



**AGENDA ITEM # 7G**

**AGENDA ITEM EXECUTIVE SUMMARY**

**Village Board Meeting**

**March 22, 2021**

**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:**

The attached ordinance makes a modification to the salary ordinance by renaming the Code Enforcement Officer position to Code Compliance Inspector. The Code Enforcement Officer position was solely responsible for zoning and property maintenance enforcement issues. The Code Compliance Inspector position will not only be responsible for zoning and property maintenance issues, but also perform building code inspections. This change was made following a vacancy in the Code Enforcement Officer position. Village staff created an updated job description and renamed the position as part of the recruitment process for the Code Compliance Inspector position. A candidate was hired for the position, who will start on April 5, 2021. By combining zoning and property maintenance along with building code inspection activities into one position, the Village is in a better position to perform building inspections in a more efficient and cost-effective manner.

**Implications:**

**Is this item budgeted?**   Yes, the renaming of the position has no budget impact.

**Any other implications to be considered?**

**Attachments:**

Ordinance and accompanying Appendix.

**ORDINANCE NO. 2021-**

**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) Rename the position of Code Enforcement Officer to Code Compliance Inspector

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**SECTION 1:** That Appendix "A" is hereby repealed and rescinded in its entirety and replaced with a new Appendix entitled "Appendix A: General Employees" dated March 22, 2021, which is attached hereto and incorporated into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 March 22, 2021.

PASSED and APPROVED this 22<sup>nd</sup> day of March 2021.  
PUBLISHED in PHAMPLET form this 23<sup>rd</sup> day of March 2021.

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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Mayor, Village of Roselle

ATTEST:

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Village Clerk

**APPENDIX A - GENERAL EMPLOYEES  
EFFECTIVE MARCH 21, 2021**

<b>JOB CLASSIFICATION</b>	<b>PAY RANGE</b>		<b>AUTHORIZED STRENGTH</b>
	<b>MIN.</b>	<b>MAX.</b>	
<b>ADMINISTRATIVE/SUPPORT SERVICES</b>			
Police Records Assistant	\$40,466	\$61,803	3
Finance Assistant	\$42,894	\$65,509	2
Community Service Officer	\$42,894	\$65,509	4
Administrative Assistant	\$45,467	\$69,442	3
Accounting Specialist	\$48,196	\$73,607	1
Permit Coordinator	\$48,196	\$73,607	1
Customer Service and Billing Coordinator	\$51,088	\$78,024	1
Assistant to the Village Administrator	\$51,088	\$78,024	1
<b>TOTAL</b>			<b>16</b>
<b>TECHNICAL</b>			
<del>Code Enforcement Officer</del> <u>Code Compliance Inspector</u>	\$57,705	\$86,353	1
Fire Marshal	\$57,705	\$86,353	1
Management Analyst	\$57,705	\$86,353	1
Planner	\$57,705	\$86,353	1
Police Resource Coordinator	\$61,168	\$91,534	1
Chief Accountant	\$61,168	\$91,534	1
<b>TOTAL</b>			<b>6</b>
<b>PROFESSIONAL/SUPERVISORY</b>			
Civil Engineer	\$71,866	\$107,546	2
Police Services Manager	\$71,866	\$107,546	1
Sergeant *	\$82,498	\$123,719	6
Public Works Manager	\$89,980	\$125,973	2
Battalion Chief**	\$112,242	\$127,520	3
<b>TOTAL</b>			<b>14</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>			
Assistant Director of Public Works/Village Engineer	\$92,680	\$141,970	1
Deputy Police Chief	\$92,680	\$141,970	1
Deputy Fire Chief	\$92,680	\$141,970	1
Director of Community Development	\$99,762	\$152,816	0
Assistant Village Administrator	\$99,762	\$152,816	1
Director of Public Works	\$103,503	\$158,547	1
Director of Finance	\$103,503	\$158,547	1
Chief of Police	\$103,503	\$158,547	1
Fire Chief	\$103,503	\$158,547	1
Village Administrator	Per Board Approval		1
<b>TOTAL</b>			<b>9</b>

**Part-Time Employees - Hourly Rate**

Seasonal Public Works Laborers	\$13.00	\$15.00	0
Seasonal Public Works Engineering Intern	\$15.00	\$18.00	1
Building Maintainer	\$15.50	\$17.43	1
Community Development Assistant	\$20.62	\$31.49	1
Customer Service Representative	\$23.87	\$35.39	1
Accounting Specialist	\$25.30	\$37.51	1
Patrol Officer	\$25.00		2
Community Relations Coordinator	\$30.29	\$44.01	1
Building Inspector (Structural)	\$30.90	\$39.14	0
Plumbing Inspector	\$37.30		0
Electrical Inspector	\$37.30		1
<b>TOTAL</b>			<b>9</b>

**GRAND TOTAL GENERAL EMPLOYEES**

**54**