



Agenda Item Summary

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Submitted By

Julia Scott-Valdez: Assistant Village Manager Human Resource Director

Reviewed By

LKS

Agenda Item Title

A Resolution Approving an Amendment to Appendix I ("Job Classification and Fair Labor Standards Act (FLSA) Status") of the Personnel Manual for the Village of Oak Park

Overview

This is the formal action to revise a specific job classification contained within the Personnel Manual.

Staff Recommendation

The Human Resource Department recommends that the position of Executive Secretary be eliminated from the IT organizational structure and that it be replaced with the position of IT Office Coordinator.

Fiscal Impact

The proposed IT Office Coordinator would place at a 15GS / nonexempt (\$47,500 - \$70,000) in the Village pay band. The existing position of Executive Secretary is placed at 13GS (\$45,000 - \$60,000). The salary for the Executive Secretary in the IT department was budgeted for \$57,154.50 in 2017. The budget number was defined by the pay the last employee was receiving at the time of her separation. The expected offer of the new hire should stay within the range of the first quartile of the pay band which is \$53,125.00; still less than the budgeted amount.

Background

The position of Executive Secretary is historical and dates back to the point in time when the Village had more support staff and Executive Secretaries were appropriate. The changes in staffing and workloads require that the Village develop positions that are able to be multi-faced and can accommodate the changing needs of the work environment.

The current structure of the Village IT department; as defined in the 2017 budget identifies an Executive Secretary as the support staff position to the IT Director, IT Operations Manager and the IT Specialists and Analysts. In the fall of 2016, the individual in the position of Executive Secretary left for other opportunities. After analysis, the job title & position of Executive Secretary is being eliminated and replaced with IT Office Coordinator. The updated position would allow for more practical, hands on coordination of the department's workflow and would develop a frontline customer service representative for the internal staff that depends on

the IT Department for support.

Alternatives

The Village Board could seek additional information.

Previous Board Action

From time to time, the Village Board will formally adopt changes to the Personnel Manual as needed.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

Should the Village Board approve the change in positions the HR department will post for filling as soon as possible.

Intergovernmental Cooperation Opportunities

NA.

Performance Management (MAP) Alignment

NA.