

## MEMORANDUM

**TO:** William J. Mueller, Village President and Board of Trustees

**FROM:** David Hulseberg, Village Manager

**DATE:** May 12, 2010

**SUBJECT:** FY 2011 Salary Range and Adjustments for Non-Union Personnel

This memorandum provides analysis and recommendation to the Village Board on establishing the FY 2011 Salary Range and Adjustments for Non-Union Personnel.

### **Salary Study:**

In March of this year, the Human Resources Department began a comprehensive review of the job descriptions and salaries of non-union Village employees, 72 in total. This is the first time in more than a decade that an overall review of salaries occurred. Data was collected from the Village's comparable communities (Addison, Bartlett, Carol Stream, Downers Grove, Elk Grove Village, Elmhurst, Hoffman Estates, Palatine, Park Ridge and Wheaton) for the purpose of determining our FY 2011 position salary ranges.

Human Resources staff averaged the data to create starting, mid-point and top of range salary for the 72 positions. Any position that was more than 3% out of tolerance from the averaged range of our comparables was then analyzed. Staff reviewed the job responsibilities to determine if the duties found in our job descriptions were a correct reflection of the present role of the incumbent in that position. Department heads were asked to review the data and make a recommendation if the position should be reclassified or kept in the existing range.

There were a total of 36 positions that did not fall into the 3% tolerance range. Of the 36 positions then reviewed, two (2) were eliminated (Building Inspector Supervisor and the Deputy Village Clerk position) and one (1) was restructured (Licensing Specialist position to a Business Administrator position).

Of the remaining 33 positions, 21 positions were deemed to be higher than the 3% tolerance range established. Six of these positions were then recommended by the Village Manager to be reduced after receiving Department Head input.

▼ The Accounting Manager's range will decrease from a maximum of \$101,605 to \$97,463.

▼ The Building Plan Reviewer/Inspector I's range will decrease from a maximum of \$80,892 to \$76,753.

▼ Chief Electrical Inspector/Plan Reviewer's range will decrease from a maximum of \$80,892 to \$76,753.

▼ Plumbing Plan Review/Inspector's range will decrease from a maximum of \$80,892 to \$76,753.

▼ The Civil Engineer II's range will decrease from a maximum of \$101,605 to \$97,463.

▼ The Community Service Officer's range will decrease from a maximum of \$61,220 to \$55,399.

▼ The Customer Service Representative's range will decrease from a maximum of \$52,937 to \$50,866.

▼ The Village Engineer's range will decrease from a maximum of \$124,200 to \$110,581.

Fourteen of the remaining positions were determined to have job responsibilities which are more responsible than the comparable set. One position is still under review, that of the Fire Marshall.

Of the 12 positions which were below the 3% tolerance rate established 5 of these positions were then recommended by the Village Manager to be increased after receiving Department Head input.

▲ One of Customer Service Representatives will be restructured to a Water Billing Representative. The new range for this position will increase from \$52,937 to \$55,008.

▲ The Customer Service Supervisor's range will increase from a maximum of \$72,611 to \$75,152.

▲ The GIS Technician's range will increase from a maximum of \$67,433 to \$69,505.

▲ The Licensing Specialist's position was restructured to Business Administrator. The new range will increase from a maximum of \$65,363 to \$69,505.

▲ The Management Analyst's range will increase from a maximum of \$76,753 to \$80,892.

The remaining 7 positions were determined to have job responsibilities which are less responsible than the comparable set. Also, all part time positions will be reviewed in the coming year.

**Salary Range Ordinance:**

The FY 2011 Salary Range Ordinance provides for the following:

1. The Police Sergeant and Fire Lieutenant Steps will increase by 2%.
2. The salary ranges for all other employees will be frozen at FY 2010 levels.
3. If an employee is not at the maximum of the range for that position, there will be a 2% cost of living increase provided that they received a “meets expectation” or higher on their employee personnel review. However, the salary will not be increased above the maximum of the range for that position.
4. The approximately 30 employees who are at the top of their range and did not receive a pay increase as identified in #3 will be eligible for a one time \$750.00 top of range bonus provided that they receive a minimum of a “meets expectation” on their employee personnel review.

The total cost for implementation of the FY 2011 Salary Range Ordinance recommendation is \$150,525 in salary increases (86 employees will receive a % of this) and \$25,500 in one time range bonuses (34 employees will receive \$750 each). The combined total is \$176,025.

**Recommendation:**

Staff recommends that the Board of Trustees approve the FY 2011 Salary Ordinance and allow the Village Manager to award top of range bonus to certain employees.