

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	<i>Timothy Spitzer</i>	Date	<u>2/23/17</u>
Village Manager	<i>Scott Niehaus</i>	Date	<u>2/22/17</u>