



Memorandum

TO: Kevin J. Jackson, Village Manager

FROM: Kira Tchang, Assistant Village Manager/HR Director

FOR: Village President and Board of Trustees

DATE: October 22, 2025

SUBJECT: Proposed Staffing and Organizational Chart Changes in the FY26 Budget

Purpose

The purpose of this memo is to outline and preview the proposed staffing and organizational chart changes that the Village Manager will be presenting as part of the recommended Fiscal Year 2026 (FY26) budget. Significant work has occurred over the past several years to reorganize and align staffing resources with both core operations and the Village Board's goals and priorities. The recommendations for FY26 are focused on continued alignment and organizational need. These changes are intended to right-size the Village's staffing resources. The following sections provide a detailed breakdown of the larger scale program changes, title changes, reclassified positions, newly proposed roles.

Program Changes

As compared to changes made in FY25, there are no significant program changes proposed in FY26. The most notable structural change in the budget is the implementation of the full-scale Office of Economic Vitality (OEV) operating out of the Village Manager's Office (VMO). The Economic Vitality division was budgeted for in FY25 and included on the org chart with two FTEs – the Assistant Village Manager of Economic Vitality and an Economic Vitality Administrator. Over the course of 2025, through attrition, the Village Manager converted an existing EV-related position (Assistant Director of Development Services/Economic Vitality Administrator) into an additional EVA and assigned one of the three (3) budgeted Executive Coordinators in the VMO directly to the OEV, aligning with staffing recommended under the proposed Economic Vitality Plan.

Reclassified Positions

Staff recommend the reclassification or expansion of the following six (6) positions with a total impact of 2.25 FTEs to better align with organizational need and job function. If approved, the impact of all reclassifications is a net estimated budget impact of \$327,630.00 in salary and fringe benefits in year one.

Proposed Staffing and Organizational Chart Changes in the FY25 Budget

October 17, 2025

Page 2 of 3

FY25 Position	Dept.	FY25 Position (Proposed)	FTE Impact	Est. Budget Impact
Intern (.25)	VMO (Adjudication)	Account Clerk II (.50)	.25	\$20,100.00
Bailiff (Contracted)	VMO (Adjudication)	Bailiff (.50)	.50	\$31,020.00
Research Assistant (.50)	VMO (DEI)	DEI Manager (1.0)	.50	\$81,797.00
Graduate Fellow (.50)	VMO (Sustainability)	Sustainability Analyst (1.0)	.50	\$95,800.00
Law Office Coordinator (.50)	Law	Law Office Coordinator (1.0)	.50	\$47,042.00
Customer Service Representative II	PW	Urban Forestry Supervisor (1.0)	0.0	\$51,871.00

Newly Proposed Positions

To support the expansion of programs investment in key strategic initiatives and priorities in FY26, the Village proposes the addition of one (1) new position. The estimated budget impact of this position is approximately \$178,707.00 in year one for salary and fringe benefits.

FY25 Position	Dept.	FY26 Position (Proposed)	FTE Impact	Est. Budget Impact
n/a	Fire	Training Lieutenant	1.0	\$178,707.00

Eliminated Positions

There are no proposed position eliminations in FY26.

Title Changes

Staff propose several job title changes including the creation of an Environmental Health Practitioner title for unlicensed Health Inspectors, Parking Compliance Specialist for Parking Enforcement Officers. Staff also recommend the retitling of the two Planning positions to better reflect their responsibility and the current job market. This includes Urban Planner – Historic Preservationist, and Urban Planner – Zoning Administrator.. These proposed changes to job titles must be made through the collective bargaining process and are likely to have no impact to current employee classification or compensation.

Proposed Staffing and Organizational Chart Changes in the FY25 Budget

October 17, 2025

Page 3 of 3

Finally, in the non-union roles, there is a recommendation to update the Administrative Officer job title to Administrative Officer/Business Services Manager.

FY25 Position	Dept	FY26 Position (Proposed)	FTE Impact	Est. Salary Impact
Licensed Environmental Health Practitioner	Health	Environmental Health Practitioner	0	\$ -
Parking Enforcement Officer	DS	Parking Compliance Specialist	0	\$ -
Urban Planner	DS	Urban Planner – Historic Preservationist	0	\$ -
Zoning Administrator	DS	Urban Planner – Zoning Administrator	0	\$ -
Administrative Officer	DS	Administrative Officer/Business Services Manager	0	\$ -

Conclusion

The overall proposed staffing and organizational chart changes are designed to position the Village for success in FY26 and beyond. These recommendations aim to close the gap on a few operational needs, improve efficiency, better align resources with strategic priorities, and ensure that the organization remains agile in a rapidly changing environment.

For questions, please contact Kira Tchang, Assistant Village Manager/HR Director, via email at ktchang@oak-park.us or by phone at 708-358-5652.

cc: Lisa Shelley, Deputy Village Manager
Ahmad Zayyad, Deputy Village Manager
All Department Directors