

VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
COMMITTEE AGENDA
May 6, 2025

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)

4. **STANDING COMMITTEE REPORTS:**
 - A. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
 1. Presentation and Discussion of Compensation, Classification, and Benefits Study

 - B. **PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**
 1. Bartlett Hills Renovation

5. **ADJOURNMENT**



Agenda Item Executive Summary

AGENDA ITEM: Presentation and Discussion of Compensation, Classification and Benefits Study
Conducted by MGT

BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount	Budgeted	\$
Fund:		

EXECUTIVE SUMMARY

The Village of Bartlett engaged MGT Consulting Group to conduct a comprehensive Classification and Compensation Study to ensure our compensation system is fair, competitive in the labor market, and internally equitable. The study provides a data-driven foundation for updating job classifications and aligning pay structures and benefits with industry standards and comparable municipalities.

Summary of Key Benefits:

- **Improved Recruitment and Retention:** A modernized pay structure positions the Village to better attract and retain qualified, high-performing staff in a competitive labor market.
- **Increased Equity and Transparency:** The study promotes fairness and consistency by establishing clear guidelines for job classification and compensation, reducing the potential for internal disparities.
- **Strategic Workforce Planning:** The recommendations support long-term planning efforts by aligning staffing needs, role clarity, and budget development with organizational goals.
- **Operational and Fiscal Responsibility:** The proposed pay structure balances market competitiveness with financial sustainability, reflecting responsible stewardship of public resources.

Staff recommends the Board accept the final draft of the Classification and Compensation Study and support the implementation of MGT's recommendations, which will be shared in a PowerPoint presentation by our project manager, Katy Yee.

ATTACHMENTS

Memorandum

Complete report from MGT

PowerPoint presentation from MGT

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal:

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Human Resources Memorandum

To: Paula Schumacher, Village Administrator
From: Janelle Terrance, Human Resources Director
Date: 4/30/2025
Re: Classification, Compensation & Benefits Study Review

MGT Consulting Group was retained by the Village of Bartlett to conduct a comprehensive Classification, Compensation and Benefits Study to evaluate and modernize the Village's job classification structure and compensation system, as well as review employee benefits for all positions not covered under a Collective Bargaining Agreement. The goal was to ensure internal equity, external competitiveness, and alignment with industry best practices.

Scope of Work:

- Conducted job analysis and reviewed current position classifications.
- Collected and analyzed market data from peer municipalities and relevant labor markets.
- Evaluated internal equity through position comparisons and pay relationship analysis.
- Developed a new classification structure and recommended salary ranges.

Key Findings:

- A few positions were identified as either under-market or misaligned in terms of internal pay relationships.
- The existing classification system lacked consistency in how roles were grouped and evaluated.
- Market data indicated that adjustments are needed to remain competitive in recruiting and retaining qualified personnel.

Recommendations:

- Implement a new classification system that clearly defines roles, responsibilities, and reporting structures.
- Adopt updated salary ranges based on market benchmarks and internal equity principles.
- Apply recommended salary adjustments using a phased approach to ensure budget flexibility.
- Maintain the classification and compensation system through regular updates and reviews.

This memo addresses the key findings, specifically the positions that were identified as under-market or misaligned. Based on the report, there are two positions in the police department (Records Clerks and Community Service Officers) and three positions at Bartlett Hills (Lead Line Cook, Apprentice Golf Professional and Assistant Grounds Superintendent) that are below market minimum range rates, according to comparable data. There are 13 employees that will be adjusted upward to meet the minimum range rate. The adjustments amount to a total cost of \$64,167.

There are five positions that are above market rates according to the comparable data. These include the following positions: Communications Manager, Economic Development Coordinator, Chief Accountant, Food & Beverage Manager and Engineering Technician. The recommended solution is to freeze base pay for a period of time until those positions have adjusted back down to market. Those employees would still be eligible for a merit bonus based on performance. The length of time it will take for those positions to sync back with the top rates varies, as they are all at different pay rates and fall within different ranges. These five positions are currently above market at a combined total of \$60,783.

In terms of benefits, the Village is in line with a majority of benefits offered in other communities. Paid time off for part-time employees working in permanent positions with the organization is one of the areas we currently do not provide benefits. There are currently five part-time “permanent” positions. Because there are varying degrees of what other communities offer part-time employees for paid time off, the following is being proposed, with an effective date of May 1, 2025; two paid personal days per fiscal year (two days less than full-time employees), ten paid Holidays (the days in which the village is closed for business), and 12 sick days per year, which will be earned at a rate of one day per month (same as full-time employees).

The consulting firm’s findings, which will be presented in a PowerPoint presentation by our project manager, Katy Yee, provide the village with a defensible, equitable, and sustainable framework for managing compensation. Adoption of these recommendations will support the Village’s strategic goals, strengthen workforce planning, and enhance employee satisfaction and retention. Staff recommends the Board accept the final draft of the Classification and Compensation Study and support the implementation of MGT’s recommendations. Doing so reinforces our commitment to organizational excellence, supports employee development and retention, and strengthens our ability to deliver high-quality public services.



Final Report

APRIL 2025

Classification and Compensation Study

Village of Bartlett, IL

Submitted by:

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- Appendix B: Comparable Community Analysis
- Appendix C: Detailed Salary Survey Data
- Appendix D: Detailed Benefit Survey Data

EXECUTIVE SUMMARY

MGT is pleased to have had the opportunity to work with the Village of Bartlett on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and resources are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the Village can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees, the Village avoids the costs of re-recruitments and lost productivity while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

MGT understands the high expectations established in Bartlett for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been considered in the analysis and reflected in the Study results.

A Classification and Compensation Study encompasses a significant amount of information that can be time-consuming to condense and organize into an abbreviated format. Therefore, MGT has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings and recommendations of this Study. The purpose of a well-designed Classification and Compensation Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the Village. Second, it assures external equity/competitiveness by comparing the compensation of Bartlett employees against market data. The following is a brief overview of the process:

Job Evaluation Analysis and Job Classification System

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings.** Met with Village Administration to discuss Study methods and expectations, review the current Classification and Compensation Plan and organizational structure, answer questions, and review the scope and schedule of work.
- **Material distribution.** Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and to explain the scope and purpose of the Study. Employees were provided with time to complete the questionnaire. The JAQs were returned to MGT within approximately three (3) weeks of distribution.
- **Determined comparable communities and collected compensation data.** MGT, along with the Village, determined a logical survey sample of "like" communities that impact the compensation market of Bartlett. Then, MGT designed, and the community sent out the survey for the benchmark positions and benefits covered in the Study.

- **Job Evaluation Analysis and Establishment of a Classification Plan.** Upon return of the JAQs by the Village, MGT performed the following:
 - Read each JAQ and corresponding Job Description in its entirety.
 - Conducted virtual interviews with at least one (1) employee in each position covered by the Study to further understand the scope of duties and responsibilities of the position.
 - Applied a measurement system of Job Evaluation Factors to all positions, which formed the basis for internal rankings (equity) of positions.
 - Upon completion of the Job Evaluation measurements, a new Classification Plan was developed.

Market Survey

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the Village of Bartlett to the salary ranges of its comparable communities. Prepared comparison calculations at the 50th, 60th, 65th, 75th and 80th percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on the data that was collected as well as discussions with the Village, developed salary ranges that would establish Bartlett as a payer at the 60th percentile of the salary data from the comparable communities.
- Based on the above data, developed, and recommended new salary schedules and recommended new Job Titles for some positions.
- Compiled and summarized the benefit information.

Draft and Final Report Preparation

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the Village. Feedback from Village Administration was reviewed and incorporated into the recommendations.
- This final report has been prepared by MGT and sent electronically to the Village, and a presentation will be conducted.

Future Administration of the Classification and Compensation Plan

- Within the body of this report, MGT has outlined how the Village can maintain the Classification and Compensation Plan. MGT will supply the Village with a User's Manual and all associated documents to maintain the Classification and Compensation Plan and the steps to ensure the Village remains competitive with the market in the years to come.

JOB EVALUATION

MGT's approach to Job Evaluation involves a quantitative point and factor comparison method, which cross-compares all positions in the organization against numerous factors such as educational requirements, experience, work conditions, etc. Therefore, all jobs in each organizational unit (e.g., Police, Administration, Finance, etc.) may be compared against each other based upon the same factors.

In conducting the Job Evaluation, it must be emphasized that the position, and not the incumbent's qualifications, performance, or years of service in the position, is evaluated. An incumbent employee may feel they should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel they have a more significant workload than a similar employee in another Department; however, these are employee specific characteristics and not determinants for a position evaluation.

Before reviewing the results of the evaluation of the positions, it is important to note that the purpose of a Job Evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison. The nine (9) factors used for the evaluation of Bartlett's positions are as follows:

1. Preparation and Training
2. Experience Required
3. Decision-Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning of Work
6. Contact with Others
7. Work of Others (Supervision Exercised)
8. Working Conditions
9. Use of Technology/Specialized Equipment

As part of the Job Evaluation process, the duties, responsibilities, and qualification requirements for each position were reviewed via a thorough reading of the incumbent's current job description and a Job Analysis Questionnaire (JAQ) completed by each employee (Appendix A). In addition, MGT conducted interviews with at least one (1) employee in each of the positions covered by the Study. Points were then assigned to each factor by selecting the description that best fits the appropriate level for the position. In other words, a position that supervises ten (10) full-time staff members would receive more points under the "Work of Others" factor than positions that do not supervise. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable Skill Levels. Table 1 contains the Classification Plan, including the Position Title, Skill Level, and proposed Grade for the evaluated positions.

