

LEGISTAR # 170093
DISTRICTS-ALL

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION

 X Resolution or Ordinance (Blue) *Waiver of First requested* X
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: February 21, 2017 (B of T) Date: March 2, 2017

TITLE: Salary Ordinance

SUBMITTED BY: Scott Niehaus, Village Manager

BACKGROUND/POLICY IMPLICATIONS:

The part-time Human Resources Clerk and full-time Accounting Assistant will be eliminated. The job duties for these positions have been reassigned. A new full-time non-union position is being created in the Human Resources department. The position will be titled Human Resources/Payroll Specialist. The duties performed by this position include manage payroll and administrative tasks, negotiation preparation, recruiting, training and other various duties as assigned. This position will also serve as a back-up for the front counter if needed.

The Payroll/Benefits Specialist will receive a new job title of Human Resources Generalist. The duties performed by this position will include managing wellness and benefits, negotiation preparation, recruiting, training and other various duties as assigned.

Village Attorney _____ Date _____
Finance Director _____ Date _____
Village Manager _____ Date _____



To: Scott Niehaus, Village Manager
From: Kathleen Dunne, Director of Human Resources
Date: February 21, 2017
Subject: Restructuring of Positions

The following positions have been identified to be restructured in order to improve operational efficiencies. The cost savings with the restructure will be approximately \$11,000.

1. The part-time Human Resources Clerk and full-time Accounting Assistant will be eliminated. The job duties for these positions have been reassigned.
2. A new full-time non-union position is being created in the Human Resources department. The position will be titled Human Resources/Payroll Specialist. The duties performed by this position include manage payroll and administrative tasks, negotiation preparation, recruiting, training and other various duties as assigned. This position will also serve as a back-up for the front counter if needed.
3. The Payroll/Benefits Specialist will receive a new job title of Human Resources Generalist. The duties performed by this position will include managing wellness and benefits, negotiation preparation, recruiting, training and other various duties as assigned.

Due to the changes in technology and shift in workloads over the past 5 years, we feel the proposed changes will assist the Village to achieve future goals and objectives.

Attached is the revised salary ordinance that reflects the new Human Resource/Payroll Specialist and Human Resources Generalist position.

Please feel to contact me with any questions.

ORDINANCE NO _____

AN ORDINANCE SETTING RATES OF PAY

FOR VILLAGE EMPLOYEES

WHEREAS, the Board of Trustees of the Village of Lombard have reviewed the proposed salary schedule and found it to be reasonable:

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS, as follows:

Section 1: Effective date - Salary schedule and other wages authorized shall become effective as of March 2, 2017,

Section 2: Village Salary Schedule Increases:

A. All salary increases shall be based upon merit as determined through the completion of an employee performance evaluation as contained in the Human Resources Manual. Regular full-time and regular part-time Village employees shall be paid according to the following salary structure, except as otherwise provided herein:

<u>Position</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Police Building Custodian	33,400	40,080	46,760
Human Resources/Payroll Specialist	42,112	51,982	61,852
Executive Coordinator	46,801	56,161	65,521
Facilities Maintenance Supervisor	46,801	56,161	65,521
Human Resources Generalist	48,476	58,171	67,866
Business Administrator	52,664	63,196	73,729
Customer Service Supervisor	56,014	67,217	78,419
Communications & Marketing Coordinator	56,014	67,217	78,419
Asset Management Administrator	56,533	67,840	79,146
Police Records Supervisor	59,364	71,237	83,110
Civil Engineer I	62,714	75,257	87,800
Management Analyst	62,714	75,257	87,800
Urban Landscaping & Forestry Supervisor	69,415	83,297	97,180
Fleet Maintenance Operations Supervisor	72,765	87,318	101,871
Streets & Electrical Supervisor	72,765	87,318	101,871
Underground Utilities Supervisor	72,765	87,318	101,871
Accounting Manager	76,115	91,338	106,561
Building Official	76,115	91,338	106,561
Civil Engineer II	76,115	91,338	106,561

