

**VILLAGE OF DOWNERS GROVE**  
Report for the Village

**4/9/2019**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Non-Union Classification and Compensation Plan Amendment	Mike 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 2017-2019 include *Exceptional Municipal Services* and *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY19 budget includes funding in the General Fund for the recommended amendments to the plan.

**RECOMMENDATION**

Approval on the April 9, 2019 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 have been adjusted annually in recent years. The amendment would increase all ranges by 2.5% and will address external and internal comparability. This increase to the salary ranges, which has been reflected in the attached Compensation Plan, will take effect at the start of the first full pay period in May 2019. 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.

The following represent specific modifications to positions within the plan consistent with the Strategic Goals and the FY18 Budget.

1. Establishment of a civilian Training Coordinator (Grade 10) position in the Police Department. The new position coincided with the elimination of a Police Sergeant position, including the transfer of training oversight responsibilities to the new Coordinator position. This is consistent with a strategy of shifting from sworn to civilian positions, where possible, resulting in reduced public safety pension obligations.
2. Establishment of a Water Supervisor (Grade 11) position in the Public Works Department to meet increased service demand.

**ATTACHMENTS**

Resolution  
Compensation Plan

**RESOLUTION \_\_\_\_\_****A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN EFFECTIVE MAY 1, 2019**

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 dated May 1, 2018; 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, 2019, and effective the first pay period of May, 2019, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, 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 as of the start of the first full pay period in May 2019

Grade		Minimum	Control	Maximum	FLSA		Minimum	Control	Maximum	FLSA
3	Hourly: OPEN	16.259	19.511	22.357	N	Annual:	33,820	40,584	46,502	
4	Hourly: Administrative Secretary I	18.246	21.896	25.089	N	Annual: CSO I	37,953	45,543	52,185	N
5	Hourly: Accounting Specialist Cashier Communications Specialist	20.233	24.279	27.820	N N N	Annual: Document Management Tech Records Specialist	42,084	50,500	57,865	N N
6	Hourly: Administrative Secretary II CSO II Data Technician Deputy Village Clerk	22.220	26.663	30.552	N N N N	Annual: Investigative Aide Payroll Specialist Utility Billing Specialist	46,217	55,460	63,548	N N N
7	Hourly: Administrative Assistant Court/Property Control Officer Legal Secretary	24.205	29.046	33.281	N N N	Annual: Case Records Specialist Management Fellow	50,346	60,415	69,225	N N
8	Hourly: Administrative Specialist GIS Technician Production Coordinator	26.193	31.431	36.015	N N N	Annual: Management Analyst Staff Accountant	54,481	65,377	74,911	N N
9	Hourly: Biweekly: Assistant to the Village Manager Code Compliance Officer CSO Supervisor	28.178 2,254.248	33.814 2,705.097	38.745 3,099.590	E N N	Annual: Fire Inspector Public Education Specialist Public Relations Specialist	58,610	70,333	80,589	N E E
10	Hourly: Biweekly: Building Inspector Fire Inspector/Plan Reviewer Grants Coordinator Plumbing Inspector	30.165 2,413.199	36.198 2,895.839	41.477 3,318.149	N N E N	Annual: Records Supervisor Staff Engineer I Systems Technician Training Coordinator	62,743	75,292	86,272	E E N E
11	Biweekly: Planner Water Supervisor	2,572.072	3,086.486	3,536.599	E E	Annual: Public Services Coordinator	66,874	80,249	91,952	E
12	Biweekly: GIS Specialist	2,731.024	3,277.228	3,755.157	E	Annual: Project Manager	71,007	85,208	97,634	E
13	Biweekly: Development Engineer Internet Operations Administrator Public Safety Systems Administrator Senior Planner Staff Engineer II	2,889.896	3,467.876	3,973.608	E E E E E	Annual: Street Manager Support Services Manager Systems Administrator Village Forester Water Manager	75,137	90,165	103,314	E E E E E
14	Biweekly: Assistant Human Resources Director Assistant to the Fire Chief Building Services Manager Finance Manager	3,048.769	3,658.522	4,192.057	E E E E	Annual: Fleet Services Manager Records Manager Risk Manager	79,268	95,122	108,993	E E E
15	Hourly: Biweekly: Assistant Information Technology Director Building Division Manager Emergency Management Coordinator Planning Manager	40.097 3,207.721	48.116 3,849.265	55.133 4,410.616	E E E E	Annual: Engineer Manager Staff Attorney Stormwater Administrator Traffic Engineer	83,401	100,081	114,676	E E E E

Grade	Minimum	Control	Maximum	FLSA	Minimum	Control	Maximum	FLSA	
16	Biweekly: Assistant Finance Director Budget Officer	3,366.593	4,039.912	4,629.065	E E	Annual: Division Chief - Fire Prevention	87,531 105,038	120,356	E
17	Biweekly: Assistant Village Attorney Battalion Chief	3,525.545	4,230.654	4,847.625	E E	Annual: Communications Director Village Clerk	91,664 109,997	126,038	E E
18	Biweekly: Police Lieutenant	3,684.418	4,421.301	5,066.074	E	Annual:	95,795 114,954	131,718	
19	Biweekly: Assistant Public Works Director Deputy Fire Chief	3,843.370	4,612.044	5,284.634	E E	Annual: Deputy Police Chief	99,928 119,913	137,400	E
20	Biweekly: Human Resources Director	4,002.242	4,802.690	5,503.083	E	Annual: Information Technology Director	104,058 124,870	143,080	E
21	Biweekly: OPEN	4,161.195	4,993.434	5,721.643		Annual:	108,191 129,829	148,763	
22	Biweekly: Community Development Director Finance Director Fire Chief	4,320.066	5,184.080	5,940.091	E E E	Annual: Police Chief Public Works Director	112,322 134,786	154,442	E E
23	Biweekly: Deputy Village Manager	4,479.018	5,374.821	6,158.650	E	Annual:	116,454 139,745	160,125	

**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 \$8.25/hour to a maximum of \$18.00/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).