



**AGENDA ITEM # 10A**

**AGENDA ITEM EXECUTIVE SUMMARY  
Village Board Meeting  
October 28, 2019**

**Item Title:**           **Salary Ordinance Amendment**

**Staff Contact:**       Jason M. Bielawski, Assistant Village Administrator

**VILLAGE BOARD ACTION**

**Pass an ordinance amending Ordinance No. 80-949 establishing a pay plan for Village officers and employees.**

**Executive Summary:**

During the mid-budget presentation at the Committee of the Whole meeting on July 22, 2019, the Village Board was presented with a staff recommendation to begin the recruitment process for an Assistant Director of Public Works/Village Engineer position. The Village Board directed staff to initiate the recruitment for this newly created position immediately. The Village completed its recruitment in early October with the Village Administrator appointing Kristin Mehl to the position of Assistant Director of Public Works/Village Engineer. Kristin previously served the Village of Schaumburg as Engineering Division Manager.

The attached ordinance makes a modification to the salary ordinance by adding the new position Assistant Director of Public Works/Village Engineer to the Village's pay and classification plan.

**Implications:**

**Is this item budgeted?**    Yes

**Any other implications to be considered?**

**Attachments:**

Ordinance and accompanying Appendix

**ORDINANCE NO. 2019-**

**AN ORDINANCE AMENDING ORDINANCE NO. 80-949  
ESTABLISHING A PAY PLAN  
FOR VILLAGE OFFICERS AND EMPLOYEES**

WHEREAS, on July 7, 1980, the President and Board of Trustees of the Village of Roselle passed Ordinance No. 80-949 entitled "An Ordinance Repealing Previous Salary Ordinances, Establishing a Pay Plan, and Establishing the Authorized Strength of Various Job Classifications," and

WHEREAS, it is desired and necessary to amend said Ordinance to accomplish the following:

Appendix A:

- 1) Add position titled Assistant Director of Public Works/Village Engineer with a salary range of \$89,981 - \$137,835.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois, that said Ordinance shall be amended in words and figures as follows:

**SECTION 1:** That Appendix "A" is hereby repealed and rescinded in its entirety and replaced with a new Appendix "A" entitled "Appendix A: General Employees", which is attached hereto and incorporated into this Ordinance as Exhibit 1.

**SECTION 2:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3:** That should any clause, sentence, paragraph or part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

**SECTION 4:** That this Ordinance and all exhibits attached hereto shall be in full force and effect immediately.

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor, Village of Roselle

ATTEST:

\_\_\_\_\_  
Village Clerk

**APPENDIX A - GENERAL EMPLOYEES  
EFFECTIVE OCTOBER 28, 2019**

JOB CLASSIFICATION	PAY RANGE		AUTHORIZED STRENGTH
	MIN.	MAX.	
<b>ADMINISTRATIVE/SUPPORT SERVICES</b>			
Police Records Assistant	\$39,287	\$60,003	4
Finance Assistant	\$41,645	\$63,601	2
Community Service Officer	\$41,645	\$63,601	4
Administrative Assistant	\$44,143	\$67,419	3
Accounting Specialist	\$46,792	\$71,463	1
Permit Coordinator	\$46,792	\$71,463	1
Customer Service and Billing Coordinator	\$49,600	\$75,751	1
Assistant to the Village Administrator	\$49,600	\$75,751	1
<b>TOTAL</b>			<b>16</b>
<b>TECHNICAL</b>			
Code Enforcement Officer	\$56,024	\$83,838	1
Fire Marshal	\$56,024	\$83,838	1
Planner	\$56,024	\$83,383	1
Police Resource Coordinator	\$59,386	\$88,868	1
Chief Accountant	\$59,386	\$88,868	1
<b>TOTAL</b>			<b>5</b>
<b>PROFESSIONAL/SUPERVISORY</b>			
Civil Engineer	\$69,773	\$104,414	1
Police Services Manager	\$69,773	\$104,414	1
Sergeant *	\$80,095	\$120,116	5
Battalion Chief**	\$108,973	\$123,806	3
<b>TOTAL</b>			<b>10</b>
* (Sergeant assigned to detective duty additional annual \$1500 added to base pay range)			
**(Battalion Chief additional compensation rate pursuant to Section 4-10 of Personnel Policy			
<b>MANAGEMENT</b>			
<u>Assistant Director of Public Works/Village Engineer</u>	<u>\$89,981</u>	<u>\$137,835</u>	<u>1</u>
Deputy Police Chief	\$89,981	\$137,835	1
Deputy Fire Chief	\$89,981	\$137,835	1
Director of Community Development	\$95,856	\$148,365	1
Assistant Village Administrator	\$96,856	\$148,365	1
Director of Public Works	\$100,488	\$153,929	1
Director of Finance	\$100,488	\$153,929	1
Chief of Police	\$100,488	\$153,929	1
Fire Chief	\$100,488	\$153,929	1
Village Administrator	Per Board Approval		1
<b>TOTAL</b>			<b>10</b>

**Part-Time Employees - Hourly Rate**

Seasonal Public Works Laborers	\$10.00	\$12.00	2
Seasonal Public Works Engineering Intern	\$12.00	\$14.00	1
Building Maintainer	\$15.05	\$16.92	1
Administrative Intern	\$16.00	\$19.00	1
Customer Service Representative	\$18.89	\$29.13	1
Accounting Specialist	\$23.17	\$34.36	1
Patrol Officer	\$25.00		2
Community Relations Coordinator	\$29.41	\$42.73	1
Economic Development Coordinator	\$29.41	\$42.73	1
Building Inspector (Structural)	\$30.90	\$39.14	1
Plumbing Inspector	\$37.30		1
Electrical Inspector	\$37.30		2
<b>TOTAL</b>			<hr/> <b>15</b>

**GRAND TOTAL GENERAL EMPLOYEES**

**56**