 and November 2012. The amendment would increase all ranges by 3.5% and will address external and internal comparability. This increase, which has been reflected in the attached Compensation Plan, will go into effect immediately. 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 2013 year. Adjustments to employee salaries in FY13 made in conjunction with the Compensation Plan amendment are expected to increase General Fund expenses by approximately \$60,000.

ATTACHMENTS

Resolution
 Compensation Plan

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Village Manager **DATE:** October 8, 2013
— (Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- Ordinance
- Resolution
- Motion
- Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to Adopt “A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN BY ADOPTING A REVISED PLAN EFFECTIVE OCTOBER 8, 2013”, as presented.

SUMMARY OF ITEM:

Adoption of this resolution shall approve the Compensation Plan effective October 8, 2013.

RECORD OF ACTION TAKEN:

RESOLUTION _____

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN
BY ADOPTING A REVISED PLAN EFFECTIVE OCTOBER 8, 2013**

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 October 8, 2013, and effective pay period beginning October 8, 2013, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective October 8, 2013, 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	
3	Hourly:	14.442	17.330	19.858		Annual:	30,039	36,047	41,304
	Bus Operator				N	Planning Intern			N
	Management/HR Intern				N	Cable Production Assistant			N
4	Hourly:	16.207	19.448	22.284		Annual:	33,710	40,452	46,351
	Administrative Secretary I				N	CSO I			N
5	Hourly:	17.971	21.565	24.710		Annual:	37,379	44,855	51,396
	Accounting Specialist I				N	Publications Technician 1			N
	Cashier				N	Records Specialist			N
	Customer Service Assistant				N	Document Management Tech			N
6	Hourly:	19.735	23.683	27.136		Annual:	41,050	49,260	56,443
	Administrative Secretary II				N	Deputy Village Clerk			N
	CSO II				N	Investigative Aide			N
7	Hourly:	21.499	25.799	29.562		Annual:	44,719	53,662	61,488
	Administrative Assistant				N	Legal Secretary			N
	Court/Property Control Officer				N	Municipal Media Assistant			N
	Case Records								
8	Hourly:	23.264	27.917	31.988		Annual:	48,389	58,067	66,535
	Administrative Specialist				N	Public Relations Specialist			N
	Crime Prevention Specialist				N	Publications Technician II			N
	Production Supervisor				N	Staff Accountant			N
9	Hourly:	25.028	30.034	34.414		Annual:	52,058	62,470	71,580
	Biweekly:	2,002.241	2,402.689	2,753.081					
	Code Compliance Officer				N	Management Analyst			N
	CSO Supervisor				N	Purchasing Assistant			E
10	Hourly:	26.793	32.151	36.840		Annual:	55,729	66,875	76,627
	Biweekly:	2,143.423	2,572.107	2,947.206					
	Accounting Supervisor				E	Plumbing Inspector			N
	Inspector				N	PSRT Coordinator			N
	Fire Marshall				N	Records Supervisor			E
	GPS Technician				N	Systems Technician			N
	Grants Coordinator				E	VOC Supervisor			N
11	Biweekly:	2,284.535	2,741.442	3,141.235		Annual:	59,398	71,277	81,672
	Benefits Coordinator				E	Planner			E
12	Biweekly:	2,425.717	2,910.860	3,335.361		Annual:	63,069	75,682	86,719
	GIS Specialist				E	Project Manager			E
13	Biweekly:	2,566.829	3,080.195	3,529.390		Annual:	66,738	80,085	91,764
	Internet Operations Administrator				E	Systems Administrator			E
	Public Education/Information Supervisor				E	Village Forester			E
	Assistant to the Fire Chief				E	VOC Manager			E
	Senior Planner				E	Water Manager			E
	Street Division Manager				E				
14	Biweekly:	2,707.941	3,249.529	3,723.419		Annual:	70,406	84,488	96,809
	Building Services Manager				E	Performance Manager			E
	Fleet Services Manager				E	Risk Manager			E
	Records Manager				E	Village Clerk			E
	Accounting Manager				E				
15	Hourly:	35.614	42.737	48.969		Annual:	74,077	88,893	101,856
	Biweekly:	2,849.123	3,418.948	3,917.544					
	Assistant Information Services Director				E				
	Chief Building Inspector				E	Senior Staff Engineer			E
	Emergency Management Coordinator				E	Staff Attorney			E
	Planning Manager				E	Stormwater Administrator			E

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
16	Biweekly: Assistant Finance Director Budget Officer	2,990.235 3,588.282	4,111.573	E E	Annual: Division Chief - Fire Prevention Traffic Engineer Manager	77,746 93,295	106,901	E E
17	Biweekly: Assistant Village Attorney Battalion Chief	3,131.417 3,757.701	4,305.699	E E	Annual: Communications Director Police Lieutenant	81,417 97,700	111,948	E E
19	Biweekly: Assistant Public Works Director Deputy Fire Chief	3,413.712 4,096.454	4,693.853	E E	Annual: Deputy Police Chief	88,756 106,508	122,040	E
20	Biweekly: Human Resources Director	3,554.823 4,265.788	4,887.882	E	Annual: Information Services Director	92,425 110,910	127,085	E
22	Biweekly: Community Development Director Finance Director Fire Chief	3,837.118 4,604.541	5,276.037	E E E	Annual: Police Chief Public Works Director	99,765 119,718	137,177	E E
23	Biweekly: Deputy Village Manager	3,978.300 4,773.960	5,470.162	E	Annual: Village Attorney	103,436 124,123	142,224	E
24	Biweekly: OPEN	4,119.341 4,943.210	5,664.094		Annual:	107,103 128,523	147,266	