



## Agenda Item Summary

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### **Submitted By**

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### **Reviewed By**

A.M. Zayyad, Deputy Village Manager

### **Agenda Item Title**

**A Resolution Approving Amendments to Appendix I (“Job Class and FLSA Status”) and Appendix VII (“Appointee Pay Plan Schedule”) of the Village of Oak Park Personnel Manual**

### **Overview**

The Village of Oak Park Personnel Manual includes personnel policies that set expectations for employee and management responsibilities, ensure employees are treated in a consistent manner, inform employees of their rights and benefits, and comply with State and Federal rules and regulations. Staff regularly review the Personnel Manual and make periodic updates to ensure the Village complies with applicable laws and that the policy manual is consistent with the Village’s authorized budget. Appendices I and VII have been updated to reflect changes to authorized positions and classifications in FY23 following the Board’s adopted motions 23-55 and 23-56 at the May 22, 2023 Board meeting.

### **Recommendation**

Adopt the resolution

### **Background**

On May 22, 2023, the Board of Trustees adopted Motions 23-55 and 23-56 which included updates to organizational charts in the Village Manager’s Office, Public Works Department, Development Customer Services Department, and the creation of a standalone Neighborhood Services Department. In those motions, staff recommended the creation of new positions, the elimination of part-time positions, and the retitling (new title, no impact to classification) and reclassification of several other positions (new title, new classification).

Newly created job titles (Appointee Pay Plan Rating):

- Economic Vitality Manager (12-PM)
- Neighborhood Partnerships Administrator (12-PM)
- Housing Programs Coordinator (10-PM)
- Welcome Center Coordinator (15-GS)

Retitled positions (previous title):

- Development Services Director (Development Customer Services Director)

- Assistant Development Services Director/Economic Vitality Administrator (Assistant Development Customer Services Director)
- Neighborhood Programs Manager (Neighborhood Services Manager)
- Deputy Public Works Director (Assistant Public Works Director)
- Transportation Engineer/Assistant Village Engineer (Assistant Village Engineer)
- Executive Coordinator (Executive Secretary)

Reclassified positions (Appointee Pay Plan Rating):

- Planning & Urban Design Manager/Village Planner (13-PM) from Village Planner (12-PM)
- Assistant Village Manager/Neighborhood Services Director (15-PM) from Community Relations Director (12-PM)
- Neighborhood Code Compliance Manager (10-PM) from Neighborhood Services Supervisor
- Grants Manager (10-PM) from Grants Supervisor (9-PM)
- Assistant Public Works Director/Village Engineer (15-PM) from Village Engineer (14-PM)

### **Fiscal Impact**

Staff calculates the creation of these new positions and reclassification efforts to be budget neutral in FY23 and FY24 pending the pause of the Oak Park Economic Development Corporation's funding.

### **DEI Impact**

None

### **Alternatives**

Defer and request additional information.

### **Previous Board Action**

The Board approved Motions 23-55 and 23-56 authorizing these new positions on May 22, 2023. The Board last updated Appendices I and VII on February 6, 2023.

### **Citizen Advisory Commission Action**

N/A

### **Anticipated Future Actions/Commitments**

N/A

### **Intergovernmental Cooperation Opportunities**

N/A