

**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

<b>Positions</b>	<b>Ratings</b>	<b>FLSA Exempt from Overtime</b>
Adjudication Director	14 - PM	Yes
Adjudication Hearing Clerk	11 - GS	No
Administrative Secretary	9 - GS	No
Assistant Director of Development Customer Service	14 - PM	Yes
Assistant Director Public Works	15 - PM	Yes
Assistant Human Resources Director	13 - PM	Yes
Assistant Village Attorney	13 - PM	Yes
Assistant Village Engineer	13 - PM	Yes
Assistant Village Manager/HR 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
<u>Business Intelligence Officer</u>	<u>17 - GS</u>	<u>No</u>
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
<u>Chief Sustainability Officer</u>	<u>13 - PM</u>	<u>Yes</u>
Civil Engineer I	9 - PM	Yes
Civil Engineer II	11 - PM	Yes
<u>Collective Impact Manager</u>	<u>10 - PM</u>	<u>Yes</u>

Communications & Social Media Manager	7 - PM	Yes
Communications & Social Media Coordinator	6 - PM	Yes
Community Health Advisor	10 - PM	Yes
<b>Positions</b>	<b>Ratings</b>	<b>FLSA Exempt from Overtime</b>
Community Relations Director	12 - PM	Yes
<del>Community Services Coordinator</del>	<del>9 - GS</del>	<del>No</del>
Court Services Liaison	11 - GS	No
Crime Analyst	6 - PM	Yes
Deputy Chief Financial Officer	14 - PM	Yes
Deputy Fire Chief	15 - PM	Yes
Deputy Police Chief	15 - PM	Yes
Deputy Village Clerk	7 - PM	Yes
Deputy Village Manager	16 - PM	Yes
Director of Adjudication	14 - PM	Yes
Director of Development Customer Services	16 - PM	Yes
Emergency Preparedness Coordinator	10 - PM	Yes
Environmental Health Supervisor	9 - PM	Yes
<del>Environmental Services Control Officer</del>	<del>7 - PM</del>	<del>Yes</del>
Environmental Services Manager	10 - PM	Yes
Executive Coord Office of the Village Manager	9 - PM	No
Executive Secretary	15 - GS	No
Farmer's Market Manager	<u>6 - PM</u>	<u>Yes</u>
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 Supervisor	9 - PM	Yes
Health Education Manager	11 - 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
<del>Information Technology Operations Specialist</del>	<del>17 - GS</del>	<del>No</del>
Intern (part time - 30 hours per week/600 per year)	5 - GS	No
<del>Legal Secretary</del>	<del>15 - GS</del>	<del>No</del>

Management Analyst	10 - PM	Yes
Media Production Manager	8 - PM	Yes
Neighborhood Services Manager	11 - PM	Yes
Neighborhood Services Supervisor	9 - PM	Yes
<b>Positions</b>	<b>Ratings</b>	<b>FLSA Exempt from Overtime</b>
<del>Network Specialist</del>	<del>17 - GS</del>	<del>No</del>
Office Coordinator	15 - GS	No
Office Manager	8 - PM	Yes
<u>Paralegal</u>	<u>17 - GS</u>	<u>No</u>
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	13 - PM	Yes
Permit Services Supervisor	9 - PM	Yes
Police Administrative Commander	10 - PM	Yes
Police Chief	16 - PM	Yes
Police Commander	14 - PM	Yes
Police Community Liaison Coordinator	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
Senior Accountant	9 - PM	Yes
<u>Research Assistant</u>	<u>9 - GS</u>	<u>No</u>
Social Media Coordinator	11 - GS	No
Street Supervisor	10 - PM	Yes
Streets Superintendent	11 - PM	Yes
Sustainability Coordinator	10 - PM	Yes
Village Attorney	16 - PM	Yes
Village Engineer	14 - PM	Yes
Village Planner	12 - PM	Yes
Water and Sewer Supervisor	10 - PM	Yes
Water and Sewer Superintendent	11 - PM	Yes
Water Meter Supervisor	8 - PM	Yes