

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**5/7/2024**

<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 2023-2025 include *Exceptional Municipal Services* and *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY2024 budget includes funding in all funds with personnel costs for the recommended amendments to the plan.

**RECOMMENDATION**

Approval on the May 7, 2024 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 3.5% 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 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, 2024**

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 December 20, 2022; 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, 2024, and effective the first full pay period of May, 2024, 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, 2024, 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

## 2024 Village of Downers Grove Classification & Compensation Plan

Salary ranges effective May 12, 2024

Grade		Min	Ctrl	Max	FLSA		Min	Ctrl	Max	FLSA
3	Hourly: OPEN	18.620	22.344	25.603		Annual:	38,730	46,475	53,253	
4	Hourly: Shop Assistant Administrative Secretary I	20.896	25.075	28.731	N N	Annual: CSO I	43,462	52,155	59,760	N
5	Hourly: Accounting Specialist Cashier	23.170	27.803	31.858	N N	Annual: Document Management Tech Records Specialist	48,194	57,832	66,266	N N
6	Hourly: Administrative Secretary II CSO II Data Technician Deputy Village Clerk	25.446	30.534	34.988	N N N N	Annual: Human Resources Specialist Investigative Aide Utility Billing Specialist	52,926	63,511	72,773	N N N N
7	Hourly: Administrative Assistant Case Records Specialist Court/Property Control Officer	27.719	33.263	38.114	N N N	Annual: Legal Secretary Management Fellow	57,655	69,186	79,276	N N
8	Hourly: Accountant Administrative Specialist GIS Technician Public Education Specialist Management Analyst	29.995	35.995	41.243	N N N N E	Annual: Payroll Coordinator Police Services Technician Production Coordinator Records Management Analyst HR Generalist	62,390	74,868	85,786	N N N N E
9	Hourly: Biweekly: Assistant to the Village Manager Code Compliance Officer CSO Supervisor	32.269 2,581.51	38.723 3,097.82	44.369 3,549.58	E N N	Annual: Fire Inspector Public Education Specialist/PIO Public Relations Specialist	67,119	80,543	92,290	N E E
10	Hourly: Biweekly: Building Inspector Fire Inspector/Plan Reviewer Grants Coordinator Plumbing Inspector	34.544 2,763.54	41.453 3,316.25	47.499 3,799.87	N N E N	Annual: Social Worker Staff Engineer I Systems Technician Training Coordinator	71,852	86,223	98,796	E E E N
11	Biweekly: Planner Pavement Supervisor	2,945.48	3,534.58	4,050.04	E E	Annual: Water Supervisor Accounting Supervisor	76,582	91,899	105,301	E
12	Biweekly: GIS Specialist Records Supervisor	3,127.51	3,753.01	4,300.32	E E	Annual: Project Manager	81,315	97,579	111,808	E
13	Biweekly: Development Engineer Environmental Sustainability Coordinator GIS Coordinator IT Innovation Manager Senior Planner Senior Project Manager	3,309.45	3,971.34	4,550.49	E E E E E E	Annual: Staff Engineer II Street Manager Support Services Manager Systems Administrator Village Forester Water Manager	86,046	103,254	118,313	E E E E E E
14	Biweekly: Assistant Human Resources Director Building Services Manager Finance Manager	3,491.38	4,189.66	4,800.65	E E E	Annual: Fleet Services Manager Risk Manager Records Manager	90,776	108,931	124,817	E E E

Grade	Min	Ctrl	Max	FLSA	Min	Ctrl	Max	FLSA
15	Biweekly:	3,673.41	4,408.09	5,050.94	Annual:	95,509	114,610	131,325
	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:	3,855.35	4,626.42	5,301.11	Annual:	100,239	120,287	137,828
	Assistant Finance Director			E	Street Superintendent			E
	Division Chief - Fire Prevention			E				
17	Biweekly:	4,037.38	4,844.85	5,551.39	Annual:	104,972	125,966	144,336
	Assistant Village Attorney			E	Village Clerk			E
	Battalion Chief			E				
18	Biweekly:	4,219.31	5,063.18	5,801.56	Annual:	109,702	131,643	150,841
	Police Lieutenant			E				
19	Biweekly:	4,401.34	5,281.61	6,051.85	Annual:	114,435	137,322	157,348
	Assistant Public Works Director			E	Deputy Police Chief			E
	Deputy Fire Chief			E				
20	Biweekly:	4,583.28	5,499.94	6,302.01	Annual:	119,165	142,999	163,853
	Communications Director			E	Information Technology Director			E
	Human Resources Director			E				
21	Biweekly:	4,765.31	5,718.37	6,552.30	Annual:	123,899	148,678	170,360
	OPEN							
22	Biweekly:	4,947.25	5,936.70	6,802.46	Annual:	128,629	154,354	176,864
	Community Development Director			E	Fire Chief			E
	Engineering Director			E	Police Chief			E
	Finance Director			E	Public Works Director			E
23	Biweekly:	5,129.27	6,155.13	7,052.75	Annual:	133,361	160,034	183,371
	Deputy Village Manager			E				