As part of the service provided in the Compensation Study, MGT makes Job Title change recommendations to either reflect a better description of the job being performed or to be consistent with trends in the organization or the marketplace. Based on this, MGT recommends the following Job Title changes:

Current Title

Administrative Assistant (Investigations)
Administrative Assistant (PW/Planning/Police)
Benefits Coordinator
Economic Development Coordinator
Event Coordinator (Golf)
FOIA Officer (Part time)
Permit Coordinator
Police Records Clerk

Proposed New Title

Administrative Assistant II
Administrative Assistant I
Human Resources Generalist
Economic Development Manager
Events Supervisor (Golf)
Police Records Clerk (Part time)
Planning Supervisor
Police Records Assistant

THE CLASSIFICATION PLAN

A Classification Plan provides for a systematic arrangement of positions into classifications. A position, often referred to as a job (e.g., Office Assistant), contains a specific set of duties and responsibilities, and that is the objective of the classification process – not the person currently holding that job. A classification is a grouping of positions that have similar levels of knowledge, skills, and abilities needed to perform the job. The positions are also similar in nature of work, level of work difficulty and responsibilities. Positions allocated to the same classification are sufficiently similar with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical; they can be in different departments, dealing with different subject matters and performing different duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the Classification Plan. As noted in the previous section, a Job Evaluation and Classification Plan is not intended to assess individual performance. To that end, a position that belongs in a certain classification is not entitled to be placed in a higher classification simply because the individual performs with a high degree of success and efficiency, nor is it placed in a lower classification simply because the incumbent performs with low competence or productivity. Variations in individual performance are not recognized by differences in classifications, instead they are management issues. Similarly, there is a tendency in some workforces to use the Classification Plan to reward longevity, even though the duties and responsibilities of individual positions may not have changed over time. Longevity is not a classification factor, and the Classification Plan should not be used in this manner.

As an assessment of duties performed and responsibilities exercised, a Classification Plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the Compensation Plan and helps management identify positions that have taken on (or, in some cases, reduced) duties and responsibilities. Through proper maintenance of the Classification Plan, employees are assured of management’s continuing concern about the nature of the work that they carry out and its reward in the form of appropriate pay levels and relationships. The Classification Plan also provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders, as well as opportunities for lateral career development, are also evidenced by the logical grouping of allied occupational classifications and hierarchies.

SALARY AND BENEFIT DATA

The Village initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. The Job Evaluation System (outlined above) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Bartlett.

To determine which municipalities should be used for survey purposes, MGT first considered all Illinois communities with population between 15,000 and 115,000 in DuPage, Lake, Kane and Cook counties within 40 miles of Bartlett.

<u>Criteria</u>	<u>Total Possible Points</u>
1. Equalized Assessed Value	20
2. Per Capita Income	15
3. Population	15
4. Total Expenditures	10
5. Number of Full Time Employees	10
6. State Sales Tax	10
7. Property Tax Revenue	10
8. <u>Proximity</u>	<u>10</u>
	100

The eight (8) categories listed above were selected to mirror important criteria such as similar financial conditions, population, and proximity.

Within each of the eight (8) categories, ranges of compatibility were established. For example, the closer a community was to matching the Bartlett’s estimated population, the closer the community would be to receiving the maximum of one hundred (100) points. A community whose population was significantly larger or smaller than Village’s population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the Village of Bartlett. A community with zero (0) points was therefore determined to be the least comparable to Bartlett. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix B.

A cutoff of seventy (70) points was established to select the communities most similar to Bartlett across the eight (8) categories. After applying the eight (8) criteria, sixteen (16) communities achieved seventy (70) or more compatibility points on the comparison scale with Bartlett. An additional four (4) communities were added to the comparable list based on proximity to Bartlett for a total of twenty (20) comparable communities. The full list of comparables is below:

Algonquin	Elmwood Park	Rolling Meadows
Bloomingtondale	Glen Ellyn	Roselle
Buffalo Grove	Glendale Heights	Schaumburg
Carol Stream	Hanover Park	South Elgin
Carpentersville	Lombard	Streamwood
Elgin	Northbrook	West Chicago
Elk Grove Village	Park Ridge	

An additional five (5) park districts, covering the comparable communities, were included in the survey process in order to assemble further data for golf course positions.

Selection of Benchmark Positions for Survey Purposes

When developing the market survey, it is important to select positions that are likely to have data available from the surveyed municipalities. These positions are referred to as benchmark positions. Based on the size of the Study and number of positions in Bartlett, MGT recommended limiting the benchmark positions in the survey to approximately forty (40) positions. This is because as the number of positions surveyed increases there tends to be a decline in the number of organizations responding to the survey. This decline in response rates is thought to be due to the amount of work organizations need to devote to completing a lengthier survey. Positions recommended as benchmarks are those that:

- 1) Represent each occupational grouping (e.g., Administration, Finance, Public Works, etc.).
- 2) Include multiple numbers of Village employees when possible.
- 3) Can be described in a concise manner that accurately identifies the nature of work and level of difficulty.
- 4) Are known to commonly exist in other communities.

The benchmark positions are represented in Appendix C.

Market Survey

After identifying the benchmark positions, the Consultants then prepared and distributed a market survey to the twenty (20) comparable communities. Seventeen (17) of the communities responded to the survey or supplied MGT with a copy of their Compensation Plan/Union Contracts. Table 1 is a summary of the benchmark market survey data. The detailed market survey data for each position is contained in Appendix C.

It is important to make a few observations regarding Table 1 and Appendix C.

- 1) The salary data is information that was available as of January 2025. The new recommended salary ranges for the Village were developed using this salary data from the comparable communities.
- 2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don't utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50th, 60th, 65th, 75th and 80th percentiles to identify wage ranges for "average" and "above average" payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.
- 3) Data contained within Appendix C has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the market survey has two worksheets associated with it in Appendix C, then data was removed. The second data sheet will have the word "Edited" after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

Appraisal and Use of Salary Data

While comparing Bartlett's current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

- 1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and, therefore, take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare "like" positions within organizations.
- 2) Some employers place different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market and, therefore, pay them more. Overall, the policies and value judgments of different employers in compensating for the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.

- 3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work. Of equal importance, however, are the internal relationships for the various positions that were accomplished in the Job Evaluation portion of this Study.

For the purposes of this study, a review of private-sector salary data was also included. MGT subscribes to Salary.com's CompAnalyst online database for up-to-date private sector data. The following employment market area was used in the analysis:

- 1) Chicago, IL Metropolitan Area
- 2) All Industries
- 3) 100-200 Employees

The industry scopes that were applied to the data were as follows:

- 1) March 2025
- 2) Minimum/Maximum
- 3) 50th Percentile Used for Base Salary

The Market Survey Benefits Findings

Seventeen (17) survey participants also responded to the Benefits portion of the survey. A review of the benefits offered by Village of Bartlett versus the comparable communities shows that Bartlett's benefits are competitive with the other entities surveyed. An overall summary of the survey findings, including noted differences, is provided below.

Health Insurance

Health Plans

- Sixteen (16) of the respondents offer an HMO plan.
- Sixteen (16) respondents offer a PPO plan.
- Four (4) respondents offer a High Deductible Health Plan (HDHP).

Village of Bartlett offers all three options (PPO, HMO, HDHP) for employees which demonstrates more than the standard offerings because of the HDHP option.

Premium Coverage

The employer contribution rates that were reported through the survey, for **employee-only** coverage, varied from 75% up to 100%, depending on the plan. One (1) respondent indicated that their community offers a Cafeteria Plan versus providing a percentage contribution. The average employer contribution for **employee-only** coverage was approximately 86.8%.

The Village contributes 90% towards the **employee-only** premium of the HMO and 85% towards the **employee-only** premium of the PPO.

The employer contribution rates that were reported through the survey, for **family** coverage, varied from 65% up to 91%, depending on the plan. Again, one (1) respondent indicated that their community offers a Cafeteria Plan versus providing a percentage contribution. The average employer contribution for **family** coverage was approximately 83.4%.

The Village contributes 90% towards the **family** premium of the HMO and 85% towards the **family** premium of the PPO.

Dental Insurance

Three (3) of the seventeen (17) respondents do not contribute any amount towards **employee-only** or **family** dental premiums. For the other respondents, the employer contribution amounts ranged from 62% to 100% for **employee-only** coverage, and 26% to 100% for **family** coverage, with one (1) respondent indicating that they offer dental insurance as part of a cafeteria plan. The average employer contribution rate for **employee-only** dental insurance premiums is approximately 73% and the average for employer contribution rate for **family** dental premiums is approximately 55%.

The Village of Bartlett contributes 65% towards both **employee-only** and **family** dental premiums.

Vision Insurance

Four (4) respondents indicated that they contribute towards **employee-only** and **family** vision insurance premiums. The other respondents indicated that they either did not contribute any amount towards vision insurance premiums (11 respondents), or that there is an insurance benefit or discount included in the health plan (2 respondents), and one (1) respondent indicated that they offer vision insurance as part of a cafeteria plan.

The Village of Bartlett provides for a vision benefit as part of the employee's health plan options.

Sick Leave

The comparable communities responded that they provide between six (6) and twelve (12) sick days per year, with the average number of sick days provided at approximately (10.5). The Village offers employees twelve (12) sick days per year.

The survey also requested information regarding any retirement payout guidelines for unused sick time. Policies varied among the respondents. A few examples of the of the polices include unused hours being rolled over into a 457 plan and employees receiving a defined percentage payout.

Holidays and Personal Days

Holidays and personal days are compared together here because some communities may choose to offer more floating holidays and/or personal days, and fewer designated or recognized holidays.

The overall average number of personal days and/or floating holidays is (3.31) and the overall average number of designated or recognized holidays provided by the comparable communities is (9.6) for a combined total average number of days provided of (12.9). The Village of Bartlett offers a combined total of fourteen (14) holidays and personal days.

