

Request For Board Action

REFERRED TO BOARD: April 27, 2022

AGENDA ITEM NO: 12

ORIGINATING DEPARTMENT: Village Administrator's Office

SUBJECT: Consideration of a Resolution to Establish Salary Ranges

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

In 2019, the Village Board approved Resolution No. 19-26, which established salary ranges for positions in the Village of Antioch. Since that time, salaries have increased drastically across the nation, while employers face challenges with recruitment and retention of quality employees.

Using the same comparable communities identified in 2019, staff again sent a salary survey spreadsheet to each community, requesting the title of their comparable position (a brief Antioch position overview was listed), full-time or part-time status, annual hours worked, union or non-union status, exempt or non-exempt status and the range minimum and maximums as of May 1, 2021. Of the 11 communities asked to complete the spreadsheet, we received responses from Beach Park, Fox Lake, Hawthorn Woods, Lincolnshire, Lindenhurst, Round Lake Beach and Wauconda. In many cases, job descriptions were requested from these communities, and reviewed alongside the Village of Antioch job descriptions, to ensure they were equivalent positions. In the case where there was not comparable positions from the responding communities, publicsalary.com was used. The communities of Barrington, Prospect Heights and Warrenville were selected based upon population, general fund revenues, budgets, property taxes and total payroll. Again, position descriptions were requested from those communities when needed to ensure they were comparable. Once the reviews were completed, an average of the maximum comparable salaries for each position was calculated, and the attached proposed salary ranges were identified.

The proposed ranges were presented at the March 9 Committee of the Whole meeting, and included in the proposed 2022-23 fiscal year budget.

Due for Consideration by the Village Board is the recommendation to establish updated salary ranges for Village positions.

FINANCIAL IMPACT: approximately \$215,000 included in the FY22-23 budget.

DOCUMENTS ATTACHED:

1. Resolution
2. Ranges

RECOMMENDED MOTION: Move to approve a Resolution Establishing Salary Ranges.

RESOLUTION 22 - _____

A RESOLUTION ESTABLISHING SALARY RANGES

WHEREAS, the provision of municipal services requires a competent, dedicated and motivated staff; and

WHEREAS, attracting and keeping such staff members requires the Village to pay salaries that are fair and competitive; and

WHEREAS, such salaries should also be reasonable, given the fact that they are paid from public funds and that the Village Board, as a fiduciary of those funds, owes the taxpaying public a strict duty of care in setting them; and

WHEREAS, in conformance with those duties, staff completed a review of salaries paid in comparable municipalities in Lake County, which yielded a spreadsheet from which a salary range matrix was derived, and the same is attached hereto as Exhibit "A"; and

WHEREAS, the said spreadsheet is specifically found to be a reasonable and fair range of salaries which should be adopted by the Village Board, and which is further found to establish salaries which are adequate to attract, motivate and keep qualified staff members, while still service to properly guard the public treasury by keeping them within reasonable limits;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MAYOR AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, LAKE COUNTY, ILLINOIS, as follows:

Section One: The salary ranges attached as Exhibit "A" hereto is adopted.

Section Two: Initial placement within ranges, and subsequent increases shall be based on performance reviews, including all supervisory personnel and subject to Village Administrator approval.

Section Three: The titles of positions and accompanying job descriptions attached as Exhibit "A" hereto is adopted.

Section Four: This resolution shall take effect immediately upon passage and publication as provided for by law.

ADOPTED AND APPROVED: by the Mayor and Village Board of Trustees of the Village of Antioch, Lake County, Illinois, and this 27th day of April, 2022.

AYES:

NAYS:

ABSENT:

Scott J. Gartner, Mayor

ATTEST:

Lori K. Romine, Village Clerk

Pay Grade	Antioch Position	New Ranges		
		Min	Mid	Max
1	Village Administrator	\$ 146,580.00	\$ 177,990.00	\$ 209,400.00
2	Director of Finance Police Chief	\$ 117,872.83	\$ 143,131.29	\$ 168,389.75
3	Deputy Police Chief Director of Public Works Director of Community & Economic Development	\$ 102,979.10	\$ 125,046.05	\$ 147,113.00
4	Police Commander - Administration Police Commander - Operations IT Manager Village Clerk/HR Manager	\$ 93,228.80	\$ 113,206.40	\$ 133,184.00
5	Communications Specialist Director of Parks and Recreation	\$ 75,322.95	\$ 91,463.59	\$ 107,604.22
6	GIS Specialist	\$ 60,691.53	\$ 73,696.85	\$ 86,702.18
7	Records Supervisor/Administrative Assistant Recreation Program Supervisor Senior Accountant	\$ 57,801.45	\$ 70,187.48	\$ 82,573.50
8	Senior Administrative Assistant Senior Administrative Assistant to Village Administrator Utility Billing Clerk A/P Specialist	\$ 52,648.87	\$ 63,930.77	\$ 75,212.67
9	Deputy Village Clerk/Administrative Asst Permits Coordinator Police Records Clerk Recreation & Event Specialist Building Inspector Accounting Clerk I	\$ 47,730.20	\$ 57,958.10	\$ 68,186.00
10	Administrative Assistant - Parks & Rec Cashier/Receptionist	\$ 41,353.90	\$ 50,215.45	\$ 59,077.00
11	Community Service Officer	\$ 18.90	\$ 22.95	\$ 27.00
PW1	PW Supervisor - Wastewater Treatment Facility PW Supervisor - Water Operations	\$ 72,619.83	\$ 88,181.23	\$ 103,742.62
PW2	PW Supervisor - Building Maintenance PW Supervisor - Street Maintenance	\$ 66,018.03	\$ 80,164.75	\$ 94,311.47
PW3	PW Maintenance Worker III Wastewater Treatment Operator II Water Operator II	\$ 60,016.39	\$ 72,877.05	\$ 85,737.70
PW4	PW Maintenance Worker II Water Operator I Wastewater Treatment Operator I	\$ 50,929.90	\$ 61,843.45	\$ 72,757.00
PW5	PW Maintenance Worker I	\$ 44,154.68	\$ 53,616.40	\$ 63,078.12
PW6	PT PW Maintenance Worker I	\$ 12.60	\$ 15.30	\$ 18.00