

Village of Orland Park
FY2017 Budget - Summary of Position Requests

8/18/2016 14:51

	Department Request	Proposed by VM	Not Proposed by VM
GENERAL FUND			
MIS -			
Grade Change - Information System Administrator	\$ 5,050	\$ 5,050	\$ -
Administration -			
PT to FT - Human Resources Coordinator	53,473	53,473	-
Public Information -			
Grade Change - Communications Manager	2,323	2,323	-
PT to FT - Communications Specialist	40,021	-	40,021
New FT Position - Communications Director	134,490	-	134,490
Building Maintenance -			
Reclassification - Foreman to Facilities Manager	8,183	-	8,183
Additional Step - Maintenance Worker III	3,724	-	3,724
Reclassification - Maintenance Worker III to HVAC/Electrician	7,954	7,954	-
Public Works - Administration -			
Reclassification - Management Analyst to Assistant to PW Director	3,413	3,413	-
Additional Step - PT Facilities Attendant	448	448	-
Public Works - Streets			
Reclassification - Maintenance Worker II to Maintenance Worker III	4,950	4,950	-
Reclassification - Maintenance Worker I to Maintenance Worker II	3,940	-	3,940
Reclassification - Maintenance Worker I to Maintenance Worker II	3,940	-	3,940
Public Works - PACE			
Additional Step - PT Bus Driver	829	829	-
Additional Step - PT Bus Driver	829	829	-
TOTAL GENERAL FUND	\$ 273,566	\$ 79,269	\$ 194,296

Village of Orland Park
FY2017 Budget - Summary of Position Requests

8/18/2016 14:51

	Department Request	Proposed by VM	Not Proposed by VM
RECREATION & PARKS FUND			
<i>Administration -</i>			
Grade Change - Recreation Finance Liasion	\$ 2,525	\$ -	\$ 2,525
Reclassification - Recreation Operations Manager to Recreation Division Manager	2,702	2,702	-
Reclassification - Facility Administrator to Recreation Division Manager	2,702	2,702	-
Reclassification - Facility Administrator to Recreation Division Manager	2,702	2,702	-
<i>Centennial Pool -</i>			
New Position - FT Aquatic Supervisor	95,864	95,864	-
<i>Sportsplex -</i>			
New Position - PT Maintenance II @ Sportsplex/Fitness Center	18,661	18,661	-
<i>Parks -</i>			
Reorganization of Parks Department	21,403	21,403	-
New Position - Maintenance Worker III	95,303	95,303	-
Additional Hours - PT Program Assistant	8,397	8,397	-
TOTAL RECREATION & PARKS FUND	\$ 250,261	\$ 247,736	\$ 2,525
WATER & SEWER FUND			
Reclassification - Management Analyst to Assistant to PW Director	\$ 2,275	\$ 2,275	
Reclassification - Maintenance Worker I to Maintenance Worker II	4,059	4,059	
Reclassification - Maintenance Worker I to Maintenance Worker II	4,059	-	4,059
Additional Step - Maintenance Worker I	1,232	-	1,232
Reclassification - Maintenance Worker II to Water Plant Operator	3,055	-	3,055
PT to FT - GIS Technician	55,919	-	55,919
TOTAL WATER & SEWER FUND	\$ 70,600	\$ 6,335	\$ 64,266
TOTAL - ALL FUNDS	\$ 594,427	\$ 333,340	\$ 261,087



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Position Reclassification – Information System Administrator – Grade Change					
Strategic Plan Goals: Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Finance					
Description/Justification: Position reclassification from Grade 125 to Grade 115 requested to bring position in line with Information System Manager position. While the positions perform different duties related to the Village's Information Technology function, the positions require the same level of project management skills, knowledge and expertise.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1600-410100	Salary	1	\$4,222	\$4,222
General Fund	010-1600-420100	Social Security	1	262	262
General Fund	010-1600-420200	IMRF	1	505	505
General Fund	010-1600-420500	Medicare	1	61	61
General Fund	010-1600-420300	Insurance	1	-	-
				Total:	\$5,050



