

Appendix I: Job Classification and Fair Labor Standards Act (FLSA) Status

Village of Oak Park Personnel Manual

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

Positions	Ratings	FLSA Exempt from Overtime
Adjudication Director	14 - PM	Yes
Adjudication Hearing Clerk	11 - GS	No
Administrative Secretary Coordinator	9 - GS	No
Assistant Director of Development Customer Services <u>Director/Economic Vitality Administrator</u>	14 - PM	Yes
Assistant Director Public Works	15 - PM	Yes
Assistant Human Resources Director	13 - PM	Yes
<u>Assistant Public Works Director/Village Engineer</u>	<u>15 - PM</u>	<u>Yes</u>
Assistant Village Attorney	13 - PM	Yes
Assistant Village Engineer	13 - PM	Yes
Assistant Village Manager/HR Director	15 - PM	Yes
<u>Assistant Village Manager/Neighborhood Services Director</u>	<u>15 - PM</u>	<u>Yes</u>
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
Civil Engineer II	11 – PM	Yes
Collective Impact Manager	10 – PM	Yes
Positions	Ratings	FLSA Exempt from Overtime
Communications & Social Media Manager	7 – PM	Yes
Communications & Social Media Coordinator	6 – PM	Yes
Community Health Advisor	10 – PM	Yes
Community Relations Director	12 – PM	Yes
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 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
Director of Development Customer Services	16 – PM	Yes
Economic Vitality Manager	12 – PM	Yes
Emergency Preparedness Coordinator	10 – PM	Yes
Environmental Health Supervisor	9 – PM	Yes
Environmental Services Manager	10 – PM	Yes
Executive Coord Office of the Village Manager	9 – PM	No
Executive Secretary Coordinator	15 – GS	No
Farmer's 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 Supervisor Manager	9 – PM 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
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 Services Supervisor <u>Code Compliance Manager</u>	9 – PM <u>10 – PM</u>	Yes
<u>Neighborhood Partnerships Administrator</u>	<u>12 – PM</u>	<u>Yes</u>
Neighborhood Services <u>Programs</u> Manager	11 – PM	Yes
Positions	Ratings	FLSA Exempt from Overtime
Office Coordinator	15 – GS	No
Office Manager	8 – PM	Yes
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	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
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
<u>Traffic Engineer/Assistant Village Engineer</u>	<u>13 – PM</u>	<u>Yes</u>
Village Attorney	16 - PM	Yes
Village Engineer	14 – PM	Yes

<u>Planning & Urban Design Manager/Village Planner</u>	12 — <u>PM 13</u> - PM	Yes
Water and Sewer Supervisor	10 - PM	Yes
Water and Sewer Superintendent	11 - PM	Yes
Water Meter Supervisor	8 - PM	Yes
<u>Welcome Center Coordinator</u>	<u>15</u> - GS	<u>No</u>