Vacation Days

At 1 year of service, Bartlett provides for ten (10) vacation days per year. The days provided by the survey respondents at one (1) year of service range from ten (10) to twelve (12), with (10.35) being the average.

At 5 years of service, Bartlett provides for ten (10) vacation days per year. The days provided by the survey respondents for five (5) years of service range from ten (10) to seventeen (17), with the average being (14.88).

At 10 years of service, Bartlett provides for fifteen (15) vacation days per year. The days provided by the survey respondents for ten (10) years of service range from fifteen (15) to twenty-two (22), with the average being (18.24).

At 15 years of service, Bartlett provides for twenty (20) vacation days per year. The days provided by the survey respondents for fifteen (15) years of service range from fifteen (15) to twenty-five (25), with the average being (20.82).

At 20 and 25 years of service, Bartlett provides for twenty-five (25) vacation days per year. The days provided by the survey respondents for twenty (20) and twenty-five (25) years of service range from twenty (20) to thirty (30), with the average at twenty (20) years of service being (23.18) and the average at twenty-five (25) years of service being (23.94).

Part Time Paid Time Off

The survey also requested information regarding paid time off benefits offered for part-time positions. Thirteen (13) of the respondents indicated that they do provide some type of time-off benefits for part-time employees on a prorated basis. The Village does not currently offer any time-off benefits for part-time employees.

Other Benefits

Finally, the survey requested information on other benefits including:

- Wellness Initiatives
- On-Call Pay
- Maternity/Paternity Leave
- Longevity Pay
- Stipends and Reimbursements
- Work from Home Options

Appendix D contains tables summarizing the detailed data collected in the benefits survey.

COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS

Development of the Compensation Plan

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve this goal, there must be a reasonable and widely accepted model of Job Factors upon which the Compensation Plan rests. Application of this model was the purpose of the Job Evaluation aspect of this Study. The Plan presented in this report is designed to accomplish the Study goals by:

- 1) Providing for equal compensation for work of equivalent job content and responsibility.
- 2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
- 3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

Compensation Plan Options for the Village's Consideration

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three (3) different Compensation Plans:

- 1) **Defined Increment Plan:** This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, they systematically advance through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
- 2) **Open Range Merit Plan:** This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by Village Administration.
- 3) **Blended Merit Plan:** This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with this method of compensation. Mid to lower-level positions may want the assurance of a defined salary increase based on satisfactory performance.

Each system provides for advantages and disadvantages which should be evaluated by the community to determine the most appropriate system to be established.

Recommendation: Open Range Merit Plan

MGT typically recommends the adoption of an Open Range Merit Plan. An Open Range Merit Plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the ranges based on an annual satisfactory performance evaluation, with the percentage of their increase determined by their supervisor and Village Administration.

The Open Range Merit Plan allows maximum flexibility for the Village relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. The Open Range Merit Plan would support the goal of recruiting, rewarding and retaining motivated, high-performing employees.

Proposed Compensation Plan and Structure

Within the market analysis, MGT refers to “percentiles” (for example: 50th, 60th, 65th, 75th and 80th percentiles). Percentiles indicate where salaries or salary ranges fall in comparison to the other salaries or salary ranges from the comparable communities. The 50th percentile is the median (or middle) of the data set. When a community is considering which percentile to compensate employees at, they are deciding where they want their employee salaries and salary ranges to fall within the market of comparable communities. For example, if a community selects the 50th percentile, that means they would be paying a fair market rate at the 50th percentile or middle of the comparable communities. If a community selects the 60th percentile, then the salary ranges would be 10% higher than the middle of the market.

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the Village. For the purposes of this study, the Village is considering a pay philosophy of compensating employees at the 60th percentile.

The next step in this process is to combine the Skill Levels included in Table 1 with the proposed salary ranges in Table 2. The Classification and Compensation Plan consists of thirteen (13) pay grades; one (1) being lowest and thirteen (13) being highest and is broken down into four (4) bands:

Grades 1 – 4:	Band A (Administrative and Technical Positions)
Grades 5 – 8:	Band B (Supervisors and Advanced Technical Positions)
Grades 9 – 11:	Band C (Senior Managers)
Grades 12 – 13:	Band D (Directors)

All proposed pay ranges are open ranges. There is a 5% gradation between the grades in Band B and Band C and there is a 10% gradation between the Grades in Band A and Band D. All proposed Grades have a 40% range spread from minimum to maximum.

Note: Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade. In this case, the starting compensation for employees in Grade 2 is 10% higher than Grade 1 and so on. The gradation will vary depending upon the relationship between the salary data for the grade, the number of grades in the compensation band and the established compensation range.

Table 1 combines all of the classification and compensation data at the 60th percentile.

Implementation and Administration of the Compensation Plan

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- 2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
- 3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the Village can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, MGT has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This decision is discretionary for the Village to adopt and only occurs once at implementation of the new Classification and Compensation Plan. If the Village wishes to consider implementation adjustments, MGT can provide examples of implementation options.

Employee Advancement through the Ranges

To implement the new Compensation Plan, MGT recommends that the starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:

- 1) Applicants with exceptional background and qualifications.
- 2) A promotion in which the employee's current compensation is higher than the minimum of the new range.
- 3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the Village's policies (if applicable). Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top-of-the-range (maximum) is typically done throughout the employee's tenure with the organization. Advancement through the range would be done on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Under an Open Range Merit Plan, movement through the range would be depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the Village.

The Village may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum compensation for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance evaluation each year. This payment should not be worked into the base salary but should be in the form of a lump sum payment that is a set amount calculated each year and is consistent for all affected employees.

It is recommended that the Village set aside funding for a performance-based increase for employees in this Plan. This funding would then serve as the pool for merit payments, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

Again, it should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this Plan. Equally, if not more important, is that supervisors are adequately trained to perform the formal performance evaluation process.

FUTURE ADMINISTRATION OF THE COMPENSATION PLAN

To maintain competitive salary levels, there should be an annual review of the Village's salary ranges. The communities used in the survey group for this Study have been determined to be comparable jurisdictions to the Village. Therefore, Bartlett can continue to use these jurisdictions as a comparable market survey group for annual salary comparison purposes until it is determined that they should be reevaluated. It is MGT's recommendation that an annual survey of these communities be conducted to determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The Village may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of MGT that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above-satisfactory performance of their job duties.

FUTURE ADMINISTRATION OF THE CLASSIFICATION PLAN

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into classifications. Instead, the Plan must be administered continually to adapt it to changing conditions.

Three (3) specific types of changes in the Plan itself are possible: elimination of a position, creation of a position, or a revision of a position.

- 1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
- 2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to ensure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.
- 3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and move up or down into a new classification.

All changes should be thoroughly evaluated in order to maintain the integrity of the classification relationships established in the Classification and Compensation Plan. Village Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the Village to grade a newly created or revised position. MGT provides scoring assistance in such cases in accordance with the Study contract.

DETERMINATION OF FAIR LABOR STANDARDS ACT DESIGNATION

The Fair Labor Standards Act (FLSA) imposes certain minimum wage and overtime pay requirements on employers for jobs that are covered under the Act. Most jobs, including the majority of public-sector jobs, are covered under the Act and entitled to overtime pay. But certain positions, mostly office jobs, are “exempt” from coverage under the Act and therefore not entitled to overtime pay.

Employers may misclassify employees as exempt (and therefore not entitled to overtime pay) because of a misunderstanding of the law or unfamiliarity with the rules. An incorrect determination regarding whether certain positions within an organization are entitled to overtime pay can subject an employer to back pay, penalties or fines from the Department of Labor. Thus, it is very important to make the proper determination regarding the status of each job within the organization, and whether that job is entitled to the rights and protections afforded to workers under the FLSA.

Before any determination can be made, it is important to become familiar with the many rules, regulations and exceptions contained in the Fair Labor Standards Act. These rules can be complex, and the determination regarding whether a particular position is covered by the Act is not always clear-cut. MGT began this study by having employees complete a questionnaire that has been designed to elicit responses from the employees regarding the types of duties they are required to perform on a regular basis (see Appendix A). The answers provided are generally sufficient for MGT to recommend if the position may or may not be exempt under the Act. MGT also gathered additional information during the employee interviews, including examples of the types of policies the employees had been involved in formulating, or whether the employees had significant input or sole discretion on things such as hiring, firing and discipline of other employees in their departments. Again, this information assisted MGT in making a recommendation as to whether a position may or may not be exempt under the Act.

It is important to note that the FLSA provides certain minimum standards that the employer must provide, and that cannot be waived or reduced by the nonexempt employee either individually or through a collective bargaining agreement. The employer can, of course, choose to also apply minimum wage and overtime pay requirements to otherwise exempt employees, or to exceed the minimum requirements for some or all of its employees by agreement.

While MGT completed a review of the positions covered in the study, MGT’s suggestions should be reviewed with the Town’s legal counsel for final determination as to whether the positions are exempt or not exempt under the Act.

Appreciation

MGT appreciated the opportunity to work with the Village of Bartlett on this Classification and Compensation Study. A special thank you to the employees for all of the information provided to allow for the analysis and to the Village Administration for the significant amount of work and support dedicated to the project.

Position:	Recommended Title:	Skill Level	MGT Proposed Grade	60th Percentile Salary Survey Data		CompAnalyst Matched Title	CompAnalyst Data (Chicago Metro/All Industry/100-200 employees)		Current Salary Range		Proposed Salary Range 60th Percentile		
Village Manager		785 - 885	14										
			14										
		745 +	13										
Chief of Police			13	146,611	195,165	Sheriff/Police Chief	120,200	135,000	145,959	195,312	142,450	199,430	
Finance Director (Acting)			13	135,702	194,779	Finance Director	178,900	241,500	145,959	195,312			
Human Resources Director			13	129,238	181,061	Human Resources Director	164,700	212,100	139,021	185,980			
Plan/Develop Services Director			13	134,829	187,442	Asst Development Svcs Director	155,600	193,500	145,959	195,312			
Public Works Director			13	139,956	194,652	Director of Public Works	131,600	168,800	145,959	195,312			
		705 - 740	12										
Assistant Village Administrator			12							129,269	172,896	129,500	181,300
Deputy Chief of Police			12	133,354	175,019					132,411	177,152		
IS Director			12	127,778	179,752	Information Systems Director	185,900	230,900	129,269	172,896			
		665 - 700	11	130,566	177,385								
Assistant Public Works Director			11	118,115	161,617					123,042	164,568	118,519	165,926
Building Official/Manager			11	103,863	152,431	Building Official	75,000	97,700	107,892	151,536			
Police Commander			11							123,042	164,568		
		625 - 660	10										
Assistant Finance Director			10	106,451	152,303	Finance Manager	124,000	157,000	107,892	151,536	112,875	158,025	
Village Engineer			10	120,997	172,960	City Engineer	119,300	142,100	102,766	144,355			
		585 - 620	9										
Police Sergeant			9	117,062	142,604	Police Sergeant	73,400	101,700	107,892	151,536	107,500	150,500	
Streets Supervisor			9	94,458	132,866					97,868	137,459		
Wastewater Supervisor			9			Water/Wastewater Proc Plant Supv	93,100	111,700	97,868	137,459			
Water Supervisor			9			Water/Wastewater Proc Plant Supv	93,100	111,700	97,868	137,459			
		545 - 580	8										
Asst to Village Adm/Deputy Clerk			8							89,650	125,918	90,063	126,089
Economic Development Coord	Economic Develop Manager		8	81,526	125,289	Business/Econ Development Rep II	83,500	117,000	102,766	144,355			
Food and Beverage Manager			8			Food & Beverage Manager	72,100	100,900	89,650	125,918			
Grounds/Golf Superintendent			8	86,766	134,000	Golf Superintendent	67,400	117,400	89,650	125,918			
Head Golf Professional			8	101,493	142,511	Head Golf Professional	52,500	75,800	89,650	125,918			
Police Records Supervisor			8	80,930	119,531					85,758	120,542		
		505 - 540	7										
Event Coordinator	Events Supervisor		7			Events Coordinator	53,100	71,200	59,360	86,477	85,775	120,084	
Head Chef			7			Head Chef	88,300	116,200	61,742	89,941			
Museum Director			7			Museum Curator- Higher Ed	60,300	84,900	75,055	109,324			
		465 - 500	6										
Building Inspector			6	73,460	105,100	Building Inspector	59,500	78,900	75,055	109,324	81,690	114,366	
Chief Accountant			6	84,627	117,883					85,758	120,542		
Electrical Inspector			6	78,461	106,690	Inspector of Wires	54,400	72,900	75,055	109,324			
GIS Administrator			6	84,792	115,615	GIS Administrator	82,800	104,800	78,813	114,755			
Golf Asst Superintendent*			6	79,763	106,350					59,360	86,477		
Permit Coordinator	Permit Supervisor		6			Permit Coordinator	43,000	58,900	68,066	99,154			
Plan Reviewer			6			Plan Reviewer	67,300	88,500	68,066	99,154			
Plumbing Inspector			6	73,520	104,625	Building Inspector/Plumber	60,700	79,700	75,055	109,324			
Senior Systems Administrator			6			Systems Administrator III	106,000	132,000	85,758	120,542			
Village Forester			6							78,813	114,755		
		425 - 460	5										
Accreditation Manager			5							68,066	99,154	77,800	108,920
Assistant Golf Pro			5							31,200	67,729		
Benefits Coordinator	Human Resources Generalist		5	71,670	104,171	Payroll & Benefits Coordinator	57,800	72,900	68,066	99,154			
Building Facilities Manager			5							n/a	n/a		
Civil Engineer			5	90,825	125,844	Civil Engineer I	74,900	91,800	85,758	120,542			
Comm Relations Coord/Comms Mgr			5	73,520	104,014					75,055	109,324		
Evid Prop Custodian/Court Liaison Off			5			Property and Evidence Clerk	44,000	62,000	59,360	86,477			
Executive Assistant			5	68,378	98,072	Executive Assistant I	68,200	88,100	71,512	104,107			

*Used Actual Salary data reported vs. Salary Range data

Position:	Recommended Title:	Skill Level	MGT Proposed Grade	60th Percentile Salary Survey Data		CompAnalyst Matched Title	CompAnalyst Data (Chicago Metro/All Industry/100-200 employees)		Current Salary Range		Proposed Salary Range 60th Percentile	
		385 - 420	4	59,864	91,617	Payroll Clerk III	60,400	75,600	61,742	89,941	68,547	95,965
Payroll Specialist			4			Mechanic Technician Senior	63,500	82,200	53,852	78,438		
Senior Grounds/Head Mechanic		345 - 380	3			Accountant I	60,800	73,700	68,066	99,154	62,315	87,241
Accountant			3	72,848	105,630				56,548	82,356		
Administrative Asst (Investigation)	Administrative Asst II		3	58,866	82,951				61,742	89,941		
Associate Planner			3	69,148	100,512				56,548	82,356		
Code Enforcement Officer			3			Code Enforcement Officer	47,300	65,500	56,548	82,356		
Community Service Officer			3	52,504	76,174				56,548	82,356		
Engineering Technician			3			Civil Engineering Technician I	48,400	71,000	71,512	104,107		
Municipal Svcs Representative II			3						56,548	82,356		
Permit Technician			3	61,360	83,984				68,066	99,154		
Police Records Clerk	Police Records Asst		3	50,389	71,459	Administrative Asst/Records Clerk	42,000	51,800	51,294	74,692		
Sous Chef			3			Sous Chef	48,000	64,400	31,200	67,729		
Utility Billing Coordinator			3	58,053	86,666				59,360	86,477		
		305 - 340	2			Accounts Payable Clerk I	45,100	54,900	53,852	78,438	56,650	79,310
Accounts Payable Clerk			2	54,766	82,951				56,548	82,356	29,05	40,67
Admin Assistant (Planning)	Administrative Asst I		2						59,360	86,477		
Admin Assistant (Police)	Administrative Asst I		2						56,548	82,356		
Admin Assistant (Public Works)	Administrative Asst I		2			Administrative Assistant I	43,000	53,200	56,548	82,356		
Community and Events Coord			2						59,360	86,477		
GIS Applications Specialist			2			GIS Technician I (Assoc Degree)	58,100	89,500	61,742	89,941		
Information Systems Technician			2			Info Systems Security Technician	68,000	84,100	64,835	94,430		
Permit Clerk			2			Licensing Clerk	40,100	49,900	53,852	78,438		
Utility Billing Clerk			2	55,523	78,843	Billing Clerk II	46,800	59,100	48,814	71,121		
Utility Billing Clerk (PT)			2						48,814	71,121		
		Up to 300	1						48,814	71,121	51,500	72,100
FOIA Officer	Police Records Clerk		1						48,814	71,121	26,41	36,97
Municipal Svcs Representative (PT/FT)			1									

*Used Actual Salary data reported vs. Salary Range data

60th Percentile - Proposed Pay Ranges		
Band A		
10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
1	51,500	72,100
2	56,650	79,310
3	62,315	87,241
4	68,547	95,965

Band B		
5% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
5	77,800	108,920
6	81,690	114,366
7	85,775	120,084
8	90,063	126,089

Band C		
5% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
9	107,500	150,500
10	112,875	158,025
11	118,519	165,926

Band D		
10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
12	129,500	181,300
13	142,450	199,430

APPENDIX A



EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

Village of Bartlett, IL

NAME:	DATE:
YEARS OF EXPERIENCE WITH EMPLOYER:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	DEPARTMENT:
NAME OF IMMEDIATE SUPERVISOR:	THEIR TITLE:

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete their section.

General Summary: In three or four sentences, please summarize the major purpose or primary function of your job.

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

If you do not have a job description available to review, please list your job duties. Try to place your duties in order of importance and group "like" tasks together (e.g., "clerical duties including word processing, opening mail, filing, etc." or "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc."). Job duties:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Feel free to add more numbers/duties if necessary.

FACTOR 1. Education & Training: In your opinion, what kind of education and training is necessary to perform your job?

- LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
- LEVEL 2: High school diploma (GED) or equivalent.
- LEVEL 3: High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
- LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- LEVEL 5: Completion of four-year college degree program.
- LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- LEVEL 7: Completion of graduate coursework equal to a Master's Degree or higher.

What specific degree/coursework is NECESSARY?

What specific degree/coursework is PREFERRED?

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list:

FACTOR 2. Years of Experience: How much previous work experience do you feel is necessary to perform your job?

- LEVEL 1: LEVEL 2: LEVEL 3: LEVEL 4: LEVEL 5:
- Less Than 1 Year 1 to 3 Years 4 to 6 Years 7 to 10 Years More than 10 Years

What is the minimum number of years required?

What specific experience is necessary?

FACTOR 3. Independent Judgment and Decision Making

Part 1: How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- LITTLE: Little discretion or independent judgment exercised.
- SOME: Some discretion or judgment exercised, but supervisor is normally available.
- OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.
- HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.
- VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

Part 2: If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.
- MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
- SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
- CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.

FACTOR 4. Responsibility for Policy Development: Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- LEVEL 1: Position involves only the execution of policies or use of existing procedures.
- LEVEL 2: May provide some input to supervisor when policies and procedures are updated.
- LEVEL 3: Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.
- LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.
- LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

FACTOR 5. Planning: How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.
 - LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.
 - LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).
 - LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).
 - LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).
-

FACTOR 6. Contacts with Others: In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.
- LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.
- LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and am authorized to make commitments of significant resources on behalf of the department.
- LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

With which external individuals or groups do you have the most contact?

FACTOR 7. Supervision Given:

Do you supervise or assign work to other employees? Yes No

If yes:

- LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?
- LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.
- LEVEL 3: Position is responsible for the direct and/or indirect supervision of two to five full time (or full time equivalent) employees.
- LEVEL 4: Position is responsible for the direct and/or indirect supervision of six to 15 full time (or full time equivalent) employees.
- LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.
- LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

FACTOR 8. Physical Demands: Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (Rarely, Occasionally or Daily)
Lifting to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 20-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 50+ pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Standing	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (Rarely, Occasionally or Daily)
Lighting-dimness or brightness		<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	
Heat	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Currents	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Violence	<input type="checkbox"/>	<input type="checkbox"/>	
Disease		<input type="checkbox"/>	<input type="checkbox"/>
Smoke	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

FACTOR 9. Use of Technology/Specialized Equipment: Please check the level of technology or specialized equipment use needed for you to perform your job.

- LEVEL 1: Position has no responsibility for, or use of, technology.
- LEVEL 2: Position has some basic use of computers for data entry and some use of the telephone, copier, etc.
- LEVEL 3: Position has daily use of computers for data entry and use of the telephone, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.
- LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.
- LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.
- LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.
- LEVEL 6: Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- LEVEL 7: Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

10. FLSA EXEMPT OR NON-EXEMPT DETERMINATION

Do you receive overtime or comp time for hours worked beyond your normal work week? Yes No

Is your position considered any one of the following: Executive, Administrative, Professional, or Computer? If so, please answer the questions in the applicable sections below. If not, please skip to Question 11.

Please answer for only one category:

A. Executive

	No	Yes	Unsure
Are you paid the equivalent of at least \$684 per week on a salary basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your primary duty managing the department or unit of a local government? Percent of time spent managing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you customarily direct the work of two or more other employees (or the equivalent of two or more, e.g., 4 part-timers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the ability to hire and fire, or do your recommendations carry significant weight even if you are unauthorized to make the final decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Administrative

	No	Yes	Unsure
Are you paid the equivalent of at least \$684 per week on a salary basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a "staff" position where your primary duty is performing office or non-manual work directly related to the management or general operations of the organization, division or unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you exercise discretion and independent judgment with respect to matters of significance, have the authority to formulate/interpret policy, and have a high level of operational responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Professional

	No	Yes	Unsure
Are you paid the equivalent of at least \$684 per week on a salary basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your primary duty include the performance of work that requires advanced knowledge in a field of science or learning that is customarily acquired by a prolonged course of specialized instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a specialized advanced degree a prerequisite for your job? If yes, what is the degree or certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Computer	No	Yes	Unsure
Are you paid the equivalent of at least \$684 per week on a salary basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your primary duties involve:			
The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on or related to user or system design specifications; OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The design, documentation, testing, creation or modification of computer programs related to organizational operating systems; OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A combination of the aforementioned duties, the performance of which requires the same level of skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Comments/Additional Information: Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with the file name of "JobTitle.LastName.FirstName" and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

EMPLOYEE'S SIGNATURE OR TYPED NAME

DATE

IMPORTANT DATES:

December 18 through January 6

Employees complete and submit the JAQs to their Supervisors. Please save file as follows: JobTitle.LastName.FirstName.

January 6 through January 13

Supervisors and Department Heads review and then submit the JAQs to Human Resources.

January 13 through January 17

Human Resources/City Administration reviews and then submits the JAQs to MGT.

Weeks of January 27 and February 3

MGT conducts virtual interviews with employees

MGT USE ONLY:

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire. The intent of this section is informational for MGT use only and not intended for distribution.**

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.
2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.
3. How long has this employee worked for you?
4. Additional comments from the employee's immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to Village Administration. If using a printed copy of this form, sign and date it before forwarding.

SUPERVISOR'S SIGNATURE OR TYPED NAME _____
DATE

If Supervisor isn't Department Head, Department Head should review this form as well.

- I have read the above and substantially concur.
- I have read the above and have the following comments:

Type your name and the date below, and then email this form to the [ORG] Administration. If using a printed copy of this form, sign and date it before forwarding.

DEPARTMENT HEAD SIGNATURE OR TYPED NAME _____
DATE

APPENDIX B

1. Equalized Assessed Valuation: Maximum 20 Points						
4,527.57 Million						
Factor	Minimum Range			Maximum Range		Points
1.50	3,018.38	4,527.57		4,527.57	6,791.35	20
2.00	2,263.78	3,018.37		6,791.36	9,055.13	15
2.50	1,811.03	2,263.77		9,055.14	11,318.92	10
3.00	1,509.19	1,811.02		11,318.93	13,582.70	5
All Others						0
2. Per Capita Income: Maximum 15 Points						
44,559						
Factor	Minimum Range			Maximum Range		Points
1.50	29,706	44,559		44,559	66,839	15
2.00	22,280	29,705		66,840	89,118	11
2.50	17,824	22,279		89,119	111,398	7
3.00	14,853	17,823		111,399	133,677	3
All Others						0
3. Population: Maximum 15 Points						
41,105						
Factor	Minimum Range			Maximum Range		Points
1.50	27,403	41,105		41,105	61,658	15
2.00	20,553	27,402		61,659	82,210	11
2.50	16,442	20,552		82,211	102,763	7
3.00	13,702	16,441		102,764	123,315	3
All Others						0
4. Total Expenditures: Maximum 10 Points						
59.65 Million						
Factor	Minimum Range			Maximum Range		Points
1.50	39.77	59.65		59.65	89.48	10
2.00	29.83	39.76		89.49	119.31	7
2.50	23.86	29.82		119.32	149.13	4
3.00	19.88	23.85		149.14	178.96	2
All Others						0
5. Number of Full Time Employees: Maximum 10 Points						
167						
Factor	Minimum Range			Maximum Range		Points
1.50	111	167		167	251	10
2.00	84	110		252	334	7
2.50	67	83		335	418	4
3.00	56	66		419	501	2
All Others						0

6. State Sales Tax: Maximum 10 Points						
3.95 Million						
	Minimum Range			Maximum Range		Points
1.50	2.63	3.95		3.95	5.92	10
2.00	1.97	2.62		5.93	7.90	7
2.50	1.58	1.96		7.91	9.87	4
3.00	1.32	1.57		9.88	11.85	2
All Others						0
7. Property Tax Revenue: Maximum 10 Points						
9.07 Million						
Factor	Minimum Range			Maximum Range		Points
1.50	6.05	9.07		9.07	13.60	10
2.00	4.53	6.04		13.61	18.14	7
2.50	3.63	4.52		18.15	22.67	4
3.00	3.02	3.62		22.68	27.21	2
All Others						0
8. Proximity to: Bartlett Maximum 10 Points						
						Points
	0.00	to	9.90	Miles		10
	10.00	to	19.90	Miles		7
	20.00	to	29.90	Miles		4
	All Others					2
Initial screen:						
Illinois communities with population between 15,000 and 115,000 in DuPage, Lake, Kane and Cook counties within 40 miles of Bartlett.						
Sources:						
(1) Illinois Comptroller Website - Local Government Data Warehouse						
(2) US Census Bureau: Population and Per Capita Income						
(3) Google Maps: Proximity						

Village of Bartlett, IL
 Comparable Community Analysis - All sorted by Name

Municipality	EAV (million)	Max. Points	Per Capita Income	Max. Points	Population	Max. Points	Total Expend. (million)	Max. Points	Total Full Time Employees	Max. Points	State Sales Tax (million)	Max. Points	Property Tax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Bartlett	4,527.57	20	44,559	15	41,105	15	59.65	10	167	10	3.95	10	9.07	10	0.0	10	100
Addison	1,530.50	5	37,451	15	88,351	7	90.38	7	250	10	14.02	2	10.38	10	14.8	7	63
Algonquin	1,221.90	0	54,019	15	29,700	15	61.21	10	146	10	9.78	4	6.59	10	17.1	7	71
Antioch	422.95	0	45,882	15	14,622	3	29.17	4	72	4	4.89	10	3.69	4	38.6	2	42
Arlington Heights	3,724.87	20	58,712	15	77,676	11	178.68	2	422	2	15.41	2	24.79	2	19.3	7	61
Batavia	1,278.11	0	52,850	15	26,098	11	101.32	7	170	10	6.94	7	8.56	10	16.1	7	67
Bellwood	253.19	0	29,353	11	18,789	7	56.31	10	114	10	1.24	0	11.95	10	22.6	4	52
Bensenville	678.54	0	33,311	15	18,813	7	53.75	10	113	10	7.50	7	5.66	7	18.0	7	63
Berwyn	775.14	0	31,736	15	57,250	15	149.11	4	416	4	0.00	0	20.34	7	28.4	4	49
Bloomington	3,036.98	20	50,703	15	22,382	11	45.63	10	134	10	10.27	2	3.13	2	6.5	10	80
Bolingbrook	2,587.00	15	40,369	15	73,922	11	154.25	2	325	7	43.47	2	10.34	10	32.9	2	64
Bridgeview	495.54	0	27,322	11	17,027	7	68.73	10	113	10	0.67	0	4.01	4	34.7	2	44
Brookfield	543.57	0	46,739	15	19,476	7	45.13	10	104	7	3.35	10	9.38	10	26.3	4	63
Buffalo Grove	1,911.43	10	58,715	15	43,212	15	100.25	7	218	10	10.50	2	16.72	7	26.2	4	70
Burbank	491.01	0	32,291	15	29,439	15	40.84	10	109	7	4.29	10	2.51	0	38.0	2	59
Carol Stream	1,562.97	5	43,756	15	39,854	15	62.79	10	149	10	10.14	2	3.93	4	8.0	10	71
Carpentersville	804.20	0	30,788	15	37,983	15	64.43	10	160	10	7.77	7	11.77	10	13.0	7	74
Chicago Ridge	321.50	0	28,196	11	14,433	3	29.28	4	81	4	7.13	7	5.70	7	37.0	2	38
Cicero	No Data	0	23,597	11	85,268	7	No data	0	No Data	0	No data	0	No data	0	30.4	2	20
Darien	1,033.30	0	55,911	15	22,011	11	32.76	7	65	2	7.39	7	2.41	0	31.0	2	44
Deerfield	1,520.21	5	92,981	7	19,196	7	53.73	10	120	10	5.54	10	4.22	4	39.2	2	55
Des Plaines	2,703.74	15	42,057	15	60,675	15	172.69	2	323	7	15.73	2	24.53	2	27.2	4	62
Downers Grove	2,961.32	15	63,831	15	50,247	15	166.54	2	314	7	14.72	2	16.98	7	24.2	4	67
Elgin	3,563.35	20	35,037	15	114,797	3	280.40	2	691	2	25.62	2	42.23	2	6.9	10	56
Elk Grove Village	2,568.76	15	44,953	15	32,812	15	155.05	2	321	7	17.17	2	16.67	7	13.6	7	70
Elmhurst	322.63	0	73,045	11	45,786	15	122.02	4	286	7	17.00	2	13.54	10	18.1	7	56
Elmwood Park	628.76	0	38,285	15	24,521	11	53.24	10	124	10	3.89	10	10.55	10	24.6	4	70
Evanston	3,750.67	20	63,888	15	78,110	11	295.18	2	748	2	10.40	2	32.97	2	37.4	2	56
Evergreen Park	433.38	0	41,521	15	19,943	7	50.74	10	139	10	8.30	4	6.43	10	39.8	2	58
Franklin Park	1,069.33	0	29,496	11	18,467	7	72.88	10	134	10	2.44	7	16.01	7	20.8	4	56
Geneva	1,238.43	0	67,737	11	21,393	11	82.72	10	143	10	6.50	7	5.78	7	13.8	7	63
Glen Ellyn	1,621.13	5	72,404	11	28,846	15	75.14	10	133	10	5.01	10	8.49	10	13.2	7	78
Glendale Heights	3,185.89	20	33,289	15	33,176	15	61.72	10	191	10	8.88	4	6.25	10	10.1	7	91
Glenview	3,728.54	20	75,876	11	48,705	15	165.99	2	274	7	23.72	2	16.07	7	29.7	4	68
Grayslake	727.56	0	53,486	15	21,248	11	33.62	7	91	7	1.54	2	2.91	0	32.9	2	44
Hanover Park	464.11	0	29,940	15	37,470	15	78.17	10	206	10	10.52	2	12.02	10	3.4	10	72
Hickory Hills	304.39	0	34,962	15	14,505	3	18.68	0	65	2	2.28	7	2.42	0	36.1	2	29
Hinsdale	2,149.18	10	128,458	3	17,395	7	38.18	7	106	7	4.68	10	8.61	10	25.4	4	58
Hoffman Estates	1,902.75	10	45,302	15	52,530	15	149.39	2	388	4	9.91	2	24.46	2	9.8	10	60
Huntley	1,232.12	0	43,852	15	27,740	15	44.68	10	106	7	5.78	10	4.81	7	23.5	4	68
La Grange	982.40	0	71,259	11	16,321	3	30.57	7	87	7	2.91	10	8.52	10	26.7	4	52
Lake Zurich	939.32	0	59,566	15	19,759	7	61.03	10	172	10	8.09	4	8.95	10	18.6	7	63
Lemont	979.93	0	53,286	15	17,629	7	26.52	4	71	4	3.53	10	4.40	4	36.4	2	46
Lisle	1,205.26	0	60,143	15	24,223	11	36.33	7	90	7	6.94	7	4.59	7	25.6	4	58
Lombard	1,881.68	10	47,178	15	44,476	15	144.94	4	231	10	13.54	2	12.18	10	18.5	7	73
Maywood	253.18	0	26,418	11	23,512	11	57.84	10	137	10	2.71	10	24.74	2	24.5	4	58
Melrose Park	756.32	0	27,791	11	24,796	11	105.20	7	226	10	24.84	2	17.77	7	21.8	4	52
Montgomery	588.63	0	34,600	15	20,262	7	45.13	10	74	4	5.96	7	2.43	0	27.0	4	47
Morton Grove	878.61	0	44,926	15	25,297	11	52.71	10	165	10	5.55	10	10.58	10	32.3	2	68
Mount Prospect	1,991.34	10	47,614	15	56,852	15	127.25	4	300	7	30.10	2	16.34	7	21.6	4	64
Mundelein	975.71	0	44,747	15	31,560	15	54.83	10	180	10	6.17	7	9.73	10	31.8	2	69

Village of Bartlett, IL
 Comparable Community Analysis - All sorted by Name

Municipality	EAV (million)	Max. Points	Per Capita Income	Max. Points	Population	Max. Points	Total Expend. (million)	Max. Points	Total Full Time Employees	Max. Points	State Sales Tax (million)	Max. Points	Property Tax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Bartlett	4,527.57	20	44,559	15	41,105	15	59.65	10	167	10	3.95	10	9.07	10	0.0	10	100
Niles	1,585.23	5	39,419	15	30,912	15	97.15	7	240	10	18.78	2	11.52	10	30.2	2	66
Norridge	621.61	0	45,038	15	15,251	3	25.50	4	66	2	4.97	10	2.49	0	28.2	4	38
North Aurora	705.86	0	49,621	15	18,261	7	25.39	4	70	4	7.15	7	2.57	0	20.4	4	41
Northbrook	3,206.34	20	83,750	11	35,222	15	117.39	7	275	7	15.20	2	8.85	10	29.2	4	76
Oak Lawn	1,193.37	0	38,432	15	58,362	15	181.71	2	336	4	14.35	2	14.46	7	37.4	2	47
Oak Park	1,830.65	10	66,755	15	54,583	15	143.84	4	376	4	8.33	4	32.09	2	27.8	4	58
Palatine	2,263.18	10	49,351	15	67,908	11	122.05	4	330	7	14.88	2	20.60	7	18.8	7	63
Palos Hills	359.16	0	39,791	15	18,530	7	23.29	2	74	4	2.07	7	2.40	0	36.8	2	37
Park Ridge	1,998.50	10	69,765	11	39,656	15	79.14	10	229	10	5.68	10	10.43	10	26.9	4	80
Prospect Heights	516.92	0	45,909	15	16,058	3	19.34	0	42	0	1.73	4	0.44	0	22.5	4	26
Rolling Meadows	3,005.37	15	44,124	15	24,200	11	80.39	10	168	10	4.29	10	12.17	10	17.1	7	88
Roselle	893.18	0	49,099	15	22,897	11	49.10	10	113	10	0.89	0	6.33	10	7.2	10	66
Round Lake	418.50	0	36,959	15	27,252	11	22.10	2	51	0	1.06	0	4.24	4	30.6	2	34
Round Lake Beach	460.55	0	30,790	15	27,252	11	28.89	4	75	4	5.17	10	3.19	2	32.0	2	48
Saint Charles	1,772.74	5	59,060	15	33,081	15	171.63	2	259	7	19.30	2	14.56	7	11.2	7	60
Schaumburg	4,210.90	20	46,922	15	78,723	11	282.72	2	494	2	42.21	2	19.30	7	9.2	10	69
Skokie	2,630.00	15	43,338	15	67,824	11	155.60	2	458	2	18.40	2	6.06	10	35.0	2	59
South Elgin	934.49	0	49,615	15	23,865	11	45.26	10	90	7	5.66	10	7.57	10	5.8	10	73
Streamwood	1,011.07	0	36,515	15	39,577	15	65.43	10	197	10	9.78	4	12.28	10	5.1	10	74
Vernon Hills	1,387.61	0	58,875	15	26,850	11	45.19	10	112	10	17.75	2	0.00	0	31.5	2	50
Villa Park	753.89	0	41,151	15	22,263	11	52.82	10	133	10	6.90	7	4.08	4	19.4	7	64
West Chicago	872.30	0	36,092	15	25,614	11	48.25	10	122	10	5.36	10	4.40	4	9.0	10	70
Westchester	602.14	0	50,889	15	16,892	7	45.00	10	104	7	1.70	4	6.47	10	23.6	4	57

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Village of Bartlett, IL
 Comparable Communities - All Sorted by Score

