

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**4/19/2022**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Non-Union Classification & Compensation Plan	Mike Baker Deputy Village Manager

**SYNOPSIS**

A resolution has been prepared amending the Village's Non-Union Classification and Compensation Plan.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2021-2023 include *Exceptional Municipal Services* and *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY2022 budget includes funding in all funds with personnel costs for the recommended amendments to the plan.

**RECOMMENDATION**

Approval on the April 19, 2022 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 3.0% 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 on the first full pay period of May. 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**

Resolution  
Classification and Compensation Plan

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

**A RESOLUTION AMENDING THE DOWNERS GROVE COMPENSATION PLAN  
BY ADOPTING A REVISED PLAN  
EFFECTIVE THE FIRST FULL PAY PERIOD IN MAY, 2022**

WHEREAS, on November 29, 1993, the Village Council adopted Resolution 93-51 entitled "A Resolution Establishing the Village of Downers Grove Classification Plan" (herein after referred to as the "Classification Plan"); and,

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, 2021; 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, 2022, and effective the first full pay period of May, 2022, the Compensation Plan is hereby amended by deleting the existing Compensation Plan, and, in its place, substituting the revised Compensation Plan, effective the first full pay period of May, 2022, 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

2022 Village of Downers Grove Classification & Compensation Plan									
Salary ranges effective May 8, 2022									
Grade		Min	Ctrl	Max	FLSA	Min	Ctrl	Max	FLSA
3	Hourly:	17.467	20.959	24.017		Annual:	36,330	43,596	49,954
	OPEN								
4	Hourly:	19.601	23.521	26.951		Annual:	40,769	48,924	56,058
	Shop Assistant				N	CSO I			N
	Administrative Secretary I				N				
5	Hourly:	21.734	26.081	29.884		Annual:	45,208	54,249	62,161
	Accounting Specialist				N	Document Management Tech			N
	Cashier				N	Records Specialist			N
	Communications Specialist				N				
6	Hourly:	23.869	28.642	32.820		Annual:	49,647	59,576	68,264
	Administrative Secretary II				N	Investigative Aide			N
	CSO II				N	Payroll Specialist			N
	Data Technician				N	Utility Billing Specialist			N
	Deputy Village Clerk				N				
7	Hourly:	26.001	31.202	35.752		Annual:	54,083	64,899	74,364
	Administrative Assistant				N	Case Records Specialist			N
	Court/Property Control Officer				N	Management Fellow			N
	Legal Secretary				N				
8	Hourly:	28.137	33.764	38.688		Annual:	58,525	70,230	80,471
	Accountant				N	Police Services Technician			N
	Administrative Specialist				N	Production Coordinator			N
	GIS Technician				N	Records Management Analyst			N
	Management Analyst				E				
9	Hourly:	30.270	36.324	41.620		Annual:	62,961	75,553	86,572
	Biweekly:	2,421.570	2,905.884	3,329.659					
	Assistant to the Village Manager				E	Fire Inspector			N
	Code Compliance Officer				N	Public Education Specialist			E
10	Hourly:	32.404	38.885	44.556		Annual:	67,400	80,881	92,675
	Biweekly:	2,592.320	3,110.784	3,564.441					
	Building Inspector				N	Social Worker			E
	Fire Inspector/Plan Reviewer				N	Staff Engineer I			E
	Grants Coordinator				E	Systems Technician			E
11	Plumbing Inspector				N	Training Coordinator			N
	Biweekly:	2,762.985	3,315.582	3,799.106		Annual:	71,837	86,205	98,777
	Planner				E	Water Supervisor			E
12	Pavement Supervisor				E				
	Biweekly:	2,933.736	3,520.482	4,033.886		Annual:	76,277	91,533	104,881
	GIS Specialist				E	Project Manager			E
13	Records Supervisor				E				
	Biweekly:	3,104.400	3,725.281	4,268.551		Annual:	80,715	96,857	110,983
	Development Engineer				E	Senior Project Manager			E
	IT Innovation Manager				E	Support Services Manager			E
	Senior Planner				E	Systems Administrator			E
	Staff Engineer II				E	Village Forester			E
	Street Manager				E	Water Manager			E
14	Public Safety Systems Administrator				E				
	Biweekly:	3,275.065	3,930.078	4,503.215		Annual:	85,152	102,182	117,083
	Assistant Human Resources Director				E	Fleet Services Manager			E
	Building Services Manager				E	Risk Manager			E
Finance Manager				E	Records Manager			E	

Grade		Min	Ctrl	Max	FLSA		Min	Ctrl	Max	FLSA
15	Hourly:	43.073	51.687	59.225		Annual:	89,591	107,509	123,188	
	Biweekly:	3,445.816	4,134.979	4,737.997						
	Assistant Information Technology Director				E	Engineering Manager				E
	Building Division Manager				E	Staff Attorney				E
	Emergency Management Coordinator				E	Stormwater Administrator				E
	Planning Manager				E	Transportation Manager				E
16	Biweekly:	3,616.480	4,339.776	4,972.661		Annual:	94,029	112,834	129,289	
	Assistant Finance Director				E	Street Superintendent				E
	Division Chief - Fire Prevention				E					
17	Biweekly:	3,787.231	4,544.677	5,207.443		Annual:	98,468	118,162	135,394	
	Assistant Village Attorney				E	Communications Director				E
	Battalion Chief				E	Village Clerk				E
18	Biweekly:	3,957.896	4,749.475	5,442.107		Annual:	102,905	123,487	141,495	
	Police Lieutenant				E					
19	Biweekly:	4,128.647	4,954.375	5,676.888		Annual:	107,345	128,814	147,599	
	Assistant Public Works Director				E	Deputy Police Chief				E
	Deputy Fire Chief				E					
20	Biweekly:	4,299.311	5,159.173	5,911.552		Annual:	111,782	134,139	153,701	
	Human Resources Director				E	Information Technology Director				E
21	Biweekly:	4,470.062	5,364.074	6,146.335		Annual:	116,222	139,466	159,805	
	OPEN									
22	Biweekly:	4,640.726	5,568.871	6,380.998		Annual:	120,659	144,790	165,906	
	Community Development Director				E	Police Chief				E
	Finance Director				E	Public Works Director				E
	Fire Chief				E					
23	Biweekly:	4,811.476	5,773.771	6,615.780		Annual:	125,099	150,118	172,010	
	Deputy Village Manager				E					
Part-Time Wages: The Village of Downers Grove may establish certain part-time positions with hourly rates of pay ranging from a minimum of \$8.25/hour to a maximum of \$18.00/hour.										