

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

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

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

Water Meter Supervisor	<del>8</del> PM	Yes
Welcome Center Coordinator	<del>15</del> GS	No