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel						
Title: Reclassify Part-Time HR Coordinator to Full-Time HR Coordinator						
Strategic Plan Goals: Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒						
Requesting Department: Village Manager						
Reclassify current part-time HR Coordinator position to full-time. Since 2011 HR has operated with two part-time clerical positions to replace the full-time clerical position that was vacated January 1, 2011. During that timeframe there were long periods of vacancy in one of the positions. HR requires the stability and consistency that comes with a full-time position. This request would return the HR staffing levels back to the level in 2011 which is a more appropriate staffing level to manage the volume and complexity of work in the Human Resources division. HR supports management's needs and activities related to all employees 950-1000 total at our peak in summer months, approximately-280 full-time, 350 regular part-time and 350 seasonal employees. Approximately 375 new or rehires were processed between January and June 2016. HR is excited to implement the principles of High Performing Organizations in our department and developing and modifying current programs consistent with these principles organization wide. Much work needs to be done in modernizing our current HR function and shifting to a more automated, less paper intensive function. While the initial priority is the talent acquisition process: recruitment, applicant processing and the onboarding of new and rehires automation of records management, benefits administration, and leave management will also need to occur in the near future. Review and implementation of new systems will require dedicated, consistent resources to achieve results while managing the day to day volume. In addition this position will assist in reducing the clerical/administrative tasks completed at the Generalist and Director level allowing for more appropriate focus on risk management, system review and implementation, training, benefits administration, leave management, process improvement, and regulatory compliance. The current HR Coordinator is a high performer with a very strong customer service and team work approach. This position is currently scheduled for 29 hours per week and is responsible for the administrative/clerical tasks associated with recruitment, hiring, onboarding, leave management, file management, Above and Beyond program, Anniversary Awards, and coordination of vendor on-site visits. This position is involved in assisting with wellness programs and open enrollment. This position also provides backup support to the Public Information desk and to the Village Manager's Office. In 2016 this position began processing new and rehires in the payroll system as well and conducting phone screens, interviews of seasonal employees, and employment verifications for current employees as well as new hires. These types of tasks require a high level of customer service ability, detail orientation as well as knowledge of our systems, procedures, and general employment guidelines. Recommend non-union grade 175, starting rate 25.92 effective 1/1/2017.						
<table border="1"><thead><tr><th>Fund Name</th><th>Account Number</th><th>Account Title</th><th>Quantity</th><th>Amount</th><th>Total Amount</th></tr></thead></table>	Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount	

General Fund	010-1100-410110	Salary	1	24,562	\$24,562
General Fund	010-1100-420100	Social Security	1	1,523	1,523
General Fund	010-1100-420200	IMRF	1	2,940	2,940
General Fund	010-1100-420500	Medicare	1	356	356
General Fund	010-1100-420300	Group Insurance	1	24,092	24,092
Choose an item.					
				Total:	\$53,473

Enter the Project code (if any) associated with this request: [Click here to enter text.](#)



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Reclassify Communications Manager position to grade 150 step 7					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Information					
Description/Justification: The communications manager's responsibilities have increased over the last year, by overseeing the day to day operations including the part-time staff in the Office of Public Information. The communications manager oversees all public relations and marketing efforts of the Village of Orland Park. This position creates and implements marketing campaigns for Village programs, special events and initiatives, and supervises part-time employees and Village contractors. The manager works closely with Village departments and commissions, delivering their messages to the community, and is responsible for writing a number of Village related pieces including news stories, correspondence, reports, advertising copy and speeches. The communications manager maintains statistics and performance strategies relative to public information efforts. This position serves as a liaison for outside agencies' events that include the Village and facilitates Village Board related special events. The manager utilizes all available media to deliver the Village's messages including online, broadcast emails, print, electronic, social, visual, cable television, photography and news. Design tasks include producing publications, advertising copy, brochures, cable television and REACH screen slides and signage. This position is responsible for producing content and scheduling for Orland Park Television on Comcast and U-Verse and for producing in-house videos.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1201-410100	Salary	1	1,942	\$1,942
General Fund	010-1201-420100	Social Security	1	120	120
General Fund	010-1201-420200	IMRF	1	232	232
General	010-1201-420500	Medicare	1	28	28
Total:					\$2,323



