



AGENDA ITEM # 8B

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

August 23, 2021

Item Title: Salary Ordinance Amendment

Staff Contact: Jason M. Bielawski, 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 modifications to the salary ordinance by renaming the Customer Service Representative position to Assistant to the Village Clerk and reclassifying the Community Relations Coordinator position from part-time to full-time. The renaming of the position was timed with the hiring of a new employee following the retirement of a long serving employee. The new title is better aligned with the primary job duties of the position, which also serves as the Deputy Village Clerk. The reclassification of the Community Relations Coordinator position to full-time is based upon the needs of the organization for additional hours spent on community relations including community engagement and communications. Additionally, some duties previously performed by the Clerk's Office will be realigned to consolidate communications and outreach under the Community Relations Coordinator position.

Implications:

Is this item budgeted? Yes, the renaming of the position has no budget impact. Based upon personnel changes in the Administrator's Office, the reclassification of the Community Relations Coordinator position can be absorbed within the existing salaries budget.

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 Customer Service Representative to Assistant to the Village Clerk.
- 2) Reclassify the Community Relations Coordinator position to full-time from part-time.

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 August 23, 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 August 23, 2021.

PASSED and APPROVED this 23rd day of August 2021.
PUBLISHED in PHAMPLET form this 24th day of August 2021.

AYES:
NAYS:
ABSENT:
ABSTAIN:

Mayor, Village of Roselle

ATTEST:

Village Clerk

**APPENDIX A - GENERAL EMPLOYEES
EFFECTIVE AUGUST 23, 2021**

JOB CLASSIFICATION	PAY RANGE		AUTHORIZED STRENGTH
	MIN.	MAX.	
ADMINISTRATIVE/SUPPORT SERVICES			
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
TOTAL			16
TECHNICAL			
Code Compliance Inspector	\$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
<u>Community Relations Coordinator</u>	<u>\$61,168</u>	<u>\$91,534</u>	<u>1</u>
Police Resource Coordinator	\$61,168	\$91,534	1
Chief Accountant	\$61,168	\$91,534	1
TOTAL			6 7
PROFESSIONAL/SUPERVISORY			
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
TOTAL			14
* (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)			
MANAGEMENT			
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
TOTAL			9

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 <u>Assistant to the Village Clerk</u>	\$23.87	\$35.39	1
Accounting Specialist	\$25.30	\$37.51	1
Patrol Officer	\$25.00		2
Community Relations Coordinator	\$30.29	\$44.01	4
Building Inspector (Structural)	\$30.90	\$39.14	0
Plumbing Inspector	\$37.30		0
Electrical Inspector	\$37.30		1
TOTAL			8

GRAND TOTAL GENERAL EMPLOYEES

54