Municipality	EAV (million)	Max. Points	Per Capita Income	Max. Points	Population	Max. Points	Total Expend. (million)	Max Points	Total Full Time Employees	Max. Points	State Sales Tax (million)	Max. Points	Property Tax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Bartlett	4,527.57	20	44,559	15	41,105	15	59.65	10	167	10	3.95	10	9.07	10	0.0	10	100
Glendale Heights	3,185.89	20	33,289	15	33,176	15	61.72	10	191	10	8.88	4	6.25	10	10.1	7	91
Rolling Meadows	3,005.37	15	44,124	15	24,200	11	80.39	10	168	10	4.29	10	12.17	10	17.1	7	88
Bloomington	3,036.98	20	55,073	15	22,382	11	45.63	10	134	10	10.27	2	3.13	2	6.5	10	80
Park Ridge	1,998.50	10	69,765	11	39,656	15	79.14	10	229	10	5.68	10	10.43	10	26.9	4	80
Glen Ellyn	1,621.13	5	72,404	11	28,846	15	75.14	10	133	10	5.01	10	8.49	10	13.2	7	78
Northbrook	3,206.34	20	83,750	11	35,222	15	117.39	7	275	7	15.20	2	8.85	10	29.2	4	76
Carpentersville	804.20	0	30,788	15	37,983	15	64.43	10	160	10	7.77	7	11.77	10	13.0	7	74
Streamwood	1,011.07	0	36,515	15	39,577	15	65.43	10	197	10	9.78	4	12.28	10	5.1	10	74
Lombard	1,881.68	10	47,178	15	44,476	15	144.94	4	231	10	13.54	2	12.18	10	18.5	7	73
South Elgin	934.49	0	49,615	15	23,865	11	45.26	10	90	7	5.66	10	7.57	10	5.8	10	73
Hanover Park	464.11	0	29,940	15	37,470	15	78.17	10	206	10	10.52	2	12.02	10	3.4	10	72
Algonquin	1,221.90	0	54,019	15	29,700	15	61.21	10	146	10	9.78	4	6.59	10	17.1	7	71
Carol Stream	1,562.97	5	43,756	15	39,854	15	62.79	10	149	10	10.14	2	3.93	4	8.0	10	71
Buffalo Grove	1,911.43	10	58,715	15	43,212	15	100.25	7	218	10	10.50	2	16.72	7	26.2	4	70
Elk Grove Village	2,568.76	15	44,953	15	32,812	15	155.05	2	321	7	17.17	2	16.67	7	13.6	7	70
Elmwood Park	628.76	0	38,285	15	24,521	11	53.24	10	124	10	3.89	10	10.55	10	24.6	4	70
West Chicago	872.30	0	36,092	15	25,614	11	48.25	10	122	10	5.36	10	4.40	4	9.0	10	70
Mundelein	975.71	0	44,747	15	31,560	15	54.83	10	180	10	6.17	7	9.73	10	31.8	2	69
Schaumburg	4,210.90	20	46,922	15	78,723	11	282.72	2	494	2	42.21	2	19.30	7	9.2	10	69
Glenview	3,728.54	20	75,876	11	48,705	15	165.99	2	274	7	23.72	2	16.07	7	29.7	4	68
Huntley	1,232.12	0	43,852	15	27,740	15	44.68	10	106	7	5.78	10	4.81	7	23.5	4	68
Morton Grove	878.61	0	44,926	15	25,297	11	52.71	10	165	10	5.55	10	10.58	10	32.3	2	68
Batavia	1,278.11	0	52,850	15	26,098	11	101.32	7	170	10	6.94	7	8.56	10	16.1	7	67
Downers Grove	2,961.32	15	63,831	15	50,247	15	166.54	2	314	7	14.72	2	16.98	7	24.2	4	67
Niles	1,585.23	5	39,419	15	30,912	15	97.15	7	240	10	18.78	2	11.52	10	30.2	2	66
Roselle	893.18	0	49,099	15	22,897	11	49.10	10	113	10	0.89	0	6.33	10	7.2	10	66
Bolingbrook	2,587.00	15	40,369	15	73,922	11	154.25	2	325	7	43.47	2	10.34	10	32.9	2	64
Mount Prospect	1,991.34	10	47,614	15	56,852	15	127.25	4	300	7	30.10	2	16.34	7	21.6	4	64
Villa Park	753.89	0	41,151	15	22,263	11	52.82	10	133	10	6.90	7	4.08	4	19.4	7	64
Addison	1,530.50	5	37,451	15	88,351	7	90.38	7	250	10	14.02	2	10.38	10	14.8	7	63
Bensenville	678.54	0	33,311	15	18,813	7	53.75	10	113	10	7.50	7	5.66	7	18.0	7	63
Brookfield	543.57	0	46,739	15	19,476	7	45.13	10	104	7	3.35	10	9.38	10	26.3	4	63
Geneva	1,238.43	0	67,737	11	21,393	11	82.72	10	143	10	6.50	7	5.78	7	13.8	7	63
Lake Zurich	939.32	0	59,566	15	19,759	7	61.03	10	172	10	8.09	4	8.95	10	18.6	7	63
Palatine	2,263.18	10	49,351	15	67,908	11	122.05	4	330	7	14.88	2	20.60	7	18.8	7	63
Des Plaines	2,703.74	15	42,057	15	60,675	15	172.69	2	323	7	15.73	2	24.53	2	27.2	4	62
Arlington Heights	3,724.87	20	58,712	15	77,676	11	178.68	2	422	2	15.41	2	24.79	2	19.3	7	61
Hoffman Estates	1,902.75	10	45,302	15	52,530	15	149.39	2	388	4	9.91	2	24.46	2	9.8	10	60
Saint Charles	1,772.74	5	59,060	15	33,081	15	171.63	2	259	7	19.30	2	14.56	7	11.2	7	60
Burbank	491.01	0	32,291	15	29,439	15	40.84	10	109	7	4.29	10	2.51	0	38.0	2	59
Skokie	2,630.00	15	43,338	15	67,824	11	155.60	2	458	2	18.40	2	6.06	10	35.0	2	59
Evergreen Park	433.38	0	41,521	15	19,943	7	50.74	10	139	10	8.30	4	6.43	10	39.8	2	58
Hinsdale	2,149.18	10	128,458	3	17,395	7	38.18	7	106	7	4.68	10	8.61	10	25.4	4	58
Lisle	1,205.26	0	60,143	15	24,223	11	36.33	7	90	7	6.94	7	4.59	7	25.6	4	58
Maywood	253.18	0	26,418	11	23,512	11	57.84	10	137	10	2.71	10	24.74	2	24.5	4	58
Oak Park	1,830.65	10	66,755	15	54,583	15	143.84	4	376	4	8.33	4	32.09	2	27.8	4	58
Westchester	602.14	0	50,889	15	16,892	7	45.00	10	104	7	1.70	4	6.47	10	23.6	4	57
Elgin	3,563.35	20	35,037	15	114,797	3	280.40	2	691	2	25.62	2	42.23	2	6.9	10	56
Elmhurst	322.63	0	73,045	11	45,786	15	122.02	4	286	7	17.00	2	13.54	10	18.1	7	56
Evanston	3,750.67	20	63,888	15	78,110	11	295.18	2	748	2	10.40	2	32.97	2	37.4	2	56

Village of Bartlett, IL
 Comparable Communities - All Sorted by Score

Municipality	EAV (million)	Max. Points	Per Capita Income	Max. Points	Population	Max. Points	Total Expend. (million)	Max. Points	Total Full Time Employees	Max. Points	State Sales Tax (million)	Max. Points	Property Tax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Bartlett	4,527.57	20	44,559	15	41,105	15	59.65	10	167	10	3.95	10	9.07	10	0.0	10	100
Franklin Park	1,069.33	0	29,496	11	18,467	7	72.88	10	134	10	2.44	7	16.01	7	20.8	4	56
Deerfield	1,520.21	5	92,981	7	19,196	7	53.73	10	120	10	5.54	10	4.22	4	39.2	2	55
Bellwood	253.19	0	29,353	11	18,789	7	56.31	10	114	10	1.24	0	11.95	10	22.6	4	52
La Grange	982.40	0	71,259	11	16,321	3	30.57	7	87	7	2.91	10	8.52	10	26.7	4	52
Melrose Park	756.32	0	27,791	11	24,796	11	105.20	7	226	10	24.84	2	17.77	7	21.8	4	52
Vernon Hills	1,387.61	0	58,875	15	26,850	11	45.19	10	112	10	17.75	2	0.00	0	31.5	2	50
Berwyn	775.14	0	31,736	15	57,250	15	149.11	4	416	4	0.00	0	20.34	7	28.4	4	49
Round Lake Beach	460.55	0	30,790	15	27,252	11	28.89	4	75	4	5.17	10	3.19	2	32.0	2	48
Montgomery	588.63	0	34,600	15	20,262	7	45.13	10	74	4	5.96	7	2.43	0	27.0	4	47
Oak Lawn	1,193.37	0	38,432	15	58,362	15	181.71	2	336	4	14.35	2	14.46	7	37.4	2	47
Lemont	979.93	0	53,286	15	17,629	7	26.52	4	71	4	3.53	10	4.40	4	36.4	2	46
Bridgeview	495.54	0	27,322	11	17,027	7	68.73	10	113	10	0.67	0	4.01	4	34.7	2	44
Darien	1,033.30	0	55,911	15	22,011	11	32.76	7	65	2	7.39	7	2.41	0	31.0	2	44
Grayslake	727.56	0	53,486	15	21,248	11	33.62	7	91	7	1.54	2	2.91	0	32.9	2	44
Antioch	422.95	0	45,882	15	14,622	3	29.17	4	72	4	4.89	10	3.69	4	38.6	2	42
North Aurora	705.86	0	49,621	15	18,261	7	25.39	4	70	4	7.15	7	2.57	0	20.4	4	41
Chicago Ridge	321.50	0	28,196	11	14,433	3	29.28	4	81	4	7.13	7	5.70	7	37.0	2	38
Norridge	621.61	0	45,038	15	15,251	3	25.50	4	66	2	4.97	10	2.49	0	28.2	4	38
Palos Hills	359.16	0	39,791	15	18,530	7	23.29	2	74	4	2.07	7	2.40	0	36.8	2	37
Round Lake	418.50	0	36,959	15	27,252	11	22.10	2	51	0	1.06	0	4.24	4	30.6	2	34
Hickory Hills	304.39	0	34,962	15	14,505	3	18.68	0	65	2	2.28	7	2.42	0	36.1	2	29
Prospect Heights	516.92	0	45,909	15	16,058	3	19.34	0	42	0	1.73	4	0.44	0	22.5	4	26
Cicero	No Data	0	23,597	11	85,268	7	No data	0	No Data	0	No data	0	No data	0	30.4	2	20

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Village of Bartlett, IL
 Comparable Communities - 70+ Score

