



REPORT TO VILLAGE BOARD

ITEM NAME:	Review of Staff Job Descriptions and Salary Ranges to Administrative Policy Committee
MEETING DATE:	June 9, 2025
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	David Baker

ISSUE: The Village's employees are crucial to the Village's ability to serve the needs of the community and to contribute to making the Village an attractive and desirable location for residents and businesses. Accurate job descriptions and reasonable and consistent salary ranges are important components of an effective HR plan.

OBJECTIVES: Ensure that job descriptions are accurate and consistent with actual or desired practice. Ensure that salary ranges are well designed and are reasonable and consistent when compared to other positions and responsibilities both internally and externally.

ISSUE BACKGROUND/PREVIOUS ACTIONS: This issue was proposed at the May 15, 2025 APC as a potential item for a future APC agenda.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Discussion and Possible Action by Board. Potential Motion: Direct APC to review Job Descriptions and Salary Ranges and provide a report or recommendations to the Village Board.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly):