

CITY OF WARRENVILLE
DU PAGE COUNTY, ILLINOIS

ORDINANCE NO. O2020-37

**ORDINANCE ESTABLISHING A REVISED SCHEDULE OF JOB
CLASSIFICATIONS AND AUTHORIZED STRENGTH**

WHEREAS, the Mayor and City Council believe and hereby declare that it is in the best interests of the City to revise, by ordinance, the Fiscal Year 2021 staffing levels for various City job classifications, effective November 2, 2020;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WARRENVILLE, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: That the recitals set forth hereinabove shall be and hereby adopted as findings of fact as if said recitals were fully set forth within this Section One.

SECTION TWO: Appendix A, attached hereto, and made a part hereof, shall be and is hereby approved and shall apply to all employees of the City until amended by a subsequent duly authorized ordinance.

SECTION THREE: Any ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of the conflict.

SECTION FOUR: That this ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED this _____ day of _____, 2020.

AYE:

NAY:

ABSENT:

Mayor

ATTEST:

City Clerk

APPENDIX A

**CITY OF WARRENVILLE
FISCAL YEAR 2021
SCHEDULE OF JOB CLASSIFICATIONS
AND AUTHORIZED PERSONNEL STRENGTH
Effective 11/02/2020**

FLSA STATUS	JOB CLASSIFICATION	AUTHORIZED STRENGTH
<u>Administrative</u>		
Hourly	Accounting Clerk I	1
Hourly	Community Service Technician	1
Hourly	Police Records Assistant	4
<u>Front Line Operations</u>		
Hourly	Accounting Clerk II - Accounts Payable	1
Hourly	Accounting Clerk II - Utility Billing	1
Hourly	Sewer Utility Worker ^(U)	2
Hourly	Community Service Officer/Animal Control Officer	1
Hourly	Community Service Officer	1
Hourly	Administrative Assistant	3
Hourly	Street Division Laborer ^(U)	5
Hourly	Water Utility Worker ^(U)	4
<u>Technical Professional III</u>		
Hourly	Executive Assistant/Deputy Clerk	1
Exempt	Administrative Services Coordinator	1
Exempt	Civil Engineer	1
Hourly	Police Officer ^(U)	24
Hourly	Planner I/GIS Technician	1
<u>Technical Professional II</u>		
Hourly	Building Inspector ⁽¹⁾	2
Exempt	Management Analyst	1
<u>Technical Professional I</u>		
Hourly	Fleet Management Technician	1
Hourly	Facilities Maintenance Lead Supervisor	1
Exempt	Senior Accountant	1

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<u>Supervisory</u>		
Hourly	Utility Division Lead Supervisor	1
Hourly	Street Division Lead Supervisor	1
Hourly	Sergeant ^(U)	6
Exempt	Chief Code Official	1
Exempt	Senior Planner	1
Exempt	Senior Civil Engineer	1
<u>Command Staff</u>		
Exempt	Deputy Chief of Police	2
Exempt	Deputy Public Works Director	1
<u>Executive III - All Departments</u>		
Exempt	Director of Finance	1
Exempt	Assistant City Administrator	1
<u>Executive II - All Departments</u>		
Exempt	Chief of Police	1
Exempt	Director of Community and Economic Development	1
	Public Works Director	0
<u>Executive I - All Departments</u>		
Exempt	City Administrator	1
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Total Authorized Full Time		77
Increase/(Decrease) from Previous		0

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<u>Part-Time - All Departments</u>		
Hourly	Audio Visual Technician	2
Hourly	Code Enforcement Officer ⁽²⁾	1
Hourly	Crossing Guard	8
Salaried	EMA Coordinator	1
Hourly	Engineering/Stormwater Intern	1
Hourly	Inspector (Electrical and Plumbing)	4
Hourly	Part-Time Police Officer	4
Hourly	Temporary Laborer	3
	Total Part Time	24
	Net Increase/(Decrease) from Previous	1

Notes:

- (U) = Union Position
Reflects change in position from full-time Building Inspector/Code Enforcement Officer to full-time Building Inspector position in Community
- (1) = Development
- (2) = Reflects addition of one part-time position in Community Development