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Village of Oak Park, IL

Employee Classification and Compensation Study

Draft Report Presentation

February 2024

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Outline

- ▶ Scope of Work
- ▶ Job Evaluation
- ▶ Proposed Classification Plan
- ▶ Compensation Survey
- ▶ Proposed Compensation Plan
- ▶ Implementation of Classification and Compensation Plan
- ▶ Future Administration of the System
- ▶ Questions

Job Evaluation

- ▶ 88 Positions were reviewed using the following nine job factors to establish Internal Equity:
 - ▶ Education – Required Preparation and Training
 - ▶ Work Experience – Years of Experience Needed to Perform Job
 - ▶ Decision Making and Independent Judgment
 - ▶ Responsibility for Policy Development
 - ▶ Planning of Work
 - ▶ Contact with Others
 - ▶ Work of Others (Supervision Exercised)
 - ▶ Working Conditions
 - ▶ Use of Technology/Specialized Equipment

Job Evaluation

- ▶ Positions were evaluated based on the information received by the Village and as a result of virtual interviews with at least one employee in each position.
- ▶ The Classification Plan was developed based on Internal Equity – meaning how positions related to one another in Oak Park.
- ▶ New position titles were recommended in some instances.
- ▶ Table 1 – Classification Plan – 11 Grades

Comparable Communities

- ▶ Establishment of comparable communities (Appendix B):
 - ▶ The following eight criteria were used:
 - ▶ Equalized Assessed Valuation
 - ▶ Per Capita Income
 - ▶ Population
 - ▶ Total Expenditures
 - ▶ Number of Full Time Employees
 - ▶ State Sales Tax
 - ▶ Property Tax Revenue
 - ▶ Proximity

Comparable Communities 75+ Points

Arlington Heights

Hoffman Estates

Schaumburg

Buffalo Grove

Lombard

Skokie

Des Plaines

Mount Prospect*

St. Charles

Downers Grove

Niles

Tinley Park

Elk Grove Village*

Oak Lawn

Wheaton

Elmhurst

Orland Park*

Wheeling

Evanston

Palatine

Wilmette*

Glenview

Park Ridge

**Communities with an asterisk did not respond to the survey.*

Salary and Benefits Survey

- ▶ Data is collected through the use of a survey
 - ▶ Each position is defined to assist in gathering accurate data.
 - ▶ Salary data are reviewed to determine if information gathered is appropriate for the position surveyed.
 - ▶ Salary ranges are the preferred method to gather salary data.
 - ▶ Salary data gathered is the current market for the positions.
 - ▶ Benefits data gathered, reviewed and comparative observations made – Medical Insurance – Paid Leave – Other Benefits.

Proposed Compensation Plan

- ▶ Compensation rates are calculated at the 50th percentile of the salaries of the communities surveyed – Table 1.
- ▶ Pay ranges and pay plans have been calculated at the 50th percentile – Table 2.
- ▶ Eleven (11) compensation grades/ranges established across four bands:
 - ▶ Grade 1
 - ▶ Grades 2 – 4
 - ▶ Grades 5 – 8
 - ▶ Grades 9 – 11

Proposed Compensation Plan

- ▶ There is a 7% gradation between Grades 2 – 4 and Grades 5 – 8. There is a 10% gradation between Grades 9 - 11.
- ▶ All proposed pay ranges are open ranges. There is a 45% range spread from minimum to maximum in year 1 and a 40% range spread in year 2.
- ▶ The maximums are similar in year 1 and year 2 but the minimums are increased to accommodate for the reduced range spread. This structure allows the Village to implement the plan over two (2) while still maintaining the 50th percentile.

Benefits Survey

- ▶ The communities were surveyed regarding the following benefits (Appendix D):
 - ▶ Health Insurance
 - ▶ Dental Insurance
 - ▶ Vision Insurance
 - ▶ Life Insurance
 - ▶ Sick Time
 - ▶ Holiday Days
 - ▶ Vacation Time

Implementation Recommendations

- ▶ Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- ▶ The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
- ▶ The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace.

Future Administration of System Classification/Compensation

▶ Classification

- ▶ Review classifications each year to respond to changing conditions (tools provided)
 - ▶ Create, Adjust and/or Abolish classifications as needed

▶ Compensation

- ▶ Survey Communities for salary changes – look at CPI.
- ▶ Adjust pay ranges
- ▶ Consider pay adjustments for employees



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Questions?

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