

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

Positions	Ratings	FLSA Exempt from Overtime
Adjudication Director	14 - PM	Yes
Adjudication Hearing Clerk	11 - GS	No
Administrative Coordinator	9 - GS	No
Administrative Police Commander		Yes
Assistant Development Services Director/Economic Vitality Administrator	14 - PM	Yes
Assistant Human Resources Director	13 - PM	Yes
Assistant Public Works Director/Village Engineer	15 - PM	Yes
Assistant Village Attorney	13 - PM	Yes
Assistant Village Manager/HR Director	15 - PM	Yes
Assistant Village Manager/Neighborhood Services Director	15 - PM	Yes
Automotive Parts Supervisor	6 - PM	Yes
Budget & Revenue Analyst	8 - PM	Yes
Building Maintenance Superintendent	11 - PM	Yes
Building Maintenance Contract Coordinator	9 - PM	Yes
Business Intelligence Officer	17 - GS	No
Chief Building Inspector	9 - PM	Yes
Chief Communications Officer	12 - PM	Yes
Chief Diversity, Equity & Inclusion (DEI) Officer	14 - PM	Yes
Chief Financial Officer	16 - PM	Yes
Chief Sustainability Officer	13 - PM	Yes

Civil Engineer I	9—PM	Yes
Positions	Ratings	FLSA Exempt from Overtime
Civil Engineer II	11—PM	Yes
Collective Impact Manager	10—PM	Yes
Communications & Social Media Coordinator	6—PM	Yes
Communications & Social Media Manager	7—PM	Yes
Community Health Advisor	10—PM	Yes
Court Services Liaison Officer	11—GS	No
Crime Analyst	6—PM	No
Deputy Chief Financial Officer	14—PM	Yes
Deputy Director of Development Services		Yes
Deputy Fire Chief	15—PM	Yes
Deputy Police Chief	15—PM	Yes
Deputy Public Works Director	15—PM	Yes
Deputy Village Clerk	7—PM	Yes
Deputy Village Manager	16—PM	Yes
Development Services Director	16—PM	Yes
Director of Adjudication	14—PM	Yes
Economic Vitality Manager	12—PM	Yes
Emergency Preparedness Coordinator	10—PM	Yes
Environmental Health Supervisor Manager	9—PM	Yes
Environmental Services Manager	10—PM	Yes
<u>Epidemiologist</u>		Yes
Executive Coordinator, Office of the Village Manager	9—PM	No
Executive Coordinator	15—GS	No
Farmers Market Manager	6—PM	Yes
Fire Battalion Chief	14—PM	Yes
Fire Chief	16—PM	Yes
Fire Inspector	15—GS	No
Fire Marshal	10—PM	Yes
Fleet Services Superintendent	11—PM	Yes
Forestry Superintendent	11—PM	Yes
Grants Manager	10—PM	Yes
Health Education Manager	11—PM	Yes
Housing Programs Coordinator	10—PM	Yes
Human Resources Coordinator	15—GS	No
Human Resources Generalist	9—PM	Yes

Information Technology Director	15 PM	Yes
Information Technology Operations Manager	12 PM	Yes
Information Technology Operations Specialist	17 GS	No
Positions	Ratings	FLSA Exempt from Overtime
Intern (part time – 30 hours per week/600 per year)	5 GS	No
Management Analyst	10 PM	Yes
Media Production Manager	8 PM	Yes
Neighborhood Code Compliance Manager	10 PM	Yes
Neighborhood Partnerships Administrator	12 PM	Yes
Neighborhood Programs Manager	11 PM	Yes
Office Coordinator	15 GS	No
Paralegal	17 GS	No
Parking & Mobility Services Manager	12 PM	Yes
Parking Facilities Supervisor	8 PM	Yes
Parking Services Supervisor	8 PM	Yes
Payroll Accountant	8 PM	Yes
Permit Processing Manager/Chief Building Officer <u>Official</u>	13 PM	Yes
Permit Services Supervisor	9 PM	Yes
Planning & Urban Design Manager/Village Planner	13 PM	Yes
Police Chief	16 PM	Yes
Police Commander	14 PM	Yes
Court Services Liaison	6 PM	Yes
Police Records Supervisor	8 PM	Yes
Public Health Director	15 PM	Yes
Public Health Nurse	8 PM	Yes
Public Works Director	16 PM	Yes
<u>Seasonal (e.g. Farmers Market Assistant)</u>		<u>No</u>
Senior Accountant	9 PM	Yes
Research Assistant	9 GS	No
Social Media Coordinator	11 GS	No
Street Supervisor	10 PM	Yes
Streets Superintendent	11 PM	Yes
Sustainability Coordinator	10 PM	Yes
Traffic Engineer/Assistant Village Engineer	13 PM	Yes
Village Attorney	16 PM	Yes
Water and Sewer Supervisor	10 PM	Yes
Water and Sewer Superintendent	11 PM	Yes

Water Meter Supervisor	8—PM	Yes
Welcome Center Coordinator	15—GS	No