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Reclassify Part-Time Communications Specialist to Full-Time Communications Specialist					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Information					
Description/Justification: Part-time communications Specialist to Full-time Communications Specialist. It would be beneficial to the Public Information Office to obtain a full-time Communications Specialist position based on workload and necessity. The Public Information office has operated with two full-time (one of which is split with the Village Manager's office) and two part-time employees while the responsibilities of the department continue to increase on a regular basis. The reclassification will allow for a more appropriate and necessary focus on village messaging and communications. The current requirements of the Communications Specialist position go beyond the amount of time allotted for the position, making the need for a full-time position apparent. The position requires, but is not limited to: *the design, editing and launch of the quarterly village newsletter, the Orland Park Public *communication with all departments village-wide to gather content for publication(s) *municipal messaging/marketing including media relations *overseeing and follow through with telephone town hall communications with residents *management and overseeing of graphic design, layout and copyediting for village created content/publications *creation of materials for special/community projects (Such as ATRRP brochures, delegation visit materials, village-wide mailings) *maintenance of departmental web site content, as needed *event planning, promotion and management *phone app maintenance/updates *web page creation/maintenance for various village departments/entities					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1201-410110	Hourly	1	\$13,316	\$13,316
General Fund	010-1201-420200	IMRF	1	1,594	1,594
General Fund	010-1201-420100	Social Security	1	826	826
General Fund	010-1201-420500	Medicare	1	193	193
General Fund	010-1201-420300	Insurance	1	24,092	24,092
Choose an item.					
				Total:	\$40,021

Enter the Project code (if any) associated with this request: [Click here to enter text.](#)



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Communications Director					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Village Manager					
Description/Justification: Reporting to the Manager or Assistant Village Manager/PIO, the Director of Communications will set and guide the strategy for all communications, website, and public relations messages and provide assurance to consistently articulate the Village's mission. The Director of Communications will ensure that the Communications Department is viewed as the primary source, disseminator, and channel of information within the village. The Director of Communications will work closely with the department groups within the organization as a communications partner on a variety of strategic initiatives. The responsibilities would include but not be limited to: •Communicate the Municipality's vision by developing and implementing an annual communications plan including short- and long-term Media strategies for specific projects and initiatives. •Work with departments to develop proactive communications plans to support their objectives, projects and programs. •Lead all online content that engages audience segments and leads to measurable action. •Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities •Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters and website. •Mentor and lead team members responsible for ensuring that new and consistent information (article links, stories, and events) is posted regularly. •Coordinate and organize meetings that engage the community, including but not limited to Telephone Town Hall meetings, Virtual Town Hall, scientific and non-scientific surveys.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1201-410100	Salary			\$92,290
General Fund	010-1201-420100	Social Security			5,722
General Fund	010-1201-420200	IMRF			11,047
General Fund	010-1201-420300	Group Insurance			24,092
General Fund	010-1201-420500	Medicare			1,338
				Total:	\$134,490



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Building Maintenance Foreman to Facilities Manager					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Choose an item.					
Description/Justification: The Building Department Foreman position currently oversees the successful functioning and operation of over 12 municipal buildings/facilities. The position coordinates and monitors various operational processes including vendor maintenance contracts, HVAC management, functional control and repair and quote and bid acquisition for facility improvements and upgrades. Over the years, the position, in its current form, has evolved to include budget preparation and oversight for the Building Maintenance Division. The position should be more appropriately reclassified to a manager level position, more specifically a Facilities Manager position. Municipal facilities managers, also known as administrative services managers, help ensure that municipal organizations operate efficiently by expertly planning and directing building-related services. For example, a facilities manager would be in charge of allocating office space to different departments, ensuring that water pipes and sprinkler systems in buildings are properly maintained, and procuring major equipment. The current Building Department Foreman performs these functions along with a myriad of other oversight, procurement and maintenance functions.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1700-410100	Hourly	1	\$6,840	\$6,840
General Fund	010-1700-420100	Social Security	1	424	424
General Fund	010-1700-420200	IMRF	1	819	819
General Fund	010-1700-420500	Medicare	1	99	99
Total:					\$8,183



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Maintenance Worker III (Step 3) to Maintenance Worker III (Step 5)					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Building Maintenance					
Description/Justification: The Maintenance Worker III has shown remarkable talent by using his electrical abilities for the Village of Orland for a number of years. The employee has performed extensive electrical work at Centennial Pool and every other Village-owned facility. The employee is cross trained as a utility locator and once was a state certified electrician. The employee is highly dependable and requires very little supervision. The employee is currently being trained by more experienced staff in all aspects of HVAC repair and maintenance. The employee is impressive and has proven himself as an asset by using his skill sets and his willingness to learn to take on and complete complex and difficult jobs. The employee adds a high level of professionalism to the Division, the Department and to the Village of Orland Park.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1700-410110	Full Time Hourly	1	3,113	\$3,113
General Fund	010-1700-420100	Social Security	1	193	193
General Fund	010-1700-420200	IMRF	1	373	373
General Fund	010-1700-420500	Medicare	1	45	45
Total:					\$3,724



