

090589

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

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

TO : PRESIDENT AND BOARD OF TRUSTEES
FROM: David Hulseberg, Village Manager *dah*
DATE : September 9, 2009 **B of T** September 17, 2009
SUBJECT: Department Division Name Change in Salary Ordinance
SUBMITTED BY: Kathleen Dunne, Human Resources Administrator

BACKGROUND/POLICY IMPLICATIONS:

Regarding the change in departments of the Building Inspectional Services Division from the Fire Department to the Community Development Department, the Building Inspectional Services Division has also been renamed "Building Division." The following job position titles containing "Building Inspectional Services (BIS)" have been changed to the following to reflect this change:

<u>Current Job Title</u>	<u>New Job Title Change</u>
Building Inspectional Services Representative	Building Division Representative
Senior BIS Representative	Senior Building Division Representative
Building Plan Reviewer/Inspector I	Building Division Plan Reviewer/Inspector I
Building Plan Review/Inspector II	Building Division Plan Reviewer/Inspector II
Building Inspection Supervisor	Building Division Supervisor

Fiscal Impact/Funding Source:

Review (as necessary):
Finance Director _____ Date _____
Village Manager *dahulseberg* _____ Date *9/09/09*

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.

ORDINANCE NO 6318

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 June 1, 2009;

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>
Village Hall Custodian	36,145	42,470	48,795
Police Building Custodian	37,679	44,273	50,866
Customer Service Representative	39,213	46,075	52,937
Public Works Clerk	37,679	44,273	50,866
Police Front Desk Clerk	40,746	47,877	55,008
Police Records Clerk	40,746	47,877	55,008
Accounts Payable/Accounts Receivable Clerk	40,746	47,877	55,008
Police Property Clerk	42,281	49,680	57,079
Administrative Secretary	43,815	51,483	59,151
Building Division Representative	43,815	51,483	59,151
Senior Building Division Representative	44,343	52,104	59,865
Administrative Coordinator	45,348	53,284	61,220
Community Service Officer	45,348	53,284	61,220
Accounting Assistant	45,348	53,284	61,220
Payroll/Benefits Specialist	48,417	56,890	65,363
Executive Coordinator	48,417	56,890	65,363
Facilities Maintenance Supervisor	48,417	56,890	65,363
Licensing Specialist	48,417	56,890	65,363
Public Education Coordinator	48,417	56,890	65,363
Civil Engineer Tech	49,950	58,691	67,433

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Geographic Information Systems Tech.	49,950	58,691	67,433
Accountant	51,485	60,495	69,505
Deputy Village Clerk	51,485	60,495	69,505
Development Services Inspector	51,485	60,495	69,505
IT Specialist	51,485	60,495	69,505
Planner I	51,485	60,495	69,505
Code Enforcement Coordinator	53,786	63,198	72,611
Customer Service Supervisor	53,786	63,198	72,611
Management Analyst	56,854	66,803	76,753
Senior Planner	56,854	66,803	76,753
Building Division Plan Reviewer/Inspector I	59,920	70,406	80,892
Chief Electrical Inspector/Plan Reviewer	59,920	70,406	80,892
Plumbing Plan Review/Inspector	59,920	70,406	80,892
Building Division Plan Review/Inspector II	62,990	74,013	85,035
Civil Engineer I	62,990	74,013	85,035
Communication & Marketing Coordinator	62,990	74,013	85,035
Technical Services Supervisor	69,126	81,223	93,321
Human Resources Administrator	72,194	84,828	97,463
Fleet Maintenance Operations Supervisor	72,194	84,828	97,463
Supervisor of Streets/Electrical/Forestry	72,194	84,828	97,463
Underground Utilities Supervisor	72,194	84,828	97,463
Water Treatment & WW Pumping Supv.	72,194	84,828	97,463
Accounting Manager	75,263	88,434	101,605
Building Division Supervisor	75,263	88,434	101,605
Civil Engineer II	75,263	88,434	101,605
Fire Marshal	75,263	88,434	101,605
Assistant Director - Com Dev	78,331	92,039	105,747
Assistant Director of Finance	78,331	92,039	105,747
Private Development Engineer	78,331	92,039	105,747
Fire Battalion Chief (Shift Commander)	81,398	95,642	109,887
P.W. Operations Superintendent	81,398	95,642	109,887
Police Lieutenant	81,398	95,642	109,887
P.W. Utilities Superintendent	81,398	95,642	109,887
Assistant Director of Public Works	82,708	99,249	115,790
Deputy Chief of Police	85,711	102,853	119,996
IT Manager	85,711	102,853	119,996
Village Engineer	88,715	106,457	124,200
Chief of Police	97,727	117,272	136,818
Director of Com. Dev.	97,727	117,272	136,818
Director of Finance/Village Treasurer	97,727	117,272	136,818
Director of Public Works	97,727	117,272	136,818
Fire Chief	97,727	117,272	136,818

Part-Time Positions

Part-Time Records Clerk	17.3774	20.4183	23.4592
Part-Time Police Buildings Custodian	18.1150	21.2849	24.4549
Data Entry Clerk, Public Works	18.1150	21.2849	24.4549
Human Resources Clerk	18.1150	21.2849	24.4549
Customer Services Rep	18.8525	22.1515	25.4505
Police Front Desk Clerk	19.5893	23.0178	26.4462
Police Records Clerk	19.5893	23.0178	26.4462
Administrative Secretary	21.0650	24.7516	28.4382
Building Division Representative	21.0650	24.7516	28.4382
Communications & Marketing Specialist	21.8019	25.6172	29.4326
Fire Prevention Inspector	23.2775	27.3510	31.4245
Code Enforcement Officer	24.0144	28.2170	32.4196
Accreditation Manager	28.8078	33.8491	38.8904

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 June 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. Fire Lieutenants and Police Sergeants step system will go into effect June 1, 2009 as follows:

Police Sergeants

Step 1	\$86,474
Step 2	89,098
Step 3	91,803
Step 4	94,590
Step 5	97,463

Fire Lieutenants

Step 1	\$79,218
Step 2	81,991
Step 3	84,942
Step 4	87,916
Step 5	90,993
Step 6	94,177
Step 7	97,463

D. 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

E. 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

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

- Police Officer

Section 4: Crossing Guards

Crossing Guards shall be paid at \$12.7835 per hour.

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.

Passed on first reading this _____ day of _____, 2009

First reading waived by this _____ day of _____, 2009

Passed on second reading this _____ day of _____, 2009

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2009

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk