



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

## PERSONNEL COMMITTEE AGENDA

Tuesday, July 21, 2020

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

### 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

2. **PUBLIC COMMENT** – *Any resident wishing to address the Committee may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings,” handout. Please complete a speaker request form and submit it to the Village Clerk prior to the start of the meeting, or you may send an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Committee will read such comments during the Public Comment portion of the meeting.*

### 3. APPROVAL OF MEETING MINUTES

- June 16, 2020

### 4. STAFFING STUDY

- A. Staffing Summary To-Date
- B. Police Department Positions
  - I. Police Chief
  - II. Police Command
  - III. Police Officer
  - IV. Five-Year Department Outlook for Patrol Staffing Levels
- C. Village Accountant/Treasurer

### 5. OTHER ITEMS

### 6. ADJOURNMENT

#### Committee Members:

Suzanne Fahnestock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward



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## PERSONNEL COMMITTEE MINUTES

Tuesday, June 16, 2020

7:00 P.M.

### Join Zoom Meeting

<https://us02web.zoom.us/j/87959807132?pwd=WnFkdldTS1loRFZjeDdhb21aQjdPZz09>

**Meeting ID: 879 5980 7132**

**Password: 370670**

**Dial by Your Location**

**+1312-626-6799**

### 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Committee Chair Fahnestock called the meeting to order at 7:01p.m. and asked for a roll call. Members answering present were Trustee Dries, Trustee Harris, Trustee Ward, and Trustee Fahnestock. Quorum was established.

1. **PUBLIC COMMENT** – *Any resident wishing to address the Committee may also do so by submitting an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Committee will read such comments during the Public Comment portion of the meeting.*

None heard.

### 2. APPROVAL OF MEETING MINUTES

- April 21, 2020
- May 19, 2020

**Motion by Trustee Ward with 2<sup>nd</sup> by Trustee Dries to approve. Motion carried with voice vote.**

### 3. STAFFING STUDY

- Public Works Director/Building Inspector and Public Works Maintenance Assistant Positions

Village Administrator Wucki-Rossbach reviewed the memo to the committee which included comparable job responsibilities, overtime and costs.

Discussion regarding Public Works Director included:

## MINUTES

### Personnel Committee Meeting

June 16, 2020

Page 2 of 3

- Looking at comparable positions in comparable municipalities, PW Director position is 19K underpaid
- Enough hours to support Permanent PT position
- Creating new position for Permanent PT position
- Creating job description for Permanent PT position with salary
- Bring above items back to Personnel committee for review and approval then send to full Board.

Discussion regarding Public Works Maintenance Assistant included:

- Developing current employee with training and experience
- Performance Evaluation in the near future
- Encourage his progress
- Police Department Positions
  - Police Chief
  - Police Command
  - Police Officer

Item moved to July Personnel Committee meeting with the following issues to consider:

- 5-year goals
- Population totals
- Expanding into 24-hour department
- Village Accountant/Village Treasurer Position

Item moved to July Personnel Committee meeting.

#### 4. VILLAGE ADMINISTRATOR POSITION

- Authorizing the Change of the VA Position from Contractual to Regular Full-Time Position - September 1, 2020
- Job Description
- Employment Agreement
- Ordinance Change to Bond the Position

Administrator Wucki-Rossbach reviewed memo presented to committee with job description and employment agreement. Current GovTemps contract is set to end on August 5, 2020. Due to expected revenue drop from COVID-19, change the effective date to September 1, 2020 with a possible bridge contract from GovTemps from August 6, 2020 to September 1, 2020. Will review July Revenues Report with Accountant Aldridge before proceeding. Revised job description was sent to committee members from draft originally submitted.

**Motion by Trustee Harris with 2<sup>nd</sup> by Trustee Dries to move forward with making Village Administrator FT position. Motion carried by voice vote.**

## **5. OTHER ITEMS**

- Blackboard Connect Communications

Village Clerk D'Amato shared the memo prepared to the committee regarding Blackboard Connect with the success rate of the contacts for previous messages. Success rate depends on residents supplying village hall with their current and up to date contact information (i.e., phone number, email, text), and all information has to be updated with village personnel. Clerk D'Amato felt that messages to the residents were more successful through the current use of Facebook and village website announcements and recommended cancelling contract with Blackboard Connect.

Committee concerns included:

- Blackboard Connect was originally set up to be utilized as Emergency Management tool to inform residents of possible emergency situations, not as a communication tool.
- How to contact residents that do not use or have access to social media platforms.

Consensus of committee was to continue with Blackboard Connect until current contract expires on July 14, 2020, and review other platforms that may be available. Will revisit this again in September or October.

## **6. ADJOURNMENT**

Having no further business before the committee, Chair Fahnestock asked for a motion to adjourn. Motion by Trustee Dries with 2<sup>nd</sup> by Trustee Ward. Motion carried on voice vote. Meeting adjourned at 8:04p.m.

Respectfully submitted,

Terri D'Amato  
Village Clerk

Committee Members:  
Suzanne Fahnestock, Chair  
Trustee JP Dries  
Trustee Brandon Harris  
Trustee Jen Ward



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## MEMORANDUM

**TO:** Personnel Committee

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** June 5, 2020

**SUBJECT: STAFFING STUDY SUMMARY – TO-DATE**

### BACKGROUND

The Personnel Committee has reviewed the Staffing Study information for the following positions: Part-Time Code Enforcement Officer, Part-Time Village Clerk positions. The Committee has made the following recommendations at their November 19, 2019 Meeting, on the following positions:

1. Part-Time Code Enforcement Officer – That the Village Administrator make changes to the Job Description. The description has been modified to include language regarding communication and process for handling/pursuing compliance and that the position will work with the public and “All other duties as assigned,” see Attachment A.
  - A. The Police Chief and Public Works Director/Building Inspector were consulted and this position will be jointly supervised by these two Department Heads and is reflected in the Organizational Chart in the Employee Handbook Approved on January 20, 2020.
  - B. Committee also recommended that the position be included in the FY2021 Budget; however, based on financial situation it not included. The hourly rate and the number of hours per week would be determined during the budget process. The initial hourly rate proposal of \$15.00 per hour would most likely not attract qualified candidates and that it might be in the best interest of the Village to contract for this position knowing that this would increase the hourly rate for the position. Position would need a vehicle and would be seasonal (March – December), but if the position were to be contractual, the position may change to year-round.
2. Village Clerk – That the position remains an appointed position rather than elected.
  - A. That the Village Administrator make one change to job description per the Committee’s request. The description was modified to show that the position continue to be appointed as the Village’s Freedom of Information Act (FOIA) Officer for all requests, see Attachment B. At that time, the Village Administrator was given permission to move forward with filling the vacant position.
  - B. The Committee also discussed that the hourly rate for this position and would consider raising the hourly rate in order to attract a qualified candidate or keep a qualified candidate. Discussion regarding the position would be discussed during the overall staffing picture and during the budget process.

At the June 16, 2020 Personnel Committee Meeting, the Committee reviewed the following Staffing Study positions: Public Works Director/Building Inspector, Public Works Assistant and the Village Administrator positions.

1. Public Works Director/Building Inspector – This is a hybrid position compared to other municipalities.
  - A. The salary is underpaid by \$19,000 when compared to the average salary of the other Department Heads. The Committee agreed with no market salary adjustment; however, they did concur with implementing merit pay based on an annual performance evaluation and goal accomplishment.
  - B. The amount of compensatory time generated by this position justified the need for a year-around Part-Time Public Works employee. The Committee agreed with the creation of the part-time position and directed Staff to prepare a job description for the position, see Attachment C. The Committee also discussed that the position’s hourly rate and the number of hours worked per week and that the bulk of the authorized work hours be during the spring and summer months. The hourly rate for this position may need to be higher based on attracting qualified candidates.
2. Public Works Maintenance Assistant – The job responsibilities for this position are fewer than other municipalities based on the size of the department, economies of scale of the work performed in-house and the size of the community. The position should not be held accountable for the capabilities of the Village.
  - A. The average market hourly rate for this position is \$22.63, Maple Park’s position is currently paid \$18.63. The Committee discussed adjusting the hourly rate for the position if the position increased productivity through shifting more routine Public Works responsibilities from the Public Works Director/Building Inspector to this position.
  - B. The Committee agreed with further developing this position through additional training and education and would consider adjusting the average hourly rate based on obtaining additional job knowledge and experience. The additional responsibilities of the position have been added to the Job Description, see Attachment D.
3. Village Administrator position – The Committee discussed the position, reviewed the Employment Agreement and discussed the brief Job Description that was provided and used to hire the current Part-Time Contractual Village Administrator. An updated draft Job Description was e-mailed to the Committee during the Zoom meeting, see Attachment E. The Committee recommended the following regarding the position:
  - A. That the position be changed from a Part-Time Contractual Position to a Full-Time Village Administrator position with the Village.
  - B. That the recommendation on the position and Employment Agreement be forwarded to the Village Board for consideration.

At the July Personnel Committee, the Committee will review the Police Department positions and the Village Accountant/Village Treasurer Position. Once these positions have been discussed and a course of action recommended then a full recommendation to the Village Board can be costed and assembled.

### **RECOMMENDATION**

That the Personnel Committee review and offer a recommendation on the following:

1. Part-Time Code Enforcement Officer:
  - A. Approve the revised Job Description
  - B. Committee may consider with changes to Public Works Maintenance Assistant that the Public Works Director/Building Inspector would have more time to spent on code enforcement so that this position would not be necessary **OR**
  - C. Consider whether position should be a Part-Time Village Employee or Contractual

- D. Consider hourly rate: Part-Time Employee Range: \$20.00 - \$25.00  
Contractual Range: \$25.00 - \$35.00
- 2. Part-Time Village Clerk:
  - A. Approve the revised Job Description
  - B. Consider hourly rate adjustment: merit pay, based on an annual performance evaluation and goal accomplishment.
- 3. Part-Time Public Maintenance Worker:
  - A. Approve Job Description
  - B. Consider hourly rate range, depending on qualifications: \$18 - \$25
  - C. Hours worked per week: 8 hours a week, majority of the hours scheduled between April 1 and October 31. The position can be re-evaluated to determine if additional hours would be needed.  
Annual cost based on hourly rate: \$8,360.35 - \$11,611.60.
- 4. Public Works Maintenance Assistant:
  - A. Approve the revised Job Description
  - B. Market adjustment to the salary based on increased job responsibility and training. Implement increased responsibility prior to 2020 Performance Evaluation and include adjustment in FY2021 Budget.
- 5. Village Administrator:
  - A. Approve the Job Description

#### Attachments

- Attachment A – Revised Part-Time Code Enforcement Officer Job Description
- Attachment B – Revised Part-Time Village Clerk Job Description
- Attachment C – Part-Time Public Works Maintenance Job Description
- Attachment D – Public Works Maintenance Assistant
- Attachment E – Village Administrator Job Description



**VILLAGE OF MAPLE PARK  
POSITION DESCRIPTION**

**Title: Code Enforcement Officer (CEO)**

**Position Status: Part-Time**

**Position Reports to: Public Works Director/Building Inspector and Police Chief**

**FLSA Status: Non-Exempt, Seasonal (March – December)**

**DUTIES**

**GENERAL DESCRIPTION**

The general function of the position within the organization is to investigate code violations, issues letters of abatement, violation warnings, and patrols the Village looking for violations.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Respond to citizen's complaints of code violations.

Inspects and investigates potential violations of village codes and other laws (ordinances) which have been reported to determine if a violation has occurred.

Proactively patrol and survey locations for code violations during the course of duties.

Researches land ownership records, permitting records and past or current code violations using computer.

Prepare property liens as needed.

Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for administrative adjudication hearing preparation.



## CODE ENFORCEMENT OFFICER – PART-TIME

Works to achieve an education versus enforcement environment by working toward compliance and issues violation notices and fines when deemed necessary.

Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.

Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.

Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of infractions of codes, ordinances and/or laws.

Works in compliance with other departments that are engaged in code compliance tasks. (i.e., Building Inspector, Public Works, Police Department and Fire Protection District, etc.) Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.

All other duties as assigned.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates data or information.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with fellow employees, residents, and business/property owners. Persuades or influences others in favor of a service, course of action, or point of view.

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

## CODE ENFORCEMENT OFFICER – PART-TIME

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact on whole municipal operation.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines. Maintains cleanliness of assigned vehicle and equipment.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## CODE ENFORCEMENT OFFICER – PART-TIME

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma or GED equivalent.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must have a valid Illinois Driver’s License and be an insured driver. Prefer ICC Property Maintenance Certification.

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one (1) year of related experience.

Requires considerable knowledge of: of street locations, geography, and Village demographics and GIS, and applies knowledge of codes/ordinances and laws to specific situations and makes corresponding decision. Has a knowledge and acceptance of the cultural/racial diversity and demographics of a community.

Capable of conducting a thorough plan/drawing review, interpreting customer requests and working with figures.

Requires the ability to: follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, maintaining body equilibrium to

## CODE ENFORCEMENT OFFICER – PART-TIME

prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Requires daily attendance.

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: 07/21/20



**VILLAGE OF MAPLE PARK  
POSITION DESCRIPTION**

**Title: Village Clerk**  
**Position Status: Part-Time**  
**Position Reports to: Village Administrator**  
**FLSA Status: Non-Exempt**

**DUTIES**

**GENERAL DESCRIPTION**

The general function of the position within the organization is to perform moderately complex work related to primary function of Village Clerk related activities and the daily administrative functions of the Village's municipal office. The position may supervise another part-time clerical employee.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Attends all meetings of the corporate authorities – Village Board (including Executive Sessions), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission.

Maintain confidentiality of municipal business.

Prepares agendas and schedules meetings for Village Board (including Executive Sessions and Committee of the Whole), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission meetings.

Transcribes meeting minutes for all Village Board (including Executive Sessions and Committee of the Whole), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission meetings.

Drafts ordinances and resolutions.

Serves as the Village's Freedom of Information (FOIA) Officer.

## **VILLAGE CLERK**

Receives candidates' nominating papers and certify the names of all candidates to be printed on the ballot.

Serves as the Village's keeper of records and is responsible for the oversight of the Village of Maple Park's State's Records Disposal permit.

Responsible for submitting the proper documentation and disposal of Village records.

Assist with the issuance of Liquor Licenses, Amusement Licenses and Tobacco Licenses.

Serves as the Office Manager and plans, establishes and implements office methods and procedures.

Ensures that office hours are covered.

Updates Village website and Facebook.

Assist with the issuance of building permits and property maintenance letters.

Assists with the issuance of golf cart and vehicle stickers.

Assists with enforcement of Covenants, Codes and Restrictions (CCR.)

Assist with the issuance of park, gym and facility rentals.

Order office supplies and business cards and letterhead.

Answer correspondence pertaining to Village or department business; compile various statistical reports as requested.

Assist customers with basic and complex questions over the phone, in person or by mail.

May complete daily deposits.

Serves as utility billing backup.

Picks up and processes mail.

All other related duties as assigned.

## VILLAGE CLERK

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

## VILLAGE CLERK

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact on whole municipal operation.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma; prefer Associates Degree from an accredited college or university in office or business administration. Requires training in general business and administrative office procedures.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Prefer Municipal Clerk Certificate.



## VILLAGE CLERK

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three (3) years of related experience.

Requires considerable knowledge of: office management or supervisory methods, practices and techniques; records and operation of the office is required; forms and procedures generally used in Village for personnel, purchasing, accounting and budgetary purposes; laws affecting the work of the assigned division or department; modern office practices, procedures and equipment; specialized terminology of the division, department or office to which assigned; spelling, punctuation and grammar.

Requires the ability to: set priorities; supervise and train subordinate employees; develop, implement and evaluate new and/or revised methods, procedures and performance standards; estimate and budget for future needs and cost of personnel, equipment and supplies; maintain complex clerical records and prepare reports of such records; read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations; write reports and routine business correspondence; effectively present information and respond to questions from managers, clients, customers, and the general public.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 25 pounds of force; moderate dexterity in operating machinery, tools, or office equipment.

Requires daily attendance in the office and numerous night meetings.

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to standard indoor office conditions.

## VILLAGE CLERK

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: July 21, 2020

DRAFT



**VILLAGE OF MAPLE PARK  
POSITION DESCRIPTION**

**Title: Public Works Maintenance Worker**  
**Position Status: Part-Time**  
**Position Reports to: Public Works Director/Building Inspector**  
**FLSA Status: Non-Exempt**

**DUTIES**

**GENERAL DESCRIPTION**

To maintain the grounds, buildings and streets owned and operated by the Village of Maple Park.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Mow and trim grass (by walking or riding mower) for all Village property.

Trim trees on Village properties.

Assist in the removal of snow and ice by shoveling, plowing, blowing, sweeping or breaking into pieces. Spread salt and sand by hand and/or motorized salt/sand spreaders on assigned building steps, sidewalks, roads and parking lots surrounding Village properties.

Perform street work such as pothole patching, gravel backfill installation, culvert cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.

Install and remove snow fences.

Pick up litter, trash, wastepaper and all other debris on all Village grounds on a daily basis. This includes emptying garbage cans in Village parks and Village properties.

Able to assist in maintaining the Civic Center including the maintenance of the boiler, all janitorial duties, basic carpentry and painting.

## **PUBLIC WORKS MAINTENANCE WORKER – PART-TIME**

Perform street maintenance work such as pothole patching, gravel installation, culvert cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.  
May assist in water meter reading tasks.

May assist with detention pond maintenance, including aerators and landscaping.

May assist with water plant and wastewater treatment plant maintenance.

Respond and resolve resident, business/property owner complaints.

Assist in maintaining Village equipment and vehicles.

Perform all other duties as assigned.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates data or information.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with fellow employees, residents and business/property owners. Persuades or influences others in favor of a service, course of action, or point of view.

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

## **PUBLIC WORKS MAINTENANCE WORKER – PART-TIME**

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with limited impact on whole municipal operation.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as mowers, trimmers (brush and lawn), vehicles, snowplow attachments and salt spreaders, etc. Maintains cleanliness of assigned vehicle and equipment.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of fellow employees, self and the general public.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma or GED equivalent.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

## **PUBLIC WORKS MAINTENANCE WORKER – PART-TIME**

Must have a valid Illinois Driver's License and be an insured driver. Must have a Class B CDL with air brake and tanker endorsements.

**EXPERIENCE REQUIREMENTS:** *"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three years (3) of related experience.

Requires the ability to: follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, maintaining body equilibrium to prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Daily attendance required on scheduled work days.

**UNAVOIDABLE HAZARDS:** *"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

**SENSORY (ADA) REQUIREMENTS:** *"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: July 21, 2020



**VILLAGE OF MAPLE PARK  
POSITION DESCRIPTION**

**Title: Public Works Maintenance Assistant**

**Position Status: Full-Time**

**Position Reports to: Public Works Director/Building Inspector**

**FLSA Status: Non-Exempt**

**DUTIES**

**GENERAL DESCRIPTION**

To maintain the grounds, buildings and streets owned and operated by the Village of Maple Park.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Performs basic Public Works Director duties in his/her absence.

Mow and trim grass (by walking or riding mower) for all Village property.

Trim trees on Village properties.

Perform snow and ice removal by shoveling, plowing, blowing, sweeping or breaking into pieces. Spread salt and sand by hand and/or motorized salt/sand spreaders on assigned building steps, sidewalks, roads and parking lots surrounding Village properties.

Perform street maintenance work such as pothole patching, gravel backfill installation, culvert and catch basin cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.

Install and remove snow fences.

Flush and assist with the maintenance of Village fire hydrants.

Pick up litter, trash, wastepaper and all other debris on all Village grounds on a daily basis. This includes emptying garbage cans in Village parks and Village properties.

## PUBLIC WORKS MAINTENANCE ASSISTANT

Able to assist in maintaining the Civic Center including the maintenance of the boiler, all janitorial duties, basic carpentry and painting.

Perform water meter reading tasks.

Perform detention pond maintenance, including aerators and landscaping.

Perform water plant and wastewater treatment plant maintenance.

Respond and resolve resident, business/property owner complaints.

Create, implement and maintain daily, weekly, monthly and annual checklists of routine maintenance tasks.

Assist office staff with tasks when requested.

Assist in maintaining Village equipment and vehicles.

Conduct vegetation/weed control through herbicide application or by hand removal.

Properly set up work zones to enhance road and employee safety while working on streets, parks, water and wastewater facilities.

Performs all duties in conformance to appropriate safety and security standards.

Perform all other duties as assigned.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates data or information.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with fellow employees, residents and business/property owners. Persuades or influences others in favor of a service, course of action, or point of view.



## PUBLIC WORKS MAINTENANCE ASSISTANT

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with limited impact on whole municipal operation.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as mowers, trimmers (brush and lawn), vehicles, snowplow attachments and salt spreaders, etc. Maintains cleanliness of assigned vehicle and equipment.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of fellow employees, self and the general public.

## PUBLIC WORKS MAINTENANCE ASSISTANT

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma or GED equivalent.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must have a valid Illinois Driver’s License and be an insured driver. Must have a Class B CDL with air brake and tanker endorsements.

Prefer an Illinois Pesticide Application License and Flagger Certification.

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three years (3) of related experience.

Requires the ability to: follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, maintaining body equilibrium to prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Daily attendance required on scheduled work days.

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

## PUBLIC WORKS MAINTENANCE ASSISTANT

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: July 21, 2020

DRAFT

# PRIOR PUBLIC WORKS ASSISTANT JOB DESCRIPTION

## JOB DESCRIPTION

Public Works Assistant

### **Primary Function of the Position**

To maintain the grounds, buildings and streets owned and operated by the Village of Maple Park.

### **Organizational Relationships**

This position reports directly to the Director of Public Works who in turn reports to the Village President. The Director of Public Works will assign, review and approve the work carried out by the employee in this position. This individual will receive oral and/or written instructions from the Director of Public Works and, on occasion, the Village President.

### **Work Activities**

Mow and trim grass (by hand or on rider) for all Village property.

Trim trees on Village properties.

Assist in the removal of snow and ice by shoveling, plowing, blowing, sweeping or breaking into pieces. Spread salt and sand by hand and/or motorized salt/sand spreaders on assigned building steps, sidewalks, roads and parking lots surrounding Village properties.

Assist in the installation and removal of snow fences.

Assist in the flushing and maintenance of the Village fire hydrants.

Pick up litter, trash, wastepaper and all other debris on all Village grounds on a daily basis. This includes emptying garbage cans in Village parks and Village properties.

Maintain Civic Center to include the maintenance of the boiler, all janitorial duties, basic carpentry and painting.

Assist in maintaining Village equipment and vehicles.

Assist in the asphalt patching of pot holes.

Perform basic Public Works Director duties in his/her absence.

Perform miscellaneous, related duties as assigned.

### **Work Responsibilities**

The Public Works Director will determine priorities for the Public Works Department and will issue oral and/or written instructions to this individual. Although the person in this position works under direction, he/she is expected to exercise individual judgment in their assigned tasks.

### **Interrelationships**

On occasion, this position will have contact with the public, therefore, tact and professionalism is expected at all times. This position is responsible for maintaining the appearance of the buildings and

grounds throughout the Village of Maple Park. Failure to complete these tasks in a timely and professional manner will reflect negatively on the Public Works Department and the Village.

**Required Skills**

The individual in this position must possess a valid driver's license (CDL preferred) for all of the equipment he/she will operate. During employment, the individual will be expected to secure proper licensing through the State of Illinois for the application of herbicides and pesticides. Basic mechanical skills are preferred. This individual must be able to work in extreme cold and hot conditions and be able to lift 75 pounds.

**Work Schedule**

The standard work schedule for this position is Monday – Friday, 7:00 a.m. – 3:30 p.m. with a 30-minute lunch break, however, the individual must be flexible as he/she will be called in on occasion to perform tasks outside the normal work schedule. Members of the Public Works staff must be available to work Friday, Saturday, Sunday and Monday of Labor Day Weekend.

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Employee Signature

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Director of Public Works

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Village President



**VILLAGE OF MAPLE PARK  
POSITION DESCRIPTION**

**Title:** Village Administrator  
**Position Status:** Full-Time  
**Position Reports to:** Village President & Board of Trustees  
**FLSA Status:** Exempt

**DUTIES**

**GENERAL DESCRIPTION**

The Administrator serves as the Chief Administrative Officer for the daily operation of the Village and reports directly to the Village Board of Trustees. This is a full-time, salaried position appointed by the Village President with the advice and consent of the Village Board. He/she serves the Board in the development and implementation of its legislative policies. He/she manages and provides leadership to full-time, part-time and 10-99 employees. This person is - responsible for the duties of Village Administrator as outlined in Title 1, Chapter 1-6-14 Village Administrator of the Municipal Code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments, divisions, and services of Village government and of all officers and employees thereof which are under the control and jurisdiction of the Village President and Board as provided by law, and to make recommendations respecting the same to the Board.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Carry out directives of the Village President and Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein.

Oversee, in conjunction with the Village Accountant/Village Treasurer, the procuring and monitoring of the annual operating budget in accordance with all statutory requirements, answer budget inquiries of staff and elected officials.

## **VILLAGE ADMINISTRATOR**

Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings, and State statutes.

Assist the President as the Chief Administrative Officers of the Village and perform such duties as may be directed by the President.

Be the primary point of contact with the Village Attorney and with his/her staff; coordinate and follow-up with the attorney regarding authorized assignments and disseminate his/her work product to the Board and otherwise be the point of contact for legal advice required of any Village department heads; ensure protection of the attorney-client privilege, provided that nothing shall prohibit the President and Trustees from consulting the Village Attorney as they deem appropriate from time-to-time.

Serve as the Village's internal TIF District Administrator; is the primary point of contact with the Village's TIF District attorney and the financial advisor; authorizes assignments and disseminates the attorney/financial advisor's work product to the appropriate Village Board Committees and the Village Board. Drafts and administers the TIF Policies and coordinates the use TIF funds with the Village Accountant/Village Treasurer per Board approval.

Promote the economic and business development of the Village through the use of the Village's Tax Increment Finance (TIF) District, outreach and negotiation, marketing and promotion of development within Maple Park and a variety of other means to produce expanded property taxbase.

Draft administrative procedures to increase the effectiveness and efficiency of Village government according to best practices in local government.

Keep informed concerning current Federal, State, and County legislation and administrative rules affecting the Village.

Oversee all aspects of personnel and benefits administration including evaluation, discipline, pay and wage recommendations when necessary.

Oversee the engagement of outside consultants through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board.

Ensure the thorough and satisfactory completion of all contracted and consultant work.

Remain responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the Village, by all necessary means, for long-

## VILLAGE ADMINISTRATOR

term sustainability.

Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official.

Promote the economic well-being and growth of the Village of Maple Park through public and private sector cooperation.

Attend all meetings of the Village Board, assisting the President and the Board as required in the performance of their duties.

Serve as the Staff Liaison to the Finance, Infrastructure, Personnel Committee and the Plan Commission.

Assist the Village Board in implementing the Village's Strategic Plan.

Assist the Village Board and the Plan Commission in creating a downtown development plan that supports new and existing businesses and residential needs; assist in developing/modifying current code to encourage consistency and development that complements the current historical downtown and the community overall.

Prepare, maintain and oversee the Five-Year Capital Improvement Plan; a plan which includes equipment, facilities, streets and underground utilities.

Assist in creating a long-term financial plan for the Village, including funding for prioritized infrastructure improvements and explore new revenue streams and opportunities.

Serves as the Village's principal grant writer.

Keep the President and Board regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Village Board.

Report regularly to the Village Board on the current fiscal position of the Village.

~~Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services.~~

Perform all other duties as may be assigned by the Board.



## VILLAGE ADMINISTRATOR

**Secondary, Incidental Duties and Responsibilities:** *In addition to the primary duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:*

Oversee that the Village web site is updated in a timely basis to ensure all materials are current.

Respond to employee requests, concerns or grievances in a timely and professional manner.

Attend promptly to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed.

Attend conferences, seminars, workshops and court proceedings as needed.

Discuss and negotiate with developers, builders, business-owners and others attempting to procure development within Maple Park.

Direct the Emergency Management Agency and its Director to carryout the program for emergency services and disaster operations of the Village, per Title 1, Chapter 11 Emergency Management Agency; work with the Village Accountant/Village Treasurer to appropriate and distribute funds associated with emergency operations and to seek reimbursement from other sources to reimburse the Village for and/or directly pay for goods and services used in time of an emergency. Serve as the Public Information Officer (PIO) when needed.

**Supervisory Responsibilities:** *The supervisory responsibility of this position includes, but is not limited, to the following:*

Provide administrative direction and coordination of all employees of the Village according to the established organization procedures.

Recommend to the Village Board the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of department directors.

In consultation with the appropriate department director, be responsible for the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of employees below the department director level.

Assure that Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances.

## VILLAGE ADMINISTRATOR

Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates complex data or information.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with the Board of Trustees, local leaders, department directors, and employees. Persuades or influences others in favor of a service, course of action, or point of view.

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving the best economies of scale and/or preventing losses through the management or handling of supplies of high value or extensive amounts of money.

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; compute complex formulas, ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Read complex sentences, instructions, or work orders; write sentences and complete any required forms; be able to convey complex matters in terms understood by the audience they are being delivered to.

## VILLAGE ADMINISTRATOR

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extensive impact on whole municipal operation.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines. Maintains cleanliness of assigned vehicle and equipment.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires knowledge of and responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Minimum education should include a Bachelor’s Degree in Business Administration, Public Administration, Political Science, Community Planning, law, or related field with a minimum of seven (7) years direct employment experience in the public sector. Prefer those holding a Master’s or related advanced degree.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must have a valid Illinois Driver’s License and be an insured driver.

## VILLAGE ADMINISTRATOR

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires seven (7) years of related experience.

Considerable knowledge of public administration and its applications to local government laws, principles and regulations.

Requires knowledge of street locations, geography, and Village demographics and GIS, and applies knowledge of codes/ordinances and laws to specific situations and makes corresponding decision. Has a knowledge and acceptance of the cultural/racial diversity and demographics of a community.

Capable of conducting a thorough plan/drawing review, interpreting customer requests and working with figures.

Requires the ability to: write, speak and follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

Able to supervise and direct personnel in all aspects of Village operations.

Knowledge of intergovernmental agencies, State, County and Federal Forms of Government with the ability to establish and maintain effective working relationships with individuals and groups.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing stairs, ramps, stairwells, etc. Capable of stopping, maintaining body equilibrium to prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Requires daily attendance.

## VILLAGE ADMINISTRATOR

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to occasionally lift and/or move items of light or medium weight. The employee is frequently required to travel to other locations within and outside of the Village, and to feel by use of hands and finger.

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities. The employee regularly works in a business office setting. The noise level in the work environment is usually quiet but can become loud in field situations. The employee occasionally works in other areas of the Village and may be exposed to adverse weather conditions, fumes, airborne particles, or other environmental situations.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: July 21, 2020



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

## MEMORANDUM

**TO:** Personnel Committee

**FROM:** Village Administrator Dawn Wucki-Rossbach  
Police Chief Dean Stiegemeier

**DATE:** June 5, 2020

**SUBJECT: POLICE DEPARTMENT STAFFING STUDY – POLICE CHIEF, POLICE COMMAND AND POLICE OFFICER POSITIONS**

### **BACKGROUND**

The Village has been discussing the relevance of the size and composition of its current staffing structure and the need to have a staffing study completed. The following components have been considered in this study:

1. Job Title and Job Description
2. Job Responsibilities
3. Position – Salary or Hourly Rate
4. A cursory Overview of Benefits
5. An Evaluation of Full-Time versus Part-Time versus Contractual Employment of Officers

The study has been completed on the positions listed in the Subject line of this memorandum. The study was conducted by a Salary Survey that was sent out to the following municipalities: Campton Hills, Cortland, Elburn, Genoa, Hinckley, Kirkland, Pingree Grove, St. Charles, South Elgin and Waterman. This mix of municipalities represents a combination of smaller communities that more closely match Maple Parks in size, economic structure and current staff size and neighboring communities that are larger in the previously stated factors and serve as competition for qualified staff. A notation is made when a municipality did not supply a response for a particular position and two (2) communities, St. Charles and Waterman, did not respond to the survey and have not been listed on the spreadsheet.

The Village also wanted to look at providing additional benefits enjoyed by other municipal employees. A more in-depth analysis of the benefits is needed and would include various types of benefits, the cost of those benefits for both the Village and employee.

### **911 Call Information**

The Village contracts with KaneComm for 911 dispatching services. When a call comes in, the following transpires simultaneously: each call is entered into the New World system and assigned an incident number, each call is identified by call type, the amount of time for each call is tracked, the jurisdiction responding is identified and so is the officer/deputy that answers the call. The jurisdictions responding to the calls include the Village of Maple Park during normal Police Department hours of operations, the Chief also responds after-normal hours,

and by the DeKalb County and Kane County Sheriff's Offices after normal Maple Park Police Department hours of operation have ceased.

The total calls for service are listed below and does not include the number of walk-in complaints taken by the Maple Park Police Department. This does not include Fire District calls. A supplemental report with the DeKalb County information will be generated once the information has been received.

Jurisdiction	# of Calls for Service 2018	Average Call Time Minutes 2018	# of Calls for Service 2019	Average Call Time Minutes 2019	# of Calls for Service YTD 2020	Average Call Time Minutes YTD 2020
DeKalb County	49	16:05	76	18:56	38	23:45
Kane County	2,232	16:54	1,981	18:47	749	38:10
Village of Maple Park	303	41:20	498	25:12	169	26:14
<b>TOTAL</b>	<b>2,584</b>		<b>2,555</b>		<b>956</b>	

The number of calls for service represents that total number of calls and does not breakdown when there is an overlap of coverage, such as when the Village of Maple Park asks either Sheriff's Office to be on scene as back up or when the Sheriff is the first to respond to the call until the Village of Maple Park arrives on the scene.

Responding to calls is one of the principal functions of the Police Department. The total number of hours responding to calls is listed below.

Jurisdiction	2018 Hours	2019 Hours	YTD 2020
DeKalb County	33.17	59.17	37.13
Kane County	1,538.22	1,524.54	1,189.04
Village of Maple Park	520.15	468.91	184.07
<b>TOTAL</b>	<b>2,091.54</b>	<b>2,052.62</b>	<b>1,410.24</b>

#### Hours of Operation/Hours Worked

The Maple Park Police Department operates 102.50 hours per week for a total of 5,330 hours per year; there are 168 hours in a week and 8,736 hours per year. The gap in hours worked (102.50) versus actual hours in a week (168) is 66.5 hours or 5,162 hours per year that are covered by the DeKalb and Kane County Sheriff's Offices in order to provide 24/7 law enforcement coverage to the Village of Maple Park.

The Chief worked Monday through Friday, with a total of 40 hours per week or 2,080 per year. The Sergeant position works Monday, Wednesday and Friday, for a total of 24 hours per week or 1,248 hours per year. Sunday there is one officer on-duty for eight (8) hours; Monday through Wednesday, there is one (1) officer on duty for nine (9) hours; on Thursday and Friday, there is (1) officer on Duty for eight (8) hours; and Saturdays, there are three (3) officers on duty working staggered shifts, for a total of 25 hours. In 2018 officers worked a total of 3,837.25 hours and in 2019 they worked 3,114.75.

Officers responding to a call for service is just part of their job duties and responsibilities, they also spend time report writing, booking and processing perpetrators, court appearances, motor vehicle stops, assisting disabled vehicles, collecting evidence, issuing citations and warnings and community policing by making themselves visible at businesses and throughout the Village.

If you look at the total number of calls received by KaneComm and the hours spent, there does not appear to be the need for a full-time Maple Park Police Officer on-duty full-time. The justification for this statement will be validated in the Police Officer position evaluation based on salary and benefits.

A review of each Police Department position is listed below. It should be noted that the Village is able to fund the positions as they currently are with the number of hours worked and the benefits that are provided; however, there is a breaking point where the desire for a position to be full-time is not financially feasible.

Please refer to the 2020 Position Study Results Police Department spreadsheets. It should be noted that we also looked at other benefits that full-time and part-time officers received. However, the evaluation of these benefits will be included in the proposed benefits study are not analyzed in this study.

### Police Chief

The Village's position is full-time at 40 hours per week. Maple Park, along with the other small municipalities such as Genoa, Hinckley and Kirkland, requires the Chief of Police to be a field active Chief that performs traffic stops, attends court and in Maple Park's case includes code enforcement activities. These additional responsibilities assure plenty of job variety and assist the Village greatly because the Chief is multi-tasking and is able to handle calls for service in addition to the other leadership and managerial job responsibilities that are required of the position. These additional tasks are not the responsibility of a Chief in larger municipalities.

Based on survey results, the average annual salary is \$94,916.97, with the lowest salary being Maple Park at \$56,366.80, which includes a \$1,200 stipend for the Chief as Emergency Management Coordinator and the highest being \$144,601.00. Comparing the Chief to the average, the position is under paid by \$38,550.17; however, if we compare the annual salary average of the small municipalities (Genoa, Hinckley, Kirkland and Maple Park) to Maple Park, the Chief position is still underpaid by \$13,047.70. In the future, the salary and health insurance stipend may affect the ability to attract the next qualified Police Chief. Other means of providing support to this position may include making budget adjustments in order to increase funding for attendance at seminars and annual conferences.

### Police Command

By definition these positions are the next in the chain of command in the Police Department. These positions may be Deputy Chiefs, Lieutenants and Sergeants. For the Village of Maple Park, which we are fortunate to have is a part-time Sergeant position. All other participating communities, these command positions are full-time.

The responsibilities of the Maple Park position do resemble the responsibilities held by the Deputy Chiefs and Lieutenants in other communities. The position serves as the Field Training Officers for new Police Officers, supervises Police Officers, completes performance evaluations, reviews and approves field reports, sees that all equipment is properly maintained, handles grievances, recommends disciplinary action when necessary and also performs patrol duties, books and processes perpetrators, prepares written reports on incidents, crimes, etc.

Comparing a full-time Sergeant position to a part-time Sergeant position is not practical. In order to make the comparison practical it requires taking the hourly rate and multiply it out by 1, 248 hours, which is the total number of hours worked and budgeted for our part-time position. Once this comparison is made the part-time position is underpaid by \$12,420.73.

### Police Officers

The Village has discussed that a staffing study needed to be completed and in that study the position of Police Officer has generated a great deal of interest. Topics include whether or not a full-time Police Officers is needed; does the hourly rate need to be adjusted to attract qualified applicants; whether or not contracting out for police services as an alternative to employing full-time and part-time Officers is viable.



The Police Officer job description is standard among all the municipalities. All require court appearances for traffic and criminal courts, officer-initiated traffic stops, assisting stranded motorists, book and process perpetrators, completing annual required training, business checks, crime scene evidence gathering, and community policing activities such as walking on Main Street while businesses are open or participating in Neighborhood Watch Meetings, etc. A few of the municipalities offer adjudication to address issues such as vehicle impounds, parking tickets or code enforcement. Maple Park, will again be looking at adjudication after the recovery process from COVID-19 revenue losses begin to rebound.

Part-time and full-time Police Officer positions may generate an additional cost for the municipality if the employees are included in a Collective Bargaining Agreement (CBA.) A CBA generates additional costs over and above salaries due to comparable wage scales, health, life and medical insurance payments and for such things as specialty pay. There are also additional administrative costs that also need to be identified and are usually considered the cost of doing business. Additional administrative costs include attorney time, staff time spent preparing for negotiations, grievances and arbitrations, the possible cost of a court reporter or arbitrator for grievance and arbitration hearings and the loss of productivity of staff and union members while they participate in negotiations, grievances, etc. Over a period of time the CBAs and administrative costs to add to an overall increase in budget for personnel related expenses.

#### Part-Time

Strictly looking at the part-time Police Officers, the Village operates with 11 part-time positions, the average is 10 for the eight (8) municipalities that have part-time Police Officer positions. The hourly rate places Maple Park as third to last and \$3.09 lower than the average hourly rate for the positions. Our officers may only work once a month or may work several days a week, depending on their availability. Based on the eight (8) officers that worked in FY2019, they worked an average of 389.34 hours, with the lowest number of hours worked being 106 and the highest being 691. The total number of hours worked is 3,114.75. In FY2020, 10 officers working an average of 385.28 hours, with the lowest number of hours works being 102.50 and the highest being 890 hours. They worked a total of 3,852.75 hours for the year. Employing part-time officers and scheduling them is a challenge for the Sergeant and Chief; however, the part-time officers offer the most economical method of providing police services to Maple Park based on flexibility in scheduling and at a lower cost by not having to provide full-time benefits.

Please refer to the 2020 Position Study Results Police Department information, specifically the Police Officer spreadsheet, the area highlighted in yellow is where the comparables for part-time Police Officers is located. Bottom half of the spreadsheet.

### Full-Time

It appears that the average hourly rate for a full-time police officer is \$29.26 within a range of \$15.00 at the lowest and \$42.41 at the highest. Here's a comparison of the cost to hire a full-time officer would be at the currently Maple Park hourly rate versus the average hourly rate. This table includes first-year employee start-up costs. This does not include the cost of a vehicle, mobile data terminal or radio.

<b>Description</b>	<b>2020 Maple Park Hourly Rate</b>	<b>2020 Average Hourly Rate</b>
Yearly Salary	43,700.80	60,854.94
FICA	3,343.11	4,655.40
Deferred Comp.	1,748.03	2,434.20
BVP*	800.00	800.00
Health Insurance**	6,600.00	6,600.00
Uniforms	500.00	500.00
Yearly Qualification	125.00	125.00
Training	250.00	250.00
	57,066.94	76,219.55
<b>Increased Cost</b>		<b>19,152.60</b>

\*Replaced every five (5) years

\*\*Village stipend only

When hiring a full-time employee, they are employed for 2,080 per year; however, they are entitled to vacation time, sick time, compensatory time and training time that must be covered on an annual basis. Although, under normal circumstances compensatory time should be taken only when it will not generate overtime, in the Village's cases a part-time officer would be used to fill the time at a straight time rate rather than on overtime rate. This is less expensive than having another full-time employee covering at time and one-half. For the Village, after a full-year of employment an officer would be entitled to 80 hours of vacation, 48 hours of sick time, 80 hours of training, two (2) hours on the range for weapons qualifications. Because Maple Park does not have any experience in Family Medical Leave Act (FMLA) or loss of productivity time due to an officer working restricted duty or off-duty due to an injury, the estimated of hours needed to cover these have not been included and would most certainly add to the number of shift coverage hours required on an annual basis. The hours that can be quantified total 210 hours that a part-time officer would be required to cover the full-time officer's shifts. The hours would increase over time as the number of vacation hours increase and as State required officer training continues to increase. In most cases a larger municipality would have a 1.8 shift coverage ratio, meaning for each employee that is hired, another .8 person would need

Please refer to the 2020 Position Study Results Police Department information, specifically the full-time Police Officers is located on the top half of the spreadsheet.

### Full-Time Versus Part-Time

Comparing one (1) full-time officer versus a bank of part-time officers the full-time officer is only capable of fulfilling 2,080 hours annually at a cost of \$55,641.94 per year once the first-year start-up costs (BVP, Uniforms) are removed and training is cut in half.

As a point of information, the FY2021 Budget for part-time officers is \$89,335. If you add in FICA at a cost of \$6,311.52 the total cost is \$95,646.52. At an hourly rate of \$21.01 the \$89,335 equals a total of 4,252 hours of police services. This is the equivalent of 2.04 full-time employees working without the additional cost of the medical stipend and deferred compensation. Part-time officers are \$11,283.88 less expensive than two (2) full-time officers.

### Contractual Police Services

If the Village were to contract out for police services with one of the counties, the cost would include these elements: average hourly rate, fringe benefits percentage usually equals 33.3%, pension, hourly cost for liability, unemployment and workers' compensation insurance; a vehicle and its accessories and upfitting costs, weapon, uniforms, training and radio equipment, gasoline and vehicle maintenance. It may also include an additional charge for investigations, computer software, administration overhead and requires that court fees collected for prisoner transport be paid to the county on a quarterly basis. An intergovernmental agreement would also reflect an annual cost escalator most likely based on an increase in the CBA for deputies and that the cost of the squad be paid in the first year of the agreement. The cost would be for 24/7 coverage, based on three shifts, there would be a need to pay for one (1) deputy but based on 1.8 meaning two (2) deputies would need to be employed to cover the shifts on an annual basis.

<u>Description</u>	<u>Estimated Cost</u>
Annual Salary (\$35.46/hr.) – One Deputy	\$73,756
Fringe Benefits – Including Pension 33.30%	24,561
Vehicle/Upfitting	36,500
Partial Estimated Total Cost	\$134,817

The Annual Salary is based on an average hourly rate for Kane County Deputies based on an existing contract where cost-of-living adjustments have been applied to the hourly rate. If you factor in the 1.8 shift coverage requirement, cost of two (2) deputies there is a total cost of \$296,634 would need to be funded annually.

### RECOMMENDATION

The Village of Maple Park has made the conscious decision to be fiscally responsible with the revenues it receives from all sources and it chooses to have certain positions as full-time and others at part-time. Staff is well aware that the Village has limited revenues and it appears that each position is in need of a large monetary adjustment; however, smaller adjustments along the way can be made to increase Maple Park's attractiveness to future candidates and assist in retaining existing employees. Recommendations are listed below, some are not new, but confirmation of proceeding on these recommendations sets goals for Staff over the course of the next six (6) months.

As the Village has discussed, the use of performance evaluations to provide additional salary adjustments over and above a cost-of-living adjustment to encourage productivity and increase organizational efficiency should be implemented. **Recommendation:** Move forward with the creation of performance evaluation forms, train Staff on how to properly conduct an evaluation and then walk employees through Maple Park process and require their participation in goal setting for the next year; look to include merit increase costs in the FY2022 Budget.

The Village has also discussed the need to explore the possibility of providing a full slate of benefits, including, but not limited, to health, life and dental insurance, an employee assistance program and increasing funds for additional conference and seminar training in order to attract and retain existing employees. As stated previously in this memorandum, the next study to be completed should be a benefit comparison and an estimated cost of providing these benefits and in the meantime continue to revisit the medical insurance stipend on an annual basis. **Recommendation:** Move forward on the benefit study and cost analysis.

### Police Chief

The Village of Maple Park requires that this position be filled with a sworn law enforcement candidate that has a myriad of experience that is able to provide additional services such as code enforcement and is able to sustain their lifestyle with a lower salary. Luckily, the Village has been successful in that regard in its recent hiring; however, in the future this might not be possible. **Recommendation:** On an annual basis continue to explore the possibility of adjusting the salary for the position, and increase funding for participation for professional development, including out-of-state conferences and locally sponsored seminars. Use merit based on goal accomplishment to adjust the salary of the position.

### Police Sergeant

For this position, the Village has chosen to fund this as a part-time position. Should the revenues of the Village increase due to an increase in housing and businesses it may want to revisit the changing the status of this position from part-time to full-time when the call for service volume increases or if the position becomes vacant and the Village cannot attract qualified applicants for the position. **Recommendation:** Use merit pay based on goal accomplishment to adjust the salary of this position until the need to fund the position as a higher cost presents itself.

### Police Officer

As we evaluated the Police Officer position, full-time versus part-time versus contractual, we have determined that at this time, based on call volume and time spent performing police services in Maple Park, there is no need to employ and fund a full-time Police Officer. As the Village continues to grow and the call volume increases 200% the need to re-evaluate whether or not a full-time officer is needed should be completed at that time. It also appears that the cost to contractually provide a full-time deputy for the Village is prohibitive; therefore, contracting out is not recommended.

### **Recommendations:**

In addition to these recommendations, please see the Chief Dean Stiegemeier's memorandum dated June 15, 2020 regarding police services.

1. Add an addition eight (8) hours of police services on Sundays for a total of 416 hours per year. The total annual cost to provide service is \$8,740.16 in wages and \$668.62 in FICA for a total additional cost of \$9,408.78.
2. Look to do a gradual hourly rate adjustment for the Police Officer position over the course of the next two (2) years. Here is what the cost increase would be to the budget annually.

Fiscal Year	Hourly Rate	Hourly Cost	FICA	Total Cost	Annual Increase
FY2021	21.01	83,335.00	6,375.13	89,710.13	
FY2022	22.00	102,696.00	7,856.24	110,552.24	20,842.12
FY2023	23.00	107,364.00	8,213.35	115,577.35	5,025.10

\*Based on 4,698 (4,282 + 416) hours per year.

3. Based on a part-time police force and with some officers reporting only for duty once a month, the ability to provide a proper performance evaluation and utilize merit increases in order to increase the hourly rate over time is not practical. **Recommendation:** Staff will evaluate personnel, but the ability to establish goal-based merit will not be applied, an evaluation would reflect work knowledge, customer contact, report writing capabilities and the completion of training required by the Village of Maple Park.

### Attachments

Position Study Results Police Department

Chief Dean Stiegemeier's Memorandum dated June 15, 2020

Municipality	CBA*Union	How Many Full-Time	Hours Worked Per Week	Hows Worked Per Year	Hourly Rate - Step 1	Hourly Rate - Top Step	Hourly Rate - Step Average	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Secondary Employment	Annual Uniform Allowance	Holiday Pay Rate	# of Holidays
Campton Hills	NA	4	40	2,080	23.19	32.39	27.79	NA	40/1.5	1.5/80	12	Y	NA	12 Hrs. comp	11
Cortland	No response received.														
Elburn	ICOPS	7	40	2,080	27.78	35.35	39.59	1% to base after 12 yrs.	40/1.5	1.5/80	12	Y	700	1.5	12
Genoa - Laterals/Weapon Purchase	MAP	4	40	2,080	24.90	33.66	28.35	\$200 - \$600	80/1.5	1.5/80	18	Y	800	1.5	10
Hinkley	NA	3	40	2,080			22.67	NA	40/1.5	1.5/40	12	Y	750	1.5	8
Kirland	NA	1	40	2,080	15.00	20.00	17.50	NA	80/1.5	1.5/80	NA	NA	Y	1.5	11
Maple Park	No full-time positions.														
Pingree Grove	MAP	6	40	2,080	25.03	33.70	28.79	NA	40/1.5	1.5/80	12	Y	500	1.5	10
South Elgin	MAP	31		2,184	29.73	42.41	35.70	\$200 - \$500	84/1.5	1.5/64	18	Y	800	Straight	10
Sugar Grove	FOP	8	40	2,080	27.51	39.83	33.67	NA	80/1.5	NA	18	Y	900	1.5	10
		8.57	AVERAGE		24.73	33.91	29.26								

\*CBA = Collective Bargaining Agreement  
PTO = Paid Time Office used for vacation and sick time. Officers accrue 12 hours per month during 1 year probation, after probation they accrue 16 hours per month.

^Duties must be performed  
Jury Duty = Pay less a

Municipality	CBA*/Union	How Many Full-Time	Hours Worked Per Week	Hours Worked Per Year	Hourly Rate - Step 1	Hourly Rate - Top Step	Hourly Rate - Step Average	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Secondary Employment	Annual Uniform Allowance	Holiday Pay Rate	# of Holidays
Municipality	CBA*/Union	How Many Part-Time	Hours Worked Per Week	Hours Worked Per Year^	Hourly Rate - Step 1	Hourly Rate - Top Step	Current Rate or Average	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Secondary Employment	Annual Uniform Allowance	Holiday Pay Rate	# of Holidays
Campton Hills	NA	12		Varies	23.19	32.39	27.79	NA	40/1.5	NA	18	NA	NA	NA	11
Cortland	No response received.														
Elburn%	ICOPS	10	30	1,560			25.03	NA	40/1.5	1.5/80	12	NA	300	1.5	9
Genoa	NA	5	As needed	As needed			22.28	NA	80/1.5	NA	18	NA	NA	1.5	10
Hinkley	NA	3	30	1,560			20.00	NA	40/1.5	1.5/NA	12	Y	750	1.5	8
Kirkland	NA	8	20 - 30	999	15.00	22.00	17.50	NA	NA	NA	NA	Y	1,000	1.5	NA
Maple Park^^	NA	11	Varies	339			21.01	NA	40/1.5	NA	6	NA	NA	1.5	5
Pingree Grove	Y	20					23.45	NA			12				
South Elgin	Not applicable.														
Sugar Grove	NA	11	As needed	As needed	27.51	39.83	35.70	NA	80/1.5	NA	18	Y	900	2	10
		10.00	AVERAGE		21.90	31.41	24.10								

Maple Park

Difference

21.01

-3.09

\*CBA = Collective Bargaining Agreement

\*\*Officer in Charge

#Equipment includes watch, prescription eyeglasses, jewelry, etc. = Not exceed \$100.

^Illinois Law Enforcement Training and Standards (ILETSB) required PT officers work no more than 1,560 hours cummulatively before December 31st.

^^Average number of hours worked in 2019 was 339

CE OFFICER POSITION SURVEY

Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/ Accrue Max.	Bereave ment - Wk Days	OIC Pay (# hr pay/# hr wkd)	Specialty Pay	FTO#	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.**	Drug Screening	Jury Duty	Dues Deduc	Grievance Process
PTO 80/288	0	Y	70,000	0	3	^	NA	NA	2	NA	NA	25 Miles	NA	NA	NA	Y	Y	NA	NA
80/NA	3	Y	25,000	8/1280	3	\$1 per hr/shift		\$1 per hr	Hrs. wkd.	2	Y	40 Miles	Y	Y	Y	Y	Y**	Y	Y
Y/1 Yr. +20%	3	City pays 100% Employee; Employee pays 25% HMO or 32?% PPO for single/family	25,000	8/480	3	\$1 per hr	1 hr OT/day	1 hr OT/da y	2	3	Y	NA	NA	NA	Reimburse	Y	Y**	Y	Y
80/NA	3	Y/Village 100% Employee, Employee family 20%	30,000	80/No cap	3	NA	NA	NA	NA	OT/No min.	Y	NA	Y	Y	Reimburse	Y	Y	NA	Y
NA	3	Village pays 100% employee	Not specified	6/80	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	Y	NA	NA
80/150% of annual accrual	2	Employee pays 10% for HMO, 15% for PPO and 15% Dental.	50,000	8/960	3	None	See FTO	\$1/Hr. shift	2	3	Y	NA	Y	Y	NA	Y	Y**	Y	y
1	3	Employee pays 12.50%	50,000	6/720	3	Diff between Patrol and Year 1 Sgt.	\$500 per spec. per yr.	\$500/Y r.	7 hrs. comp at 1.5/week on-call	2	Y	NA	Y	Y	NA	Y	Y	Y	Y
80/160	3	Y	50,000	7.4/480	3	\$1/Hr.	\$75 Per spec.	\$2/Hr.		2	Y	NA	NA	Y	NA	Y	Y**	Y	Y

\*\*Jury duty pay turned over to Village.

med in excess of 28 working days, approved by Village Administrator. Increase is starting salary of position or 105%, whichever is higher.  
ny amount received for such service.

Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/ Accrue Max.	Bereave ment - Wk Days	OIC Pay (# hr pay/# hr wkd)	Specialty Pay	FTO#	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.**	Drug Screening	Jury Duty	Dues Deduc	Grievance Process
Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/ Accrue Max.	Bereave ment - Wk Days	OIC Pay (# hr pay/# hr wkd)	Specialty Pay	FTO#	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.#	Drug Screening	Jury Duty	Dues Deduc	Grievance Process
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	25 Miles	NA	NA	NA	Y	NA	NA	NA
NA	NA	NA	NA	NA	NA	1/4	1.5	NA	1.5/4	Y/2	Y	40 Miles	Y	Y	Y	Y	Y	Y	Y
NA	NA	NA	NA	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	Y	NA	NA	Y
80/NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	NA	NA	NA	NA	Y	NA	NA	NA
80/160	3	Y	50,000	7.4/480	3	\$1/Hr.	\$75 Per spec.	\$2/Hr.		2	Y	NA	NA	Y	NA	Y	Y**	Y	Y



VILLAGE OF MAPLE PARK - POLICE OFFICER SURVEY

Municipality	CBA* Union	How Many Full- Time	Hours Worked Per Week	Hours Worked Per Year	Hourly Rate - Step 1	Hourly Rate - Top Step	Hourly Rate - Step Average	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Secondary Employ- ment	Annual Uniform Allowance	Holiday Pay Rate	# of Holiday s	Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/ Accrue Max.
Campton Hills	NA	4	40	2,080	23.19	32.39	27.79	NA	40/1.5	1.5/80	12	Y	NA	12 Hrs. comp	11	PTO 80/288	0	Y	70,000	0
Cortland	No response received.																			
Elburn	ICOPS	7	40	2,080	27.78	35.35	39.59	1% to base after 12 yrs.	40/1.5	1.5/80	12	Y	700	1.5	12	80/NA	3	Y	25,000	8/1280
Genoa - Laterals/Weapon Purchase	MAP	4	40	2,080	24.90	33.66	28.35	\$200 - \$600	80/1.5	1.5/80	18	Y	800	1.5	10	Y/1 Yr. +20%	3	City pays 100% Employee; Employee pays 25% HMO or 327% PPO for single/family	25,000	8/480
Hinkley	NA	3	40	2,080			22.67	NA	40/1.5	1.5/40	12	Y	750	1.5	8	80/NA	3	Y/Village 100% Employee, Employee family 20%	30,000	80/No cap
Kirland	NA	1	40	2,080	15.00	20.00	17.50	NA	80/1.5	1.5/80	NA	NA	Y	1.5	11	NA	3	Village pays 100% employee	Not specified	6/80
Maple Park	No full-time positions.																			
Pingree Grove	MAP	6	40	2,080	25.03	33.70	28.79	NA	40/1.5	1.5/80	12	Y	500	1.5	10	80/150% of annual accrual	2	Employee pays 10% for HMO, 15% for PPO and 15% Dental.	50,000	8/960
South Elgin	MAP	31		2,184	29.73	42.41	35.70	\$200 - \$500	84/1.5	1.5/64	18	Y	800	Straight	10	1	3	Employee pays 12.50%	50,000	6/720
Sugar Grove	FOP	8	40	2,080	27.51	39.83	33.67	NA	80/1.5	NA	18	Y	900	1.5	10	80/160	3	Y	50,000	7.4/480
		8.57	AVERAGE		24.73	33.91	29.26													

\*CBA = Collective Bargaining Agreement  
PTO = Paid Time Office used for vacation and sick time. Officers accrue 12 hours per month during 1 year probation, after probation they accrue 16 hours per month.

^Duties must be performed in excess of 28 working days, approved by Village Adm  
Jury Duty = Pay less any amount received for such service.

VILLAGE OF MAPLE PARK - POLICE OFFICER SURVEY

Bereav ement - Wk Days	OIC Pay (# hr pay/# hr wkd)	Specialty Pay	FTO#	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.**	Drug Screening	Jury Duty	Dues Deduc	Grievance Process	Traffic Stops	Adjudication	Training	Code Enforce ment
3	^	NA	NA	2	NA	NA	25 Miles	NA	NA	NA	Y	Y	NA	NA	Y	N	Y	NA
3	\$1 per hr/shift		\$1 per hr	Hrs. wkd.	2	Y	40 Miles	Y	Y	Y	Y	Y**	Y	Y	Y	N	Y	NA
3	\$1 per hr	1 hr OT/day	1 hr OT/day	2	3	Y	NA	NA	NA	Reimburse	Y	Y**	Y	Y	Y	N	Y	NA
3	NA	NA	NA	NA	OT/No min.	Y	NA	Y	Y	Reimburse	Y	Y	NA	Y	Y	Y	Y	NA
3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	Y	NA	NA				
3	None	See FTO	\$1/Hr. shift	2	3	Y	NA	Y	Y	NA	Y	Y**	Y	y	Y	Y	Y	NA
3	Diff between Patrol and Year 1 Sgt.	\$500 per spec. per yr.	\$500/ Yr.	7 hrs. comp at 1.5/week on-call	2	Y	NA	Y	Y	NA	Y	Y	Y	Y	Y	NA	Y	NA
3	\$1/Hr.	\$75 Per spec.	\$2/Hr.		2	Y	NA	NA	Y	NA	Y	Y**	Y	Y	Y	Y	Y	NA

ministrator. Increase is starting salary of position or 105%, whichever is higher.

\*\*Jury duty pay turned over to Village.