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Maintenance Worker III to HVAC/Electrician					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Building Maintenance					
Description/Justification: A Maintenance Worker III is currently tasked with overseeing the successful operation and maintenance of Village-wide HVAC and associated equipment. The employee has proven to be proficient and highly skilled in the area of HVAC and electrical repairs and requires virtually little to no supervision. The Maintenance Worker III directly assists with the maintenance responsibilities and remote access software for HVAC equipment for Village Hall, Civic Center, Sportsplex, Police Department, Public Works, Franklin Loebe Center and the Recreation Administration Building. The Maintenance Worker III has consistently demonstrated the capacity to perform high level HVAC and electronic troubleshooting, HVAC and component installation and general high level repair and analysis consistent with a HVAC/Electrician position. The Maintenance Worker III adds value and depth to the organization by being skilled in various mechanical and technical areas.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-1700-410110	Full time Hourly	1	6,649	\$6,649
General Fund	010-1700-420100	Social Security	1	412	412
General Fund	010-1700-420200	IMRF	1	796	796
General Fund	010-1700-420500	Medicare	1	96	96
Total:					\$7,954



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Promote Management Analyst to Assistant to the Director					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: The Public Works Department is requesting to reclassify the current Management Analyst to the Assistant to the Director. The current Management Analyst has taken the lead on several High Performing Organization (HPO) projects including the Lean Six Sigma Green Belt initiatives, Work Management System and developing a new Capital Project Tracking module. The management analyst received his Six Sigma Yellow belt through the Village and is currently pursuing the Six Sigma Green Belt. The management analyst has demonstrated the ability to take on and handle additional higher level responsibilities. As the Assistant to the Public Works Director, the management analyst will take on a higher profile leadership role including supervising Administrative Customer Service Staff. The Public Works Department has recognized the increased critical need for enhanced communications between residents, managers, office staff and field personnel. The Assistant to the Director will also act as a liaison to ensure residents' concerns are addressed. The current Management Analyst is performing exceptional work and has greatly increased the efficiency of the Public Works Department's ability to evaluate, explain and respond to various internal and external customers. Public Works is heavily reliant on this employee and he has proven to be a valued asset to the team and organization.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Water & Sewer	031-6001-410100	Full Time Salary	1	1,902	\$1,902
Water & Sewer	031-6001-420100	Social Security	1	118	118
Water & Sewer	031-6001-420200	IMRF	1	228	228
Water & Sewer	031-6001-420500	Medicare	1	28	28
General Fund	010-5001-410100	Full Time Salary	1	2,853	2,853
General Fund	010-5001-420100	Social Security	1	177	177
General Fund	010-5001-420200	IMRF	1	342	342
General Fund	010-5002-420500	Medicare	1	41	41
				Total:	\$5,688



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Double Step Increase for P/T PW Facilities Attendant					
Strategic Plan Goals: Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: This is an engaged employee who has taken a lot of pride in the facility and in scheduled events hosted here at PW. I recommend a double step increase for bring him to \$12.50 per hour, an increase of \$1 per hour over his current pay rate. His regular schedule is 18 hours per week.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-5001-410130	Part-Time Salary	1	416	\$416
General Fund	010-5001-420100	Social Security	1	26	26
General Fund	010-5001-420500	Medicare	1	6	6
				Total:	\$448



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Maint. Worker II to Maint. Worker III					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: Requesting that this employee be promoted from Maintenance Worker II Step 7 to Maintenance Worker III Step 6. The employee always has a “can do” attitude, consistently demonstrates good work ethic, and has great leadership skills. He has all of the characteristics we look for as a leader in a High Performing Organization and will continue to be an asset for the Public Works Department. He can operate all equipment, has worked on all the crews at Public Works, and is a crew leader when needed. He is a lead in overseeing our Stormwater operations and has extensive knowledge of all the ponds within the Village. This employee lead the effort in building the Village brine tanks and is also in charge of making all the brine during snow removal season. He has a lot of responsibility and continues to take on more every day.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-5002-410110	Full Time Hourly	1	4,138	\$4,138
General Fund	010-5002-420100	Social Security	1	257	257
General Fund	010-5002-420200	IMRF	1	495	495
General Fund	010-5002-420500	Medicare	1	60	60
Total:					\$4,950



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Maint. Worker I to Maint. Worker II					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: I am requesting that this employee be promoted from a Maintenance Worker I Step 7 to Maintenance Worker II Step 6. The employee has consistently demonstrated that he is a dedicated employee and an asset to the Village. He can operate various types of equipment, including the Durapatcher. He continues to take on more responsibility, and has specifically requested to lead the Durapatcher operation on a full-time basis. He has worked with the asphalt and concrete crews and is a versatile employee. He can complete any assignment he is assigned and has demonstrated excellent leadership skills. This employee has all of the characteristics we look for as a leader in a High Performing Organization and will continue to be an asset for the Public Works Department.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-5002-410110	Full Time Hourly	1	3,293	\$3,293
General Fund	010-5002-420100	Social Security	1	204	204
General Fund	010-5002-420200	IMRF	1	394	394
General Fund	010-5002-420500	Medicare	1	48	48
Total:					\$3,940



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Maint. Worker I to Maint. Worker II					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: Requesting that this employee be promoted from a Maintenance Worker I Step 7 to Maintenance Worker II Step 6. The employee has consistently demonstrated his versatility when it comes to job assignments. He can operate numerous pieces of equipment, and also regularly assists in the operation of the Durapatcher. He currently leads many efforts in the restoration program for stumps and utility repairs, ensuring their timely completion. This employee has directly improved the quality of life of many residents', based on the numerous letters from pleased residents praising his efforts. He is always willing to learn new things and demonstrates a good work ethic.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-5002-410110	Full Time Hourly	1	3,293	\$3,293
General Fund	010-5002-420100	Social Security	1	204	204
General Fund	010-5002-420200	IMRF	1	394	394
General Fund	010-5002-420500	Medicare	1	48	48
Total:					\$3,940



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Double Step Increase for Part-Time Pace Bus Driver					
Strategic Plan Goals: Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: This is a request for a step increase for a part-time Pace Bus driver in the V&E Transportation Division (5003). The Pace Bus driver has become a very reliable employee. The driver is efficient, friendly, productive and professional. Public Works is recommending a double step increase for this employee from a step 5 to a step 7.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-5003-410130	Part-Time Salary	1	693	\$693
General Fund	010-5003-420100	Social Security	1	43	43
General Fund	010-5003-420200	IMRF	1	83	83
General Fund	010-5003-420500	Medicare	1	10	10
				Total:	\$829



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Double Step Increase for Part-Time Pace Bus Driver					
Strategic Plan Goals: Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: Currently this employee is a part-time shop help employee in Division 5006 and part-time Pace bus driver in Division 5003 at a step 5 pay rate. He has become a reliable employee in both scenarios therefore I am recommending he get a double step increase of \$1.50 bringing him to step 7 @ \$14.00 per hour. Vic works a total of 40 hours per pay period. This would be split approximately 20% in 5003 & 80% in 5006					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
General Fund	010-5003-410130	Part-Time Salary	1	693	\$693
General Fund	010-5003-420100	Social Security	1	43	43
General Fund	010-5003-420200	IMRF	1	83	83
General Fund	010-5003-420500	Medicare		10	10
				Total:	\$829



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Position Reclassification – Finance Liaison – Grade Change					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Recreation					
Description/Justification: The recreation department is requesting a reclassification for the Recreation Financial Liaison to Grade 160 to account for the additional responsibilities over the last several years. The current position has seen an increased in the volume of responsibilities for both the recreation and parks departments. Responsibilities include managing the financial modules for ActiveNet software, application of Class Software when needed for historical reporting comparisons, managing Innoprise software with the payroll module, requisitions, pcards, quarterly review of ICMA data survey, and training and assisting full time staff and part time staff in recreation and parks departments on ActiveNet and Innoprise software. The financial liaison oversees and reviews full time staffs' financial reporting, including annual budget entry, accounts receivable and billing, refund processing and sponsorship billing. The liaison also tracks budget expenditures and revenues and analyzes trends from previous years to date.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4001-410100	Full Time Salary	1	\$2,111	2,111
Recreation & Parks	283-4001-420100	Social Security	1	131	131
Recreation & Parks	283-4001-420200	IMRF	1	253	253
Recreation & Parks	283-4001-420500	Medicare	1	31	31
Total:					\$2,525



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Position Reclassification – Recreation Operations Manager – Grade Change					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Recreation					
Description/Justification: The recreation core leadership team consists of 2 Facility Administrators and 1 Recreation Operations Manager. The scope of work from these three individuals includes oversight of 4 revenue generating business operations including the Sportsplex, Centennial Park Aquatic Center, the Ice rink and the newly acquired Palos Health and Fitness Center. Their leadership responsibilities include early childhood education, youth programming, theater, dance, day camps, cultural programming, Village-wide special events, and oversight of facilities and management of outdoor fields. The core leadership team manages both full time and part time staff, provides analytical comparisons, conducts research, and executes RFPs, contracts and written reports. While evaluating the recreation positions across Village departments, we have determined the recreation positions should be reclassified to Grade 115 at Step 5 which are similarly situated in leadership management position and responsibilities and will provide a comparable equity for the core recreation leadership team. This team has continually taken on additional responsibilities and will continue to do so as the recreation department and the Village evolves.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4001-410100	Full Time Salary	1	\$2,259	\$2,259
Recreation & Parks	283-4001-420100	Social Security	1	140	140
Recreation & Parks	283-4001-420200	IMRF	1	270	270
Recreation & Parks	283-4001-420500	Medicare	1	33	33
Total:					\$2,702



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Position Reclassification – Facility Administrator (1) – Grade Change					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Recreation					
Description/Justification: The recreation core leadership team consists of 2 Facility Administrators and 1 Recreation Operations Manager. The scope of work from these three individuals includes oversight of 4 revenue generating business operations including the Sportsplex, Centennial Park Aquatic Center, the Ice rink and the newly acquired Palos Health and Fitness Center. Their leadership responsibilities include early childhood education, youth programming, theater, dance, day camps, cultural programming, Village-wide special events, and oversight of facilities and management of outdoor fields. The core leadership team manages both full time and part time staff, provides analytical comparisons, conducts research, and executes RFPs, contracts and written reports. While evaluating the recreation positions across Village departments, we have determined the recreation positions should be reclassified to Grade 115 at Step 5 which are similarly situated in leadership management position and responsibilities and will provide a comparable equity for the core recreation leadership team. This team has continually taken on additional responsibilities and will continue to do so as the recreation department and the Village evolves.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4001-410100	Full Time Salary	1	\$2,259	\$2,259
Recreation & Parks	283-4001-420100	Social Security	1	140	140
Recreation & Parks	283-4001-420200	IMRF	1	270	270
Recreation & Parks	283-4001-420500	Medicare	1	33	33
Total:					\$2,702



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Position Reclassification – Facility Administrator (2) – Grade Change					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Recreation					
Description/Justification: The recreation core leadership team consists of 2 Facility Administrators and 1 Recreation Operations Manager. The scope of work from these three individuals includes oversight of 4 revenue generating business operations including the Sportsplex, Centennial Park Aquatic Center, the Ice rink and the newly acquired Palos Health and Fitness Center. Their leadership responsibilities include early childhood education, youth programming, theater, dance, day camps, cultural programming, Village-wide special events, and oversight of facilities and management of outdoor fields. The core leadership team manages both full time and part time staff, provides analytical comparisons, conducts research, and executes RFPs, contracts and written reports. While evaluating the recreation positions across Village departments, we have determined the recreation positions should be reclassified to Grade 115 at Step 5 which are similarly situated in leadership management position and responsibilities and will provide a comparable equity for the core recreation leadership team. This team has continually taken on additional responsibilities and will continue to do so as the recreation department and the Village evolves.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4001-410100	Full Time Salary	1	\$2,259	\$2,259
Recreation & Parks	283-4001-420100	Social Security	1	140	140
Recreation & Parks	283-4001-420200	IMRF	1	270	270
Recreation & Parks	283-4001-420500	Medicare	1	33	33
Total:					\$2,702



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Recreation Supervisor II (Aquatics/Ice Rink)					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Recreation					
Description/Justification: This position's primary assignment will be to prepare, develop and maintain operations at the Centennial Park Aquatics Center and Centennial Park Ice Rink and assist in overseeing the aquatics facility at the acquired indoor aquatics facility. With the intensity of work in an aquatics facility and increasing aquatics responsibilities, a full-time supervisor dedicated to this area is recommended to provide year-round focus on development of this area of service to the community. This position will supervise staff at CPAC and the ice rink and assist with managing contracted aquatics staff at the indoor aquatics facility; assist with recruitment, screening, hiring, and training of all aquatic and rink facility personnel; lead pool management staff to ensure a safe and productive operation; train and certify lifeguard staff in CPR, first aid, and water rescue skills as outlined by Starfish Aquatics and the American Red Cross; maintain appropriate safety records, documentation and training, and handle State reporting; supervise programming and special events scheduled in these locations; prepare budgets and oversee expenditures throughout the year for aquatics and other areas as appropriate; and make recommendations for protocol, programs, events and staffing for aquatics and ice rink.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4001-410100	Salary	1	\$60,000	\$60,000
Recreation & Parks	283-4001-420100	Social Security	1	3,720	3,720
Recreation & Parks	283-4001-420200	IMRF	1	7,182	7,182
Recreation & Parks	283-4001-420300	Group Insurance	1	24,092	24,092
Recreation & Parks	283-4001-420500	Medicare	1	870	870
				Total:	\$95,864



