

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Establishing the Number of Full-Time Employees and Corresponding Tiers for the Public Works Department

Date: 9/2/2025

Meeting: Committee of the Whole

Prepared by: Anne Hanson

Department: Public Works

Overview/Background Information

In 2023, the Village Board approved a three-tiered classification schedule for Public Works employees. The tier system was designed to align employee compensation with skill level, responsibilities, and organizational needs, while providing a structured framework for future workforce planning.

The Public Works Department currently employs seven (7) full-time staff members (this excludes Troy and Christine). Using the Board-approved classification schedule, tiers are determined based on employees' current hourly rates. Under this structure:

- Six (6) employees fall within Tier 2.
- One (1) employee falls within Tier 1.

No employees are currently classified within Tier 3.

Establishing authorized staffing levels and tiers for Public Works follows the same approach the Village uses with the Police Department, where the Board sets the number of officers, sergeants, and other positions. This ensures consistency across departments in how staffing levels are formally authorized and managed.

Action Required/Recommendation

Staff recommends formal authorization of seven (7) full-time positions within the Public Works Department, with employee placement in tiers as outlined above. This action will ensure consistency with the Board's previously adopted classification schedule and provide clarity for operational planning and budget administration.

Attachments

Resolution 2023-R57