

Appendix I: Job Classification and Fair Labor Standards Act (FLSA)

Village of Oak Park Personnel Manual

Status

Adopted:	Ordinance No. 1997-0-24	Date: March 31, 1997
Amended:	Resolution No. 2013-R-205	Date: October 21, 2013
Amended:	Resolution No. 15-297	Date: May 18, 2015
Amended:	Resolution No. 15-513	Date: December 7, 2015
Amended:	Resolution No. xx-xxx	Date: February 6, 2017
Amended:	Resolution No. 20-030	Date: February 3, 2020
Amended:	Resolution No. 21-89	Date: March 15, 2021
Amended:	Resolution No. 21-185	Date: August 2, 2021
Amended:	Resolution No. 22-35	Date: February 7, 2022
Amended:	Resolution No. 22-151	Date: July 18, 2022
Amended:	Resolution No. 23-67	Date: February 6, 2023
Amended:	Resolution No. 23-200	Date: June 5, 2023
Amended:	Resolution No. 24-218	Date: June 11, 2024
Amended:	Resolution No. 25-149	Date: February 18, 2025

Positions	FLSA Exempt from Overtime
Adjudication Director Administrator	Yes
Adjudication Hearing Clerk	No
<u>Administrative Officer</u>	<u>Yes</u>
Administrative Police Commander	Yes
<u>Alternative Response to Calls for Service Program Manager</u>	<u>Yes</u>
Assistant Development Services Director/ Economic Vitality Administrator	Yes
Assistant Human Resources Director	Yes
<u>Assistant Manager of Parking & Mobility Services</u>	<u>Yes</u>
Assistant Public Works Director/Village Engineer	Yes
<u>Assistant to the Village Manager</u>	<u>Yes</u>
Assistant Village Attorney	Yes
<u>Assistant Village Engineer</u>	
Assistant Village Manager/HR Director	Yes
Assistant Village Manager/Neighborhood Services Director	Yes
Automotive Parts Supervisor	Yes
Budget & Revenue Analyst	Yes
<u>Budget Manager</u>	<u>Yes</u>
Building Maintenance Superintendent	Yes
Building Maintenance Contract Coordinator Supervisor	Yes

Business Intelligence Officer	No
Chief Communications Officer	Yes
Chief Diversity, Equity & Inclusion (DEI) Officer	Yes
Chief Financial Officer	Yes
Chief Sustainability Officer	Yes
Civil Engineer I	Yes
Positions	FLSA Exempt from Overtime
Civil Engineer II	Yes
Collective Impact Manager	Yes
Communications & Social Media Coordinator	Yes
Communications & Social Media Manager	Yes
<u>Community Engagement Manager, Police</u>	<u>Yes</u>
Community Health Advisor	Yes
<u>Community Services Administrator</u>	<u>Yes</u>
Court Liaison Officer	No
Crime Analyst	Yes
Deputy Chief Financial Officer	Yes
Deputy Director of Development Services	Yes
Deputy Fire Chief	Yes
<u>Deputy Fire Chief of Emergency Medical Services Operations</u>	<u>Yes</u>
Deputy Police Chief	Yes
Deputy Public Works Director	Yes
Deputy Village Clerk	Yes
Deputy Village Manager	Yes
Development Services Director	Yes
Director of Adjudication	Yes
Emergency Preparedness Coordinator	Yes
Environmental Health Manager	Yes
Environmental Services Manager	Yes
Epidemiologist	Yes
Executive Coordinator, Office of the Village Manager	No
Executive Coordinator	No
Farmers Market Manager	Yes
<u>Finance Director</u>	<u>Yes</u>
Fire Battalion Chief	Yes
Fire Chief	Yes
Fire Inspector	No
Fire Marshal	Yes

Fleet Services Superintendent	Yes
Forestry Superintendent	Yes
Grants Manager	Yes
Health Education Manager	Yes
Housing Programs Coordinator	Yes
Human Resources Coordinator	No
Human Resources Generalist	Yes
Information Technology Director	Yes
Information Technology Operations Manager	Yes
Information Technology Operations Specialist	No
Positions	FLSA Exempt from Overtime
Intern (part time - 30 hours per week/600 per year)	No
Management Analyst	Yes
Media Production Manager	Yes
Neighborhood Code Compliance Manager	Yes
Neighborhood Partnerships Administrator	Yes
Neighborhood Programs Manager	Yes
Office Coordinator	No
Paralegal	No
Parking & Mobility Services Manager	Yes
Parking Facilities Supervisor	Yes
<u>Parking Enforcement Supervisor</u>	<u>Yes</u>
Payroll Accountant	Yes
Permit Processing Manager/Chief Building Official	Yes
Permit Services Supervisor	Yes
Planning & Urban Design Manager/Village Planner	Yes
Police Chief	Yes
Police Commander	Yes
Police Records Supervisor	Yes
<u>Public Health Analyst</u>	<u>Yes</u>
Public Health Director	Yes
Public Health Nurse	Yes
Public Works Director	Yes
Seasonal (e.g. Farmers Market Assistant)	No
Senior Accountant	Yes
Research Assistant	No
Social Media Coordinator	No
<u>Strategic Intelligence Manager</u>	<u>Yes</u>

Streets Supervisor	Yes
Streets Superintendent	Yes
Sustainability Coordinator	Yes
Traffic Engineer/Assistant Village Engineer	Yes
Village Attorney	Yes
Water and Sewer Supervisor	Yes
Water and Sewer Superintendent	Yes
Water Meter Supervisor	Yes
Welcome Center Coordinator	No