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Part-time Maintenance II at Sportsplex					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Building Maintenance					
Description/Justification: The Sportsplex is a high profile and valued recreation amenity in the Village of Orland Park. The Sportsplex, as a customer-centric facility, becomes more attractive to patrons and customers when timely and responsive maintenance activities can be accomplished. When repair and maintenance needs arise at the Sportsplex, the Building Maintenance Division schedules and assign available staff persons to evaluate and repair. Depending on Building Maintenance's priorities, a response to a Sportsplex maintenance request may be delayed causing minor repair requests to become larger issues that are escalated by the requesting customer/member. This delay could negatively impact a Sportsplex member's perception of the facility's commitment to customer service excellence. To remedy this issue, and create a more efficient and responsive solution to maintenance requests, a Part-time Maintenance II employee will be assigned exclusively to the Sportsplex to perform critical and timely maintenance and service repairs.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4007-410130	Part Time Salary	1	15,600	\$15,600
Recreation & Parks	283-4007-420100	Social Security	1	967	967
Recreation & Parks	283-4007-420200	IMRF	1	1,867	1,867
Recreation & Parks	283-4007-420500	Medicare	1	226	226
				Total:	\$18,661



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Reorganization of Parks Department					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Parks					
Description/Justification: With the departure of the Department Director in January 1, 2016 the organizational structure of the Parks department has been in transition and under review. Maintaining a separate Parks department appears to be the appropriate structure to deliver the services related to Parks and Grounds. These services also include the recent addition of the maintenance of all Village ponds. The recommended management structure includes a Director and two Parks Operations Managers. The Director would oversee the entire Parks department a Parks Operations Manager would manage the day to day operations of Grounds and the other Parks Operations Manager would manage the day to day operations of Parks.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4003-410100	Salary	1	\$17,893	\$17,893
Recreation & Parks	283-4003-420100	Social Security	1	1,109	1,109
Recreation & Parks	283-4003-420200	IMRF	1	2,142	2,142
Recreation & Parks	283-4003-420500	Medicare	1	259	259
				Total:	\$21,403



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: New Position – Maintenance Worker III					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Parks					
Description/Justification: Requesting a Maintenance Worker III for the Parks Department. The scope and volume of work in the Parks department continues to grow requiring additional personnel with skilled maintenance abilities and the ability to lead crews. Recently the maintenance of village ponds was added to the department's areas of responsibility.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4003-410110	Hourly	1	\$59,531	\$59,531
Recreation & Parks	283-4003-420100	Social Security	1	3,691	3,691
Recreation & Parks	283-4003-420200	IMRF	1	7,126	7,126
Recreation & Parks	283-4003-420300	Group Insurance	1	24,092	24,092
Recreation & Parks	283-4003-420500	Medicare	1	863	863
				Total:	\$95,303



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Program Assistant Parks					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Parks					
Description/Justification: Requesting that this position be increased from 1040 hrs. (20 Hrs.) per week to 1508 hrs. (29 hrs.) per week. This change is needed to improve customer service with newly acquired departmental duties.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Recreation & Parks	283-4003-410130	Part Time	1	7,020	\$7,020
Recreation & Parks	283-4003-420100	Social Security	1	435	435
Recreation & Parks	283-4003-420200	IMRF	1	840	840
Recreation & Parks	283-4003-420500	Medicare	1	102	102
					\$8,397



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel

Title: Promotion of Maintenance Worker I to Maintenance Worker II position

Strategic Plan Goals:

Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒

Requesting Department: Public Works

Description/Justification: Promotion of employee from a Maintenance Worker I Step 7 to Maintenance Worker II Step 6 for outstanding performance and increased responsibilities. He has demonstrated an aptitude to effectively complete numerous utility tasks without requiring direct Supervision. He has also done a great job helping develop new employees.

Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Water & Sewer	031-6001-410110	Hourly	1	3,393	3,393
Water & Sewer	031-6001-420100	Social Security	1	210	210
Water & Sewer	031-6001-420200	IMRF	1	406	406
Water & Sewer	031-6001-420500	Medicare	1	49	49
				Total:	\$4,059



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel

Title: Promotion of Maintenance Worker I to Maintenance Worker II position

Strategic Plan Goals:

Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒

Requesting Department: Public Works

Description/Justification: Promotion of employee from a Maintenance Worker I Step 7 to Maintenance Worker II Step 6 for outstanding performance and increased responsibilities. He has demonstrated an aptitude to effectively complete numerous utility tasks without requiring direct supervision. He is also depended upon to train all divisional staff to properly operate and maintain our Vactor, our newest and most expensive piece of equipment.

Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Water & Sewer	031-6001-410110	Hourly	1	3,393	3,393
Water & Sewer	031-6001-420100	Social Security	1	210	210
Water & Sewer	031-6001-420200	IMRF	1	406	406
Water & Sewer	031-6001-420500	Medicare	1	49	49
				Total:	4,059



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Promotion of Maintenance Worker I Step 4 to Step 6					
Strategic Plan Goals: Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: Double Step increase for employee from a Maintenance Worker I Step 4 to Maintenance Worker I Step 6 for outstanding performance and increased responsibilities. This employee's hard work and dedication makes him a versatile and reliable employee within the division.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Water & Sewer	031-6001-410110	Hourly	1	1,030	1,030
Water & Sewer	031-6001-420100	Social Security	1	64	64
Water & Sewer	031-6001-420200	IMRF	1	123	123
Water & Sewer	031-6001-420500	Medicare	1	15	15
Total:					\$1,232



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Maint. Worker II to Water Plant Operator					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: The Water Plant Operator position is critical to the safe and efficient operation of the Village's water infrastructure. This employee has demonstrated the intellect, motivation and desire to take on the additional responsibility as a Water Plant Operator. The employee had a long and successful tenure in the Utilities Division and while he understands that there will be a sharp learning curve, the employee has the background necessary to make this transition. The employee currently has a Class A water operator certificate, and has a healthy knowledge of the Village's water system. The employee takes advantage of opportunities to gain experience and continues to learn the technical aspects of being a water plant operator. The employee currently serves as an interim water plant operator and has taken on this new responsibility with fervor and optimism.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Water & Sewer	031-6001-410110	Full Time Hourly	1	\$2,554	\$2,554
Water & Sewer	031-6001-420100	Social Security	1	158	158
Water & Sewer	031-6001-420200	IMRF	1	306	306
Water & Sewer	031-6001-420500	Medicare	1	37	37
Total:					\$3,055



2017 BUDGET REQUEST FORM

REQUEST INFORMATION

Type of Request: Personnel					
Title: Promote Part-Time GIS Intern to Full-time GIS Technician					
Strategic Plan Goals:					
Economic Development ☐ Downtown Development ☐ Quality of Life ☐ High Performing Organization ☒					
Requesting Department: Public Works					
Description/Justification: The Public Works Department is requesting to reclassify current part-time GIS intern Step 6 to a full-time GIS Technician. The Public Works Department has become increasingly reliant on information provided within the village's GIS software/databases. The need for updating and maintaining the Public Works infrastructure geodatabases has become critical for managers, office staff and field personnel. The GIS intern is performing exceptional work both in the field collecting data and in the office. The GIS intern has greatly increased the efficiency of the Public Works Department's ability to evaluate, explain and respond to various internal and external customers. Public Works is heavily reliant on GIS and the various layers that contain critical infrastructure information. Unfortunately, effectively extrapolating data from the GIS can take a while for novice users creating inefficiencies. The GIS intern has been able to go well beyond creating maps from the system; rather, the intern has created new monitoring and evaluating processes for snow routes using GEO fences; updated points for newly installed trees and removed ash trees directly related to the ATRRP program and corrected critical infrastructure details like pipe sizes, flow directions, and right of way boundaries.					
Fund Name	Account Number	Account Title	Quantity	Amount	Total Amount
Water & Sewer	031-6001-410110	Full Time Hourly	1	\$25,473	\$25,473
Water & Sewer	031-6001-420100	Social Security	1	1,579	1,579
Water & Sewer	031-6001-420200	IMRF	1	4,404	4,404
Water & Sewer	031-6001-420500	Medicare	1	369	369
Water & Sewer	031-6001-420300	Group Insurance	1	24,092	24,092
				Total:	\$55,919