



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving Amendments to Appendix VII ("Appointee Pay Plan Schedule") of the Personnel Manual for the Village of Oak Park

Overview

The ranges in this appendix are modified to reflect internal compression issues for police and fire leadership positions; move the Deputy Chief Financial Officer position up to the next pay band in order to remain competitive in the recruitment process; and add the positions created in the merger of Parking and Development Customer Services to the pay plan.

Staff Recommendation

The Human Resource Department recommends that the pay band be adjusted.

Fiscal Impact

The proposed changes may increase the payroll allocations in Police by approximately \$10,000.00 and funding is available within the Police Department budget in the General Fund. Budget changes would take effect at the time of promotion in November of 2017.

Background

A: Police Pay Compression:

1) The Police Administrative Commander position is currently in pay band 12 PM (\$78,500 - \$108,675). The Administrative Commander has traditionally been a non-sworn position. Recruitment for the position has been difficult as it requires some experience in a police department or as a police officer. This position was complimented by a Budget & Payroll Coordinator which took on the payroll and budget duties. The Budget & Payroll Coordinator has been vacant for three (3) years. The Village would like to combine some of the duties performed by the Administrative Commander with the duties performed by the vacant Budget & Payroll Coordinator position and consider allowing sworn personnel to act in this position for a length of time considered to be appropriate by the Village Manager. This position is often a sworn position in other departments and the experience in managing personnel policies, payroll and budget would be essential for any Commander interested in a future promotion to Deputy Chief. We would also recommend maintaining

the non-sworn Administrative Commander position in the pay band in the event it is felt appropriate to return this position to non-sworn.

2) The Patrol Commander is in pay band 14 PM (\$90,000 - \$129,375). We are currently interviewing to promote three (3) Patrol Commanders. Our applicants are all currently Sergeants in our department. With overtime, our internal candidates average \$124,732.11. Current base pay for these incumbents is \$102,438.96 with an adjustment to \$105,117.98 effective January 1, 2018 which will increase their overtime earnings geometrically. With this data, it is assumed that the offers to the selected candidates would receive an offer that is very close to the top of the pay band.

3) The suggested remedy for the Commanders compression issue is to move pay band 14 PM from \$90,000 - \$129,375 to: \$100,000 to \$135,000. This will not affect any other incumbent in the pay band.

B.) Deputy Chief Financial Officer:

1) The Deputy Chief Financial Officer is currently in pay band 13 PM (\$80,000 - \$119,025). We are currently recruiting for this position and we are finding it difficult to compete with the surrounding suburbs where this job class is paid \$115,000 to \$120,000.

2) The suggested remedy is to move this position to pay band 14 PM where it is more appropriately in line with positions of similar levels of responsibility in the organization and is competitive with the external market.

C.) Development Customer Services addition of positions:

1) The Village Board approved combining Parking and Mobility Services with the Development Customer Service Department in July of 2017. The department mergers were done to enhance customer service for residents and business owners. In combining the departments, two additional job classifications were created that required addition to the Appointee Pay Plan: Parking & Mobility Services Manager and Assistant Director of Development Customer Services.

2) The remedy is to add Parking & Mobility Services Manager to 12 PM (\$78,500 - \$108,675) and Assistant Director of Development Customer Services to 14 PM (currently at \$90,000 - \$129,375 with a recommendation to move it to \$100,000 to \$135,000.)

Alternatives

Maintain status quo.

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

Discussions regarding employee compensation are part of the annual budget process in the Finance Committee.

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

N/A