

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
5/3/2016

SUBJECT:	SUBMITTED BY:
Non-Union Classification and Compensation Plan Amendment	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 Services* and *Steward of Financial, Environmental and Neighborhood Sustainability*.

FISCAL IMPACT

The FY16 General Fund budget includes funding for this change.

RECOMMENDATION

Approval on the May 3, 2016 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, October 2013 and January 2015. The amendment would increase all ranges by 2.0% 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 May 9, 2016. 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.

ATTACHMENTS

Compensation Plan

RESOLUTION _____**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN
BY ADOPTING A REVISED PLAN EFFECTIVE MAY 1, 2016**

WHEREAS, on November 29, 1993, the Village Council adopted Resolution 93-51 entitled "A Resolution Establishing the Village of Downers Grove Classification Plan"; and,

WHEREAS, on April 17, 2001, the Village Council adopted Resolution 2001-33 entitled "A Resolution Amending the Village of Downers Grove Employee Classification Plan" (hereinafter referred to as the "Classification Plan"),

WHEREAS, pursuant to the Employee 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 1, 2016, and effective pay period beginning May 1, 2016, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective May 1, 2016, 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: Intern	15.172	18.207	20.862	N	Annual: 31,559	37,870	43,393
4	Hourly: Administrative Secretary I	17.027	20.432	23.412	N	Annual: CSO I	35,416	42,499 48,696
5	Hourly: Accounting Specialist Cashier Communications Specialist	18.880	22.656	25.960	N N N	Annual: Document Management Tech Records Specialist	39,271	47,125 53,997
6	Hourly: Administrative Secretary II CSO II Data Technician Deputy Village Clerk	20.734	24.881	28.510	N N N N	Annual: Investigative Aide Media Content Producer Payroll Specialist Water Billing Specialist	43,128	51,753 59,301
7	Hourly: Administrative Assistant Court/Property Control Officer Legal Secretary	22.587	27.104	31.057	N N N	Annual: Case Records Specialist Management Fellow	46,981	56,377 64,599
8	Hourly: Administrative Specialist Crime Prevention Specialist GIS Technician	24.441	29.330	33.607	N N N	Annual: Production Supervisor Staff Accountant	50,838	61,006 69,902
9	Hourly: Biweekly: Code Compliance Officer CSO Supervisor Fire Inspector	26.294 2,103.554	31.553 2,524.265	36.155 2,892.387	N N N	Annual: Management Analyst Public Relations Specialist	54,692	65,631 75,202
10	Hourly: Biweekly: Building Inspector Fire Inspector/Plan Reviewer Grants Coordinator Plumbing Inspector Purchasing Assistant	28.148 2,251.880	33.778 2,702.256	38.704 3,096.335	E N E N E	Annual: Records Supervisor Staff Engineer I Systems Technician VOC Supervisor	58,549	70,259 80,505
11	Biweekly: Benefits Coordinator Planner	2,400.132	2,880.159	3,300.182	E E	Annual: PSRT Coordinator	62,403	74,884 85,805
12	Biweekly: GIS Specialist	2,548.458	3,058.150	3,504.130	E	Annual: Project Manager	66,260	79,512 91,107
13	Biweekly: Development Engineer Internet Operations Administrator Public Education/Information Supervisor Senior Planner Staff Engineer II Street Division Manager	2,696.711	3,236.053	3,707.977	E E E E E E	Annual: Systems Administrator Systems Administrator, Public Safety Village Forester VOC Manager Water Manager	70,114	84,137 96,407
14	Biweekly: Assistant to the Fire Chief Building Services Manager Fleet Services Manager Finance Manager	2,844.963	3,413.955	3,911.824	E E E E	Annual: Performance Manager Records Manager Risk Manager	73,969	88,763 101,707
15	Hourly: Biweekly: Assistant Information Technology Director Building Division Manager Emergency Management Coordinator Planning Manager	37.416 2,993.289	44.899 3,591.947	51.447 4,115.772	E E E E	Annual: Engineer Manager Staff Attorney Stormwater Administrator Traffic Engineer Manager	77,826	93,391 107,010

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA
16	Biweekly: Assistant Finance Director Budget Officer	3,141.541	3,769.849	4,319.619	E E	Annual: Division Chief - Fire Prevention	81,680 98,016 112,310	E
17	Biweekly: Assistant Village Attorney Battalion Chief Communications Director	3,289.867	3,947.841	4,523.567	E E E	Annual: Police Lieutenant Village Clerk	85,537 102,644 117,613	E E
19	Biweekly: Assistant Public Works Director Deputy Fire Chief	3,586.445	4,303.735	4,931.363	E E	Annual: Deputy Police Chief	93,248 111,897 128,215	E
20	Biweekly: Human Resources Director	3,734.697	4,481.637	5,135.209	E	Annual: Information Technology Director	97,102 116,523 133,515	E
22	Biweekly: Community Development Director Finance Director Fire Chief	4,031.276	4,837.531	5,543.004	E E E	Annual: Police Chief Public Works Director	104,813 125,776 144,118	E E
23	Biweekly: Deputy Village Manager	4,179.602	5,015.522	5,746.953	E	Annual:	108,670 130,404 149,421	