

**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:                    May 9, 2018 (B of T)              Date: May 17, 2018

TITLE:                    Salary Ordinance

SUBMITTED BY:      Scott Niehaus, Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Staff recommends the Village Board approve the following IT staffing structure to improve efficiencies, strategic planning, and succession planning. There will be no additional costs to the Village with this proposal, it will be cost neutral. The attached memo provides a detailed comparison of the current vs. proposed structure.

The full time IT Specialist position will be eliminated after the current IT Specialist retires at the end of May. The job duties will be reassigned. The Prescient Solutions contract will be reduced by one staff member.

A new full-time non-union position is being created in the Finance Department. This position will be titled IT Manager. The duties performed by this position will include managerial level work related to the management of Village-wide comprehensive information systems. After the IT Manager is hired, that person will assist in making a decision on how the remaining funds are spent. These options may include part of a full-time Prescient staff member (shared with another employer), one or two IT interns or other options that the IT Manager would like to consider.

The attached salary ordinance also removes the vacant Accreditation Manager/Training Coordinator position.

Village Attorney \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director *GP* \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager \_\_\_\_\_ Date \_\_\_\_\_



To: Scott Niehaus, Village Manager

From: Timothy Sexton, Director of Finance

Date: May 7, 2018

Subject: Proposed Staffing Restructure for IT Department.

In 2013, the Village's IT Manager retired and the Board approved increasing the Prescient contract to a level of three (3) staff members from Prescient. Prescient assumed the role of IT Manager. It is important to note that at any time during the contract period with Prescient, the annual contract amount and the number of core resources may be increased or decreased based upon a reassessment of resources, changing market conditions or the addition and/or elimination of projects and responsibilities. In addition, the contract allows the Village to terminate the contract for any reason as long as 90 days written notice is given. It should be noted that we are very pleased with the service level that Prescient provides, and this change is not due to issues with their service. Rather, we believe a Village employee needs to directly oversee the division and work with the departments on long-term IT planning.

Due to the upcoming retirement of the Village's IT Specialist in May, the Finance Department looked at our IT staffing structure. Below is the proposed IT staffing structure being recommended in order to improve efficiencies, strategic planning, and succession planning. There will be no additional costs to the Village with this proposal, it will be cost neutral.

1. The full time IT Specialist position will be eliminated. The job duties will be reassigned.
2. A new full-time non-union position is being created in the Finance Department. This position will be titled IT Manager. The duties performed by this position will include managerial level work related to the management of Village-wide comprehensive information systems. The IT manager will ensure that the most current and cost effective information technology is available for use on a Village-wide basis; oversee the development, implementation and maintenance of all information technology including operations and interface; and provide expert professional assistance to Village management staff in areas of expertise.

3. The Prescient Solutions contract will be reduced by one staff member.
  
4. After the IT Manager is hired, that person will assist in making a decision on how the remaining funds are spent. These options may include part of a full-time Prescient staff member (shared with another employer), one or two IT interns or other options that the IT Manager would like to consider.

A detailed breakdown/comparison of current vs. proposed is provided below:

Current Position	Part-Time/ Full-Time		\$	Proposed	Part-Time/ Full-Time		\$
IT Specialist	1	Full-Time	\$ 106,258	Proposed IT Manager	1	Full-Time	\$ 165,396
Prescient Contract	3	Full-Time	\$ 512,139	Additional Staffing (TBD)	Contract/Intern/Other		\$ 40,862
			\$ 618,397	*Prescient Contract	2	Full-Time	\$ 412,139
							\$ 618,397

\*This is an estimated amount for 2 Prescient Contractors. Actual contract pricing will be negotiated once assigned resources are agreed upon by both parties. Not to exceed current staffing budget.

Requested Action

We feel the proposed changes will best meet the needs of the Village. In order to approve this change the following actions will be required:

1. Village Board approval of the attached revised salary ordinance that reflects the new IT Manager position (job description and ordinance attached).
2. Post advertisement and go through hiring process to fill IT Manager position (estimated completion date July 1, 2018).
3. Revise contract with Prescient Solutions, Inc. to change allocated resources and bring contract to Village Board for approval.

**Village of Lombard  
Job Description**

**Title:** IT Manager

**Department:** Finance

**FLSA:** Exempt

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**Purpose of Job**

Under general direction, performs managerial level work related to the management of Village-wide comprehensive information systems. Ensures that the most current and cost effective information technology is available for use on a Village-wide basis; oversees the development, implementation and maintenance of all information technology including operations and interface; provides expert professional assistance to Village management staff in areas of expertise.

**Essential Functions**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.**

Develops and implements goals, objectives, policies, procedures and work standards for the division and Village-wide information technology projects; prepares and administers the information technology budget.

Plans, organizes, administers, reviews and evaluates the activities of professional, technical and office support staff and supervisors.

Contributes to the overall quality of information technology's services by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.

Develops, coordinates and administers the Village's strategic information systems plan, which includes capital planning, systems development, technical services, communication services, database management, data center and network operations and customer support activities.

Develops and documents procedures for operations, controls, new systems, system recovery and enhancements to existing systems.

Develops, negotiates and administers contracts for professional services and software and hardware acquisition.

Selects staff and provides for their training and professional development; interprets Village policies and procedures to employees; ensures effective morale, productivity and discipline of division staff.

Confers with and coordinates the work of teams and project leaders; provides technical guidance and assists in problem solving and making resource assignment adjustments.

## Village of Lombard: IT Manager

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Builds relationships with external entities, to include: DuComm, Library, Park District and School District.

Performs other functions as assigned or required.

### **Performance Aptitudes**

#### Data Utilization:

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

#### Human Interaction:

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with the Finance Director, all department personnel, all Village departments, Village Manager and Board, Finance Committee, vendors, consultants, end-users and the public.

#### Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as computers and other office machines, testing and repair equipment, tools, and/or related materials used in performing essential functions.

#### Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as computer history logs, contracts, licenses, budgets, diagrams, bid documents, reports, appraisals, manuals, plans, web sites, procedures and non-routine correspondence.

#### Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.

#### Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**ADA Compliance**

Physical Ability:

While performing the duties of this job, the employee is regularly required to stand, crawl, or sit for extended periods of time. The employee is also regularly required to use hands and arms to operate various office machines and equipment.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as noise, dust, temperature, or electrical currents may cause discomfort and poses a limited risk of injury.

**Position Qualifications/Experience**

Possession of a Bachelor's Degree (Masters preferred) in computer science or business administration. At least five years of experience in a similar computer-related position (local government experience preferred). Minimum of three years supervisory experience. Valid driver's license. Hours are from 8:00 am to 5:00 pm Monday through Friday with 24-hour callout on emergency basis or rearrange hours as needed.

The Village of Lombard, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE SETTING RATES OF PAY AND SALARY INCREASES  
FOR VILLAGE EMPLOYEES**

WHEREAS, the President and Board of Trustees of the Village of Lombard have reviewed the proposed updated salary schedule for Village employees, 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 – The Salary Schedule, other wages and salary increases authorized by this Ordinance shall become effective as of May 17, 2018.

**SECTION 2: Village Salary Schedule Increases:**

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

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Mid-Point</u></b>	<b><u>Maximum</u></b>
Police Building Custodian	35,070	42,084	49,098
Human Resources/Payroll Specialist	46,323	57,180	68,037
Executive Coordinator	51,481	61,777	72,073
Facilities Maintenance Supervisor	51,481	61,777	72,073
Human Resources Generalist	53,324	63,988	74,653
Business Administrator	55,297	66,356	77,415
Asset Management Administrator	59,360	71,232	83,103
Customer Service Supervisor	61,615	73,939	86,261
Communications & Marketing Coordinator	61,615	73,939	86,261
Police Records Supervisor	62,332	74,799	87,266
Civil Engineer I	65,850	79,020	92,190
Management Analyst	65,850	79,020	92,190
Urban Landscaping & Forestry Supervisor	72,886	87,462	102,039
Fleet Maintenance Operations Supervisor	76,403	91,684	106,965
Streets & Electrical Supervisor	76,403	91,684	106,965
Underground Utilities Supervisor	76,403	91,684	106,965
Accounting Manager	79,921	95,905	111,889
Civil Engineer II	79,921	95,905	111,889
Fire Marshal/Bureau Chief	79,921	95,905	111,889
Water Treatment & WW Pumping Supervisor	79,921	95,905	111,889

Assistant Director of Community Development	83,438	100,126	116,814
Building Commissioner	83,438	100,126	116,814
Private Development Engineer	86,956	104,347	121,738
P.W. Operations Superintendent	86,956	104,347	121,738
P.W. Utilities Superintendent	86,956	104,347	121,738
Assistant Director of Finance	87,412	104,894	122,376
Fire Battalion Chief (Shift Commander)	92,594	110,231	127,868
Assistant Director of Public Works	91,870	110,244	128,618
Police Lieutenant	118,638	123,978	129,317
Deputy Fire Chief	95,442	114,530	133,619
IT Manager	103,125	124,163	145,200
Director of Human Resources	103,125	124,163	145,200
Deputy Chief of Police	126,000	136,500	147,000
Assistant Village Manager	109,730	131,676	153,621
Chief of Police	109,730	131,676	153,621
Director of Community Development	109,730	131,676	153,621
Director of Finance/Village Treasurer	109,730	131,676	153,621
Director of Public Works	109,730	131,676	153,621
Fire Chief	109,730	131,676	153,621
Village Manager	161,303	193,562	225,823

### **Part-Time Positions**

Part-Time Facilities Technician	20.19	24.23	28.27
Communications Specialist	21.93	26.32	30.71
<del>Accreditation Manager/Training Coordinator</del>	<del>29.97</del>	<del>35.96</del>	<del>41.95</del>

### **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 above 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

G. 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

H. The Village Manager shall be paid in accordance with the provisions of his contract with the Village, as amended from time to time.

**SECTION 4: 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 Village's Human Resources Manual, as amended, or the collective bargaining agreement effective upon the passage of this Ordinance or as amended from time to time.

**SECTION 5: 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 6:** Effective January 1, 2018, for the 2018 fiscal year, the general salary increase for all full-time non-union employees shall be two percent (2%), with said general salary increase being implemented in accordance with, and subject to, the provisions of Chapter 4, Section E. of the Village's Human Resources Manual, as amended.

**SECTION 7:** Effective January 1, 2018, for the 2018 fiscal year, the merit pool salary increase for all full-time non-union employees shall be in an amount not to exceed two percent (2%), with said merit pool salary increase being implemented in accordance with, and subject to, the provisions of Chapter 4, Section F. of the Village's Human Resources Manual, as amended.

**SECTION 9:** Effective January 1, 2018, for the 2018 fiscal year, the merit one-time lump sum payment, for a full-time non-union employee who is ineligible for a general or merit pool salary increase, due to reaching the maximum for the salary range for the position held by said employee, shall be implemented in accordance with, and subject to, the provisions of the “Merit One-time Lump Sum Payment” subsection of Chapter 4, Section F. of the Village’s Human Resources Manual, as amended.”

**SECTION 10:** This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form, as provided by law.

Passed on first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

First reading waived by action of the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Keith T. Giagnorio  
Village President

Attest:

\_\_\_\_\_  
Sharon Kuderna  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Sharon Kuderna  
Village Clerk