Fire Marshal	76,115	91,338	106,561
Water Treatment & WW Pumping Supervisor	76,115	91,338	106,561
Assistant Director of Finance	79,465	95,358	111,251
Assistant Director of Community Development	79,465	95,358	111,251
Private Development Engineer	82,815	99,378	115,941
P.W. Operations Superintendent	82,815	99,378	115,941
P.W. Utilities Superintendent	82,815	99,378	115,941
Fire Battalion Chief (Shift Commander)	88,185	104,982	121,779
Assistant Director of Public Works	87,495	104,994	122,493
Police Lieutenant	112,989	118,074	123,159
Assistant Fire Chief	90,897	109,076	127,256
Director of Human Resources	93,750	112,875	132,000
Deputy Chief of Police	120,000	130,000	140,000
Chief of Police	104,505	125,406	146,306
Director of Com. Dev.	104,505	125,406	146,306
Director of Finance/Village Treasurer	104,505	125,406	146,306
Director of Public Works	104,505	125,406	146,306
Fire Chief	104,505	125,406	146,306
Assistant Village Manager	104,505	125,406	146,306

Part-Time Positions

Part-Time Facilities Technician	19.2300	23.0750	26.9220
Investigative Aide	20.0847	24.1015	28.1183
Communications Specialist	20.8899	25.0678	29.2457
Accreditation Manager/Training Coordinator	28.5404	34.2486	39.9568

Section 3: Exceptions To Range Structure:

- A. An employee may receive a salary below the minimum of his/her assigned range as detailed in Section 2 if he/she is evaluated below expectations, or if he/she has not completed his/her first nine (9) months of employment prior to January 1st of each year. In the case of an introductory employee, he/she shall be brought to the range minimum either upon the successful completion of the first nine (9) months of employment as evidenced by a meets or exceeds expectations on his/her performance evaluation or in a manner otherwise determined to be suitable by the Village Manager in accordance with recommendations of the position classification job evaluation and salary plan.
- B. An employee may continue to receive a salary above the maximum of the range if, as a result of a reclassification study, the range within which the employee is employed is changed. In the event the employee's salary is above the maximum of the range, the salary shall be maintained without any increase until the salary falls within the range or shall be adjusted in a manner determined to be suitable by the Village Manager.

C. The following positions shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and AFSCME Local #89:

- Custodial Worker (Public Works Building Only)
- Engineering Assistant
- Maintenance Worker I
- Forestry Technician
- Mechanic
- Maintenance Worker II
- Electrician
- Senior Engineering Assistant
- Senior Mechanic
- Water Plant Operator
- Crew Leader
- Principal Engineering Assistant

D. The following Position(s) shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and Lombard Firefighters Union Local #3009:

- Firefighter
- Fire Lieutenant

E. The following position(s) shall be paid in accordance with the provisions of the collective bargaining agreements between the Village and the Illinois Fraternal Order of Police Labor Council:

- Police Officer
- Police Sergeant

F. The following position(s) shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and the Teamsters:

- Community Service Officer
- Police Front Desk Clerk
- Police Records Clerk
- Police Property Clerk
- Administrative Towing Coordinator

H. The following position(s) shall be paid in accordance with the provisions of the collective bargaining agreement between the Village and the SEIU:

- Customer Service Representative
- Water Billing Representative

- Accounts Payable/Accounts Receivable Clerk
- Administrative Secretary
- Building Division Representative
- Accounting Assistant
- Administrative Coordinator
- Civil Engineering Technician
- IT Specialist
- Senior Building Division Representative
- Accountant
- Code Enforcement Coordinator
- Development Services Inspector
- Geographic Information Systems Technician
- Planner I
- Building Division Plan Reviewer/Inspector I
- Chief Electrical Inspector/Plan Reviewer
- Plumbing Plan Review/Inspector
- Senior Planner
- Part-Time Data Entry Clerk, Public Works
- Part-Time Human Resources Clerk
- Part-Time Customer Services Representative
- Part-Time Code Enforcement Field Representative
- Part-Time Administrative Secretary
- Part-Time Building Division Representative
- Part-Time Fire & Life Safety Specialist
- Part-Time Code Enforcement Officer
- Part-Time Fire Prevention Inspector

Section 5: Overtime, Premium Pay and Other Special Pay

All rates of pay for overtime, premium pay and other special pay shall be made according to the appropriate sections of the Human Resources Manual or the collective bargaining agreement, effective upon the passage of this ordinance or as amended from time to time.

Section 6: Employees Other Than Full-Time

The Village Manager is authorized to set rates of pay for regular part-time, temporary or emergency employees; said hourly rates to be generally consistent with those being paid in the community for comparable activities and skills.

Section 7: This ordinance shall be in full force and effect from and after its adoption and approval according to law.

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Passed on first reading this _____ day of _____, 2017

First reading waived by this _____ day of _____, 2017

Passed on second reading this _____ day of _____, 2017

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2017.

Keith T. Giagnorio
Village President

Attest:

Sharon Kuderna
Village Clerk