



Agenda Item Summary

File #: RES 19-28, **Version:** 1

Submitted By

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Reviewed By

CLP

Agenda Item Title

A Resolution Approving and Adopting Amendments to Appendix VII ("Appointee Pay Plan Schedule") of the Village of Oak Park Personnel Manual For the Purpose of Correcting Job Titles

Overview

This item is to correct job titles to match the adopted FY19 Budget based upon an audit completed by the Human Resource Department all non-union job titles. The audit was to ensure that job titles in the Village Personnel Policy Manual and all supporting systems match the adopted budget.

Staff Recommendation

Approval.

Fiscal Impact

There are no compensation changes as a part of this update.

Background

Job titles are occasionally are inconsistent between the Personnel Manual and organizational charts in the Budget and as a result become informally used at the department level. The audit during the 2019 budget process is the first step to building consistency between documents and systems. Consistency between the budget and the electronic HR systems is needed as the department is moving towards electronic requests for requisitions and status sheets. The attached red-lined version of the schedule identifies all changes and their associated reason for changes.

Alternatives

There are not any recommended alternatives.

Previous Board Action

On May 7, 2018, by Resolution No. 18-885 the Board updated Appendix VII of the Personnel Manual.

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

Annually as a part of the Budget process the Village Board will be presented with any necessary updates.

Intergovernmental Cooperation Opportunities

N/A.

Performance Management (MAP) Alignment

N/A.