

**VILLAGE OF DOWNERS GROVE  
REPORT FOR THE VILLAGE COUNCIL MEETING  
NOVEMBER 18, 2014 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Non-Union Classification & Compensation Plan Amendment	✓ Resolution Ordinance Motion Discussion Only	Michael Baker Deputy Village Manager

**SYNOPSIS**

A resolution amending the Village’s Non-Union Classification & 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**

N/A

**RECOMMENDATION**

Approval on the November 18, 2014 consent agenda.

**BACKGROUND**

The Village maintains a Classification and Compensation Plan for its employees that are not otherwise represented by a collective bargaining unit. The wage and salary ranges that make up this plan were adjusted in December 2008, November 2012 and October 2013. The amendment would increase all ranges by 3.0% and will address external and internal comparability. This increase, which has been reflected in the attached Classification and Compensation Plan, will go into effect on January 1, 2015. 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 year. In addition, the plans reflects the following adjustments to individual positions, based on a re-evaluation of job duties:

- The Traffic Manager position was decreased from Grade 16 to Grade 15
- The Village Clerk position was increased from Grade 14 to Grade 17
- Grade 24 was eliminated from the plan, as there are no positions currently assigned to that Grade

**ATTACHMENTS**

Resolution  
 Compensation & Classification Plan

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

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE JANUARY 1, 2015**

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, 2015, and effective pay period beginning January 1, 2015, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective January 1, 2015, 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 Classification & Compensation Plan

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
3	Hourly: 14.875 Cable Production Assistant Planning Intern	17.850	20.453	N N	Annual: 30,940 Public Works Intern	37,128	42,542	N
4	Hourly: 16.693 Administrative Secretary I	20.031	22.953	N	Annual: 34,721 CSO I	41,665	47,742	N
5	Hourly: 18.510 Accounting Specialist Cashier Communications Specialist	22.212	25.451	N N N	Annual: 38,501 Publications Technician I Document Management Tech Records Specialist	46,201	52,938	N N N
6	Hourly: 20.328 Administrative Secretary II CSO II Data Technician Deputy Village Clerk	24.393	27.951	N N N N	Annual: 42,282 Investigative Aide Payroll Specialist Water Billing Specialist	50,738	58,138	N N N
7	Hourly: 22.144 Administrative Assistant Court/Property Control Officer Legal Secretary	26.573	30.448	N N N	Annual: 46,060 Municipal Media Assistant Case Records Specialist Management Fellow	55,272	63,332	N N N
8	Hourly: 23.962 Administrative Specialist Crime Prevention Specialist GIS Technician	28.755	32.948	N N N	Annual: 49,841 Production Supervisor Publications Technician II Staff Accountant	59,809	68,532	N N N
9	Hourly: 25.779 Biweekly: 2,062.308 Code Compliance Officer CSO Supervisor Fire Inspector	30.935 2,474.770	35.446 2,835.674	N N N	Annual: 53,620 Management Analyst Public Relations Specialist	64,344	73,728	E E
10	Hourly: 27.597 Biweekly: 2,207.725 Accounting Supervisor Inspector Fire Inspector/Plan Reviewer GPS Technician Grants Coordinator Plumbing Inspector	33.116 2,649.270	37.945 3,035.622	E N N N E N	Annual: 57,401 Purchasing Agent Records Supervisor Staff Engineer I Systems Technician VOC Supervisor	68,881	78,926	E E E N N
11	Biweekly: 2,353.071 Benefits Coordinator Planner	2,823.685	3,235.473	E E	Annual: 61,180 PSRT Coordinator	73,416	84,122	E
12	Biweekly: 2,498.488 GIS Specialist Project Manager	2,998.186	3,435.421	E E	Annual: 64,961 Public Safety System Administrator Systems Administrator I	77,953	89,321	E E
13	Biweekly: 2,643.834 Internet Operations Administrator Public Education/Information Supervisor Senior Planner Staff Engineer II Street Division Manager	3,172.601	3,635.272	E E E E E	Annual: 68,740 Systems Administrator II Village Forester VOC Manager Water Manager	82,488	94,517	E E E E
14	Biweekly: 2,789.179 Finance Manager Building Services Manager Fleet Services Manager Assistant to the Fire Chief	3,347.015	3,835.121	E E E E	Annual: 72,519 Records Manager Risk Manager Performance Manager	87,022	99,713	E E E
15	Hourly: 36.682 Biweekly: 2,934.597 Assistant Business Technology Director Building Division Manager Emergency Management Coordinator Planning Manager	44.019 3,521.516	50.438 4,035.071	E E E E	Annual: 76,300 Engineer Manager Staff Attorney Stormwater Administrator Traffic Manager	91,559	104,912	E E E E

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA	
16	Biweekly: Assistant Finance Director Budget Officer	3,079.942	3,695.930	4,234.920	E E	Annual: Division Chief - Fire Prevention	80,078 96,094	110,108	E
17	Biweekly: Assistant Village Attorney Battalion Chief Communications Director	3,225.360	3,870.432	4,434.870	E E E	Annual: Police Lieutenant Village Clerk	83,859 100,631	115,307	E E
19	Biweekly: Assistant Public Works Director Deputy Fire Chief	3,516.123	4,219.348	4,834.669	E E	Annual: Deputy Police Chief	91,419 109,703	125,701	E
20	Biweekly: Human Resources Director	3,661.468	4,393.762	5,034.519	E	Annual: Business Technology Director	95,198 114,238	130,897	E
22	Biweekly: Community Development Director Finance Director Fire Chief	3,952.231	4,742.677	5,434.318	E E E	Annual: Police Chief Public Works Director	102,758 123,310	141,292	E E
23	Biweekly: Deputy Village Manager	4,097.649	4,917.179	5,634.267	E	Annual:	106,539 127,847	146,491	