VILLAGE OF MAPLE PARK - POLICE OFFICER SURVEY

Municipality	CBA*/ Union	How Many Full- Time	Hours Worked Per Week	How's Worked Per Year	Hourly Rate - Step 1	Hourly Rate - Top Step	Hourly Rate - Step Average	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Secondary Employ- ment	Annual Uniform Allowance	Holiday Pay Rate	# of Holiday s	Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/ Accrue Max.
Municipality	CBA*/ Union	How Many Part- Time	Hours Worked Per Week	Hours Worked Per Year^	Hourly Rate - Step 1	Hourly Rate - Top Step	Current Rate or Average	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Secondary Employ- ment	Annual Uniform Allowance	Holiday Pay Rate	# of Holiday s	Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/ Accrue Max.
Campton Hills	NA	12		Varies	23.19	32.39	27.79	NA	40/1.5	NA	18	NA	NA	NA	11	NA	NA	NA	NA	NA
Cortland	No response received.																			
Elburn%	ICOPS	10	30	1,560			25.03	NA	40/1.5	1.5/80	12	NA	300	1.5	9	NA	NA	NA	NA	NA
Genoa	NA	5	As needed	As needed			22.28	NA	80/1.5	NA	18	NA	NA	1.5	10	NA	NA	NA	NA	NA
Hinkley	NA	3	30	1,560			20.00	NA	40/1.5	1.5/NA	12	Y	750	1.5	8	80/NA	NA	NA	NA	NA
Kirkland	NA	8	20 - 30	999	15.00	22.00	17.50	NA	NA	NA	NA	Y	1,000	1.5	NA	NA	NA	NA	NA	NA
Maple Park^^	NA	11	Varies	339			21.01	NA	40/1.5	NA	6	NA	NA	1.5	5	NA	NA	NA	NA	NA
Pingree Grove	Y	20					23.45	NA			12									
South Elgin	Not applicable.																			
Sugar Grove	NA	11	As needed	As needed	27.51	39.83	35.70	NA	80/1.5	NA	18	Y	900	2	10	80/160	3	Y	50,000	7.4/480
		10.00	AVERAGE		21.90	31.41	24.10													

Maple Park  
Difference 21.01  
-3.09

\*CBA = Collective Bargaining Agreement  
\*\*Officer in Charge  
#Equipment includes watch, prescription eyeglasses, jewelry, etc. = Not exceed \$100.  
^Illinois Law Enforcement Training and Standards (ILETSB) required PT officers work no more than 1,560 hours cummulatively before December 31st.  
^^Average number of hours worked in 2019 was 339

VILLAGE OF MAPLE PARK - POLICE OFFICER SURVEY

Bereav ement - Wk Days	OIC Pay (# hr pay/# hr wkd)	Specialty Pay	FTO#	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.**	Drug Screening	Jury Duty	Dues Deduc	Grievance Process	Traffic Stops	Adjudication	Training	Code Enforce ment
Bereav ement - Wk Days	OIC Pay (# hr pay/# hr wkd)	Specialty Pay	FTO#	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.#	Drug Screening	Jury Duty	Dues Deduc	Grievance Process	Traffic Stops	Adjudication	Training	Code Enforce ment
NA	NA	NA	NA	NA	NA	NA	25 Miles	NA	NA	NA	Y	NA	NA	NA	Y	N^	Y	Y
NA	1/4	1.5	NA	1.5/4	Y/2	Y	40 Miles	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	NA
NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	Y	NA	NA	Y				
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	NA	NA	NA				
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y	NA	NA	NA	Y	Y	Y	NA
NA	NA	NA	NA	NA	NA	Y	NA	NA	NA	NA	Y	NA	NA	NA	Y	N^	Y	NA
															Y	Y	Y	NA
															Y	Y	Y	NA
3	\$1/Hr.	\$75 Per spec.	\$2/Hr.		2	Y	NA	NA	Y	NA	Y	Y**	Y	Y	Y	Y	Y	NA

VILLAGE OF MAPLE PARK - POLICE COMMAND POSITION SURVEY

Municipality	CBA*/Union	Reports to	Hours Worked Per Week	Hows Worked Per Year	FT/PT	Salary Range Bottom	Salary Range Top	Annual Salary	# of FT Positions Supervised	# of PT Positions Supervised	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Uniform	Specialty Pay	Holiday Pay Rate	# of Holidays	Vacation/ Carryover	# of Personal Days	Health Ins.	Life Ins.
Campton Hills - Deputy Chief*	NA	Chief	40	2,080	FT	36.54	53.30	93,433.60	1	12	NA	NA	Y	NA	NA	11	YPTO/288	0	Y	70,000
Campton Hills - Sergeant*	NA	Chief	40	2,080	FT	25.73	37.54	65,800.80	0	12	40/1.5	1.5/80		NA	Y	11	YPTO/288	0	Y	70,000
Cortland	No response received.																			
Elburn	NA	Police Chief	40	2,080	FT	35.62	43.81	82,351.13	0	11	40/1.5	1.5/80	Y	NA	Reg + 1.5	12	80/NA	3	Y	25,000
Genoa - Sergeant	NA	Police Chief	40	2,080	FT			79,601.60	4	5	40/1.5	1.5/80	Y	NA	Reg + 1.5	10	80/40	3	Y	Y
Hinkley	No comparable position.																			
Kirland	No comparable position.																			
Maple Park - Sergeant	NA	Police Chief	24	1,248	PT	NA	NA	29,028.48	0	10	40/1.5	1.5/80	Y	NA	Reg + 1.5	5	NA	NA	NA	NA
Pingree Grove - Lieutenant	NA	Police Chief	2,080		FT			77,533.46												
Pingree Grove - Sergeant	NA	Police Chief	2,080		FT			61,045.19												
South Elgin - Deputy Chief (2)	NA	Police Chief	40	2,080	FT	56.62	70.36	130,624.00	36	4	NA	NA	Y	NA	NA	9	80/120	3	Y	Y
Sugar Grove - Sergeant	FOP	Chief	40	2,080	FT	38.35	43.39	87,300.50	8	11	80/1.5	NA	900	\$75 per spec.	8/1.5	10	80/160	3	Y	50,000
AVERAGE						38.57	49.68	78,524.31	8	9										

\*\*Replace personal equipment such as glasses when they're broken in the course of duty.  
\*Regular pay - jury pay  
#Equipment includes watch, prescription eyeglasses, jewelry, etc. = Not exceed \$100.  
^Illinois Law Enforcement Training and Standards (ILETSB) required PT officers work no more than 1,560 hours cummulatively before December 31st.

Genoa	47,760.96
Pingree Grove	36,627.11
Maple Park	29,028.48
Sugar Grove	52,380.30
Average	41,449.21
Maple Park	29,028.48
Difference	-12,420.73

VILLAGE OF MAPLE PARK - POLICE COMMAND POSITION SURVEY

Sick - Hrs per Month/Acrued Max.	Bereavement - Wk Days	Call-Out - Hrs. Min.	Court Time - Hrs. Pd.	BVP	Residency/ Miles	Duty Trade	Shift Bid	Replac. Equip.**	Drug Screening	Jury Duty	Dues Deduct	Grievance Process	Traffic Stops	Attend. Adjud.	Training	Code Enforcement
PTO	3	0	0	Y	Y/25	N	N	N	Y	Y	NA	Y	N	N	Y	N
PTO	3	2	NA	Y	Y/25	N	N	N	Y	Y	NA	Y	Y	Y	Y	N
96/1280	3	Hrs. wkcd.	2	Y	Y/40	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N
8/1920	3	2	NA	Y	NA	N	N	N	Y	Y*	NA	Y	Y	N	Y	N
NA	NA	Hrs. wkcd.	NA	Y	NA	N	N	N	Y	Y**	NA	NA	Y	N	Y	NA
													Y	Y	Y	NA
													Y	Y	Y	NA
3.077/480	3	NA	NA	Y	NA	NA	NA	NA	Y	Y*	NA	Y	N	N	Y	N
7.4/480	3	Hrs. wkcd.	2	Y	NA	NA	NA	NA	Y	Y	Y	Y	Y	Y	Y	N

VILLAGE OF MAPLE PARK - POLICE CHIEF POSITION SURVEY

Municipality	Chief Reports to	Hours Worked Per Week	Hows Worked Per Year	Salary Range Bottom	Salary Range Top	Annual Salary	# of FT Positions Supervised	# of PT Positions Supervised	# of Sworn Supervised	# of Command in Addition to Chief	OT - After # hrs/Pay Rate	Staffed 24/7?	Comp. Time X Hr. Rate/Max. Hrs.	How Many Total Calls Per Yr.	How Many PD Calls Per Yr.
Campton Hills	Village Administrator	40	2,080			90,300.00	6	12	17	2	NA	Y	NA	3,394	2,374
Cortland	No response received.														
Elburn	Village Administrator	40	2,080			105,736.00	7	11	6	1	NA	Y	NA		5,136
Genoa	Village President	40	2,080			97,843.20	6	5	6	2	NA	Y	NA	3,256	72
Hinkley	Village President	40	2,080			65,000.00	3	4	6	0	NA	N	NA	*	*
Kirland	Village President	40	2,080	28.00	35.00	58,448.00	1	8	9	0	NA	N	NA	924	77
Maple Park@	Village Administrator	40	2,080	52,000.00	55,166.00	56,366.80	0	11	11	1	NA	N	NA	2,004	403
Pingree Grove	Village Manager					100,992.75				3					
South Elgin	VP/VA	40	2,080	132,331.00	164,442.00	144,601.00	37	4	33	2	NA	Y	NA	NA	17,694
Sugar Grove	Village Administrator	40	2,080	115,717.00	153,041.00	134,965.00	14	11	22	3	NA	Y	NA		7,500
		AVERAGE		75,019.00	93,171.00	94,916.97	9	8	14	2					

-38,550.17 Difference

Small Municipalities: Genoa, Hinckley, Kirkland and Maple Park  
Average Salary: 69,414.50  
Maple Park 56,366.80  
Difference -13,047.70

\*Total annual incidents,  
\*\*Regular salary - jury c

VA/VP = Village President/Village Administrator/Manager  
PTO = Paid Time Off is used for vacation and sick.  
Salary = \$55,166.80 + \$1,200; "Call" count also includes walk-ins not called into KaneComm.

#Equipment includes watch, prescription eyeglasses, jewelry, etc. = Not exceed \$100.  
^Illinois Law Enforcement Training and Standards (ILETSB) required PT officers work no more than 1,560 hours cummulatively before December 31st.

VILLAGE OF MAPLE PARK - POLICE CHIEF POSITION SURVEY

Who Handles After- Hours Calls?	Phone or Stipend/ Mo	Vehicle	Uniform	# of Holidays	Vacation/ Carryover Hours	# of Personal Days	Health Ins.	Life Ins.	Sick - Hrs per Month/Ac crue Max.	Bereave ment - Wk Days	BVP	Drug Screening	Jury Duty	Grievance Process	Traffic Stops	Attend Court	Training	Code Enforce ment
Campton	Stipend/ \$65	Y	\$50/Mo.	11	YPTO/288	0	Y	100,000	PTO	3	NA	NA	NA	NA	Y	NA	Y	NA
NA	Phone	Y	Y	12	Y/Approved	3	Y	Y	8/288	3	Y	Y	Y	Y	NA	NA	Y	NA
Chief or 1 Officer	Phone	Y	Y	10	Y/40	3	Y	N	12/1,920	3	Y	NA	Y**	Y				
DeKalb Co.	Phone	N	850	8	Y/80	0	Village pays 100% employee, Employee pays 20% family	30,000	80/NA	3	Y	Y	Y	NA	Y	Y	Y	NA
DeKalb Co.			Y	11	NA	3	Village pays 100% employee	Not specified	6/80	3	Y	Y	Y	NA	NA	NA	Y	NA
Kane & DeKalb Co.	Phone	Y	Y	12	80/VB Approval to co	0	Stipend \$6,600/yr.	NA	4/160	3	Y	Y	Y**	NA	Y	Y	Y	Y
															NA	NA	Y	NA
South Elgin	Phone	Allowance	Y	8	80/160	3	Y	Y	8/480	3	Y	Y	Y	Y	NA	NA	Y	NA
Sugar Grove	Phone	Y	Y	9	80/120	4	Y	Y	3.077/480	3	Y	Y	Y	Y	NA	NA	Y	NA

including traffic stops 2,700  
ompensation



# MAPLE PARK POLICE DEPARTMENT



**To:** Village Administrator Dawn Wucki-Rossbach

**From:** Chief Stiegemeier

**Date:** June 15, 2020

**Subject:** Staffing Study

## **Mission/Vision Statement**

*The Maple Park Police Department is dedicated to providing excellent police service through positive community partnerships and collaborations with our citizens in order to reduce crime, create a safe environment, build trust, and enhance the quality of life in our community.*

*In pursuit of this mission we endorse the following values: Honor, Integrity, Personal Accountability, and Professionalism.*

The above Mission Statement is the mantra of the Maple Park Police Department. One of the statements tenants is that we provide "excellent police service". Though we are not a 24/7 law enforcement agency, we strive to provide the best possible service to the residence of Maple Park in the form of crime prevention, crime detection along with fair and impartial enforcement. In order to accomplish that mission, we must have personnel; officers that are dedicated, experienced and compassionate.

As the new year unfolded the village of Maple Park saw an uptick in population. Dozens of new homes have been, and are, in process of being constructed. Thus, bringing dozens of new residents. Additional residents mean the need for additional services – water, sewer, public works along with police and fire. Coupled with the new residents is the revitalization of the downtown area. Lodi Tap House has been recognized as having the "Chicago's Best" burgers by WGN television along with its broad selection of local tap beers bringing hundreds of visitors from throughout the area. Maple Park Pub has totally rebuilt its outdoor venue to include a band shell and fire pit. This has been a huge draw, especially during the weekends with hundreds of customers partaking in food and drink in a family friendly environment. Bootleggers Bar and Grill is a mainstay for the village. Bootleggers hosts a plethora of social activities fund raisers which draws hundreds of patrons to its bill of fair and drink. We also are home to HD Rockers bar housed in the lower half on the American Legion building on Main Street. It is home to many regular customers.

The fact that Maple Park is home to so many restaurant/bars that has the capability to draw several hundred customers is of concern to me. Of note is the fact that we seem to be a stopping point for many motorcycle groups - who in and of themselves is not an issue, but the opportunity exists for a huge problem. We have increased our staffing levels on Friday and Saturday nights to two officers which has been met with wide

# MAPLE PARK POLICE DEPARTMENT

acclaim by the officers and has been quite productive. I am looking to increase our staffing with an additional officer on Sundays as well. To better provide police service, I have adjusted our hours of operation on Friday and Saturday to 3:00a.m.

The introduction of the Corona-19 pandemic in March has added an interesting twist to the demographics of the downtown area. The restaurants were suddenly, temporarily shuttered allowing only carry-out food service. The police department had to follow federal/state regulations of wearing masks and using hand sanitizers. We increased our foot patrols in the business district to provide additional security in lieu of the empty buildings.

It also needs to be mentioned that we saw an increase in domestic conflicts during the past three months of home confinement. As you are aware, domestic situations for the police, is an extremely hazardous one and tactically requires the dispatch of two officers. We are dependent on the availability of the county - Kane/DeKalb - sheriff's police to back us up.

As the community continues to increase in population and the downtown businesses continue to flourish, the need for additional officers is inevitable.

Respectfully,

Chief Dean Stiegemeier  
Maple Park Police Department  
306 Willow Street  
Maple Park, Illinois 60151  
[dstiegemeier@villageofmaplepark.com](mailto:dstiegemeier@villageofmaplepark.com)  
(815) 827-3286



# Village of Maple Park

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## MEMORANDUM

**TO:** Personnel Committee

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** June 5, 2020

**SUBJECT: VILLAGE ACCOUNTANT/VILLAGE TREASURER STAFFING STUDY**

### **BACKGROUND**

The Village has been discussing the relevance of the size and composition of its current staffing structure and the need to have a staffing study completed. The following components have been considered in this study:

1. Job Title and Job Description
2. Job Responsibilities
3. Position – Salary or Hourly Rate
4. A cursory Overview of Benefits
5. An Evaluation of Full-Time versus Part-Time

The study has been completed on the positions listed in the Subject line of this memorandum. The study was conducted by a Salary Survey that was sent out to the following municipalities: Campton Hills, Cortland, Elburn, Genoa, Hinckley, Kirkland, Pingree Grove, St. Charles, South Elgin and Waterman. This mix of municipalities represents a combination of smaller communities that more closely match Maple Parks in size, economic structure and current staff size and neighboring communities that are larger in the previously stated factors and serve as competition for qualified staff. A notation is made when a municipality did not supply a response for a particular position and four (4) communities, Cortland, Pingree Grove, St. Charles and Waterman, did not respond to the survey and have not been listed on the spreadsheet.

The Village also wanted to look at providing additional benefits enjoyed by other municipal employees. A more in-depth analysis of the benefits is needed and would include various types of benefits, the cost of those benefits for both the Village and employee.

The job responsibilities of this position include: Primary functions involve accounts payable, payroll, journal entries, and processes other financial matters for the Village. It also includes maintaining the payroll system and payroll processing, utility billing, ensure that all cash and cash equivalents are properly secured when not deposited in the bank. All cash and cash equivalents are to be inventoried daily when not immediately deposited. General monthly financial statements and provide financial information to the Village Board, Village staff and respond to FOIA requests when needed. The position also oversees the Village's information technology firm and phone and e-mail systems. The position is also responsible for working with the auditors in preparation of the Village's annual audit across all funds. Serves as a quasi Finance Director when working with the budget, the Village's cash assets and revenue and expenditure projections. Based on these responsibilities the position is a

hybrid combining a few Finance Director responsibilities with daily operations tasks such as utility billing, serving as back-up customer service personnel. The Village is fortunate to have an individual in this position that is conscientious, capable and forward-thinking when it comes to the Village's finances and volunteers to assist with other tasks or projects needed by the Village Board, Police Department and Public Works.

This position, based on the size of the community dictates whether or not the position is full-time. The larger communities have a full-time person that assumes the roll of Finance Director or Director of Administrative Services that is responsible for the oversight of all financial operations, including budget, investments, forecasting and staff supervision. The average annual salary is \$70,497.86 for these full-time positions, plus benefits such as health, life and dental insurance.

Smaller communities such as Maple Park possess positions that are part-time or contractual. Part-time staff completes daily operations tasks with a few Finance Director responsibilities added. The average annual cost for these positions is \$45,195.07 or an average hourly rate of \$37.39. Hinckley's position is appointed; however, does not complete any daily operations functions, they review reports and sign documents and is paid only \$3,500 a year for an estimated 208 hours of work. Maple Park's position is \$15.29 below the average.

### **RECOMMENDATION**

For this position, the Village may wish to consider adjusting the hourly rate, if the Village Administrator position is not maintained, and if the position were to assume additional responsibilities for long-term financial analysis and possible daily TIF Program Administration that is not included in the scope of work for the Village's TIF consultant. Implement during a performance appraisal goal setting that establishes these requirements could be laid out overtime and adjustments made to the hourly rate based on the goals accomplished. In the meantime, utilize the annual performance evaluation to set goals for the coming year as a possible means to increase the hourly rate.

Attachments

2020 Position Study Results Village Accountant

VILLAGE OF MAPLE PARK - VILLAGE ACCOUNTANT/TREASURER POSITION SURVEY

Municipality	Full-Time/Part-Time	# of Positions	Elected or Appointed	Hours Worked Per Week	Hows Worked Per Year	Annual Salary or Hourly Rate	Village Phone or Stipend/Mo.	Longevity Pay	OT - After # hrs/Pay Rate	Comp. Time X Hr. Rate/Max. Hrs.	Probationary Period (Months)	Holiday Pay Rate	# of Holidays	Vacation/ Carryover	# of Personal Days
Campton Hills	PT	1	Appointed	25	1,300	65,000.00	None	NA	40/1.5	1.5/80	6	NA	NA	NA	NA
Elburn&	FT	1	Appointed	40	2,080	109,158.40	None	NA	NA	NA	6	NA	11	Y/NA^	3
Genoa^	PT	2		As needed	900	36,000.00	None	NA	0	0	6	0	10	Y/40	3
Hinkley	PT	1	Appointed	4	208	3,500.00	None	NA	NA	NA	NA	NA	NA	NA	NA
Kirland	NEW KIRK & ASSOCIATES, INC.						None	NA	NA	NA	NA	NA	NA	NA	NA
Maple Park@	PT	1	Appointed	30	1,560	34,585.20	None	NA	40/1.5	1.5/80	6	Straight	12	NA	na
South Elgin - Director of Administrative Services	FT	1	Appointed	40	2,080	136,427.20	Phone	NA	40/1.5	NA	12	NA	8	1	3
Sugar Grove%	FT	1	Employed	40	2,080	108,783.00	55.44	NA	NA	NA	12	NA	9	80/120	3
TOTAL					Full-Time Avg	70,493.40									
					Part-Time Avg.	45,195.07									
					Part-Time Avg. Hrly.	37.39									

\*\*Regular pay - Jury Pay  
&Position = Director of Finance

^Unused time is paid out on first paycheck after employee  
#Regular pay  
&Full-time Finance Director is the Treasurer. Accountant and Accounting Manager handle daily responsibilities such as bank deposits and reconciliations.

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Health Ins.	Life Ins.	Sick - Hrs per Month/ Max. Accrl. Hrs.	Bereave- ment - Wk Days	Drug Screening	Jury Duty/ Pay	Grievance Process
NA	NA	NA	NA	Y	NA	Y
Y	Y	8/288	3	Y	Y#	Y
Y	N	12/1,920	3	NA	Y**	Y
NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	Y	Y**	NA
Y	Y	8/480	3	Y	Y	y
Y	Y	10/480	3	Y	Y**	Y

ee's anniversary date.