Municipality	EAV (million)	Max. Points	Per Capita Income	Max. Points	Population	Max. Points	Total Expend. (million)	Max. Points	Total Full Time Employees	Max. Points	State Sales Tax (million)	Max. Points	Property Tax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Bartlett	4,527.57	20	44,559	15	41,105	15	59.65	10	167	10	3.95	10	9.07	10	0.0	10	100
Glendale Heights	3,185.89	20	33,289	15	33,176	15	61.72	10	191	10	8.88	4	6.25	10	10.1	7	91
Rolling Meadows	3,005.37	15	44,124	15	24,200	11	80.39	10	168	10	4.29	10	12.17	10	17.1	7	88
Bloomington	3,036.98	20	55,073	15	22,382	11	45.63	10	134	10	10.27	2	3.13	2	6.5	10	80
Park Ridge	1,998.50	10	69,765	11	39,656	15	79.14	10	229	10	5.68	10	10.43	10	26.9	4	80
Glen Ellyn	1,621.13	5	72,404	11	28,846	15	75.14	10	133	10	5.01	10	8.49	10	13.2	7	78
Northbrook	3,206.34	20	83,750	11	35,222	15	117.39	7	275	7	15.20	2	8.85	10	29.2	4	76
Carpentersville	804.20	0	30,788	15	37,983	15	64.43	10	160	10	7.77	7	11.77	10	13.0	7	74
Streamwood	1,011.07	0	36,515	15	39,577	15	65.43	10	197	10	9.78	4	12.28	10	5.1	10	74
Lombard	1,881.68	10	47,178	15	44,476	15	144.94	4	231	10	13.54	2	12.18	10	18.5	7	73
South Elgin	934.49	0	49,615	15	23,865	11	45.26	10	90	7	5.66	10	7.57	10	5.8	10	73
Hanover Park	464.11	0	29,940	15	37,470	15	78.17	10	206	10	10.52	2	12.02	10	3.4	10	72
Algonquin	1,221.90	0	54,019	15	29,700	15	61.21	10	146	10	9.78	4	6.59	10	17.1	7	71
Carol Stream	1,562.97	5	43,756	15	39,854	15	62.79	10	149	10	10.14	2	3.93	4	8.0	10	71
Buffalo Grove	1,911.43	10	58,715	15	43,212	15	100.25	7	218	10	10.50	2	16.72	7	26.2	4	70
Elk Grove Village	2,568.76	15	44,953	15	32,812	15	155.05	2	321	7	17.17	2	16.67	7	13.6	7	70
Elmwood Park	628.76	0	38,285	15	24,521	11	53.24	10	124	10	3.89	10	10.55	10	24.6	4	70
West Chicago*	872.30	0	36,092	15	25,614	11	48.25	10	122	10	5.36	10	4.40	4	9.0	10	70
Schaumburg*	4,210.90	20	46,922	15	78,723	11	282.72	2	494	2	42.21	2	19.30	7	9.2	10	69
Roselle*	893.18	0	49,099	15	22,897	11	49.10	10	113	10	0.89	0	6.33	10	7.2	10	66
Elgin*	3,563.35	20	35,037	15	114,797	3	280.40	2	691	2	25.62	2	42.23	2	6.9	10	56

*Added due to proximity

APPENDIX C

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Assistant Village Administrator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Deputy Village Manager	142,114	195,906	178,601
Bloomington	Asst Village Admin/HR Director	109,324	167,190	134,617
Carol Stream	Assistant Village Administrator	131,613	187,349	180,024
Carpentersville	n/a			
Elgin	Assistant City Manager	135,865	182,073	182,073
Elk Grove Village	Deputy Village Manager	149,609	203,042	184,875
Elmwood Park	Assistant Village Manager			133,250
Glendale Heights	Assistant Village Administrator	128,315	158,642	
Hanover Park	Deputy Village Manager	134,330	194,779	145,000
Lombard	Deputy Village Manager	147,465	200,510	183,426
Northbrook	Deputy Village Manager		197,500	180,000
Rolling Meadows	Community Dev Dir/ACM	147,120	194,924	158,568
Roselle	Assistant Village Administrator	113,362	173,649	125,915
Schaumburg	Assistant Village Manager	195,079	282,865	238,972
South Elgin	Dir Admin Svcs & Deputy VM	143,339	178,120	
Streamwood	Asst Village Manager	127,778	185,907	170,224
Village of Bartlett	Assistant Village Administrator	129,269	172,896	172,896
Range Data				
Average		138,870	193,033	168,888
50th Percentile		135,865	191,064	178,601
60th Percentile		142,359	194,895	180,005
65th Percentile		143,094	195,366	180,019
70th Percentile		144,851	196,066	180,844
75th Percentile		147,120	197,102	182,073
80th Percentile		147,327	198,704	182,885

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Economic Development Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Economic & Comm Dev Dir	103,084	157,580	160,492
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	Economic Development Dir	135,865	182,073	182,073
Elk Grove Village	Dir Business Dev & Marketing	128,237	175,257	135,995
Elmwood Park	n/a			
Glendale Heights	Dir Community Development	122,762	161,741	
Hanover Park	Economic Dev Coordinator	84,185	122,067	92,408
Lombard	n/a			
Northbrook	n/a			
Rolling Meadows	Business Development Mgr	80,862	138,177	138,177
Roselle	Economic Dev Coordinator	65,572	98,126	88,381
Schaumburg	Dir Economic Development	150,018	217,526	183,772
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Economic Dev Coordinator	102,766	144,355	144,355
Range Data				
Average		108,823	156,568	140,185
50th Percentile		112,923	159,660	138,177
60th Percentile		123,857	164,444	151,566
65th Percentile		125,773	169,175	158,261
70th Percentile		127,689	173,905	164,808
75th Percentile		130,144	176,961	171,283
80th Percentile		132,814	179,347	177,757

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Economic Development Coordinator (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Economic & Comm Dev Dir			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	Economic Development Dir			
Elk Grove Village	Dir Business Dev & Marketing			
Elmwood Park	n/a			
Glendale Heights	Dir Community Development			
Hanover Park	Economic Dev Coordinator	84,185	122,067	92,408
Lombard	n/a			
Northbrook	n/a			
Rolling Meadows	Business Development Mgr	80,862	138,177	138,177
Roselle	Economic Dev Coordinator	65,572	98,126	88,381
Schaumburg	Dir Economic Development			
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Economic Dev Coordinator	102,766	144,355	144,355
Range Data				
Average		76,873	119,457	106,322
50th Percentile		80,862	122,067	92,408
60th Percentile		81,526	125,289	101,562
65th Percentile		81,859	126,900	106,139
70th Percentile		82,191	128,511	110,716
75th Percentile		82,523	130,122	115,293
80th Percentile		82,856	131,733	119,869

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Community Relations Coordinator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	EA to Vllg Pres/Comm Relations	60,590	92,726	78,249
Carol Stream	PT Comms Coord (range is annualized)	64,667	64,667	40,417
Carpentersville	Community Dev Coordinator			91,707
Elgin	Comms & Engagement Director	129,396	173,403	157,282
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	Public Affairs Manager	65,811	96,034	96,034
Hanover Park	n/a			
Lombard	Communications Coordinator	73,520	102,450	88,846
Northbrook	Communications Manager	100,000	153,500	107,625
Rolling Meadows	Assistant to the City Manager	80,862	138,177	100,819
Roselle	Community Relations Coord	69,507	104,014	83,200
Schaumburg	Dir Communs & Outreach	132,943	192,768	162,856
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Community Relations Coord	75,055	109,324	109,324
Range Data				
Average		86,366	124,193	100,704
50th Percentile		73,520	104,014	93,870
60th Percentile		79,393	131,344	97,948
65th Percentile		84,689	141,242	100,102
70th Percentile		92,345	147,371	102,861
75th Percentile		100,000	153,500	105,924
80th Percentile		111,758	161,461	117,556

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Community Relations Coordinator (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	EA to Vllg Pres/Comm Relations	60,590	92,726	78,249
Carol Stream	PT Comms Coord (range is annualized)			
Carpentersville	Community Dev Coordinator			91,707
Elgin	Comms & Engagement Director			
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	Public Affairs Manager	65,811	96,034	96,034
Hanover Park	n/a			
Lombard	Communications Coordinator	73,520	102,450	88,846
Northbrook	Communications Manager	100,000	153,500	107,625
Rolling Meadows	Assistant to the City Manager	80,862	138,177	100,819
Roselle	Community Relations Coord	69,507	104,014	83,200
Schaumburg	Dir Communs & Outreach			
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Community Relations Coord	75,055	109,324	109,324
Range Data				
Average		75,048	114,483	92,354
50th Percentile		71,514	103,232	91,707
60th Percentile		73,520	104,014	94,303
65th Percentile		75,355	112,555	95,601
70th Percentile		77,191	121,095	96,991
75th Percentile		79,026	129,636	98,427
80th Percentile		80,862	138,177	99,862

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Community and Events Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	Community & Events Coord			56,555
Elgin	Director Cultural Arts/Spec Events	123,234	165,146	142,660
Elk Grove Village	Special Events Coordinator	75,714	103,658	91,084
Elmwood Park	Community & Events Coord			25,000
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	n/a			
Northbrook	Community Engagement Spec	60,000	93,500	81,000
Rolling Meadows	Assistant to the City Manager	80,862	138,177	100,819
Roselle	n/a			
Schaumburg	n/a			
South Elgin	Community Engagement Mgr	78,887	102,929	
Streamwood	n/a			
Village of Bartlett	Community & Events Coord	59,360	86,477	61,139
Range Data				
Average		83,739	120,682	82,853
50th Percentile		78,887	103,658	86,042
60th Percentile		79,677	117,465	91,084
65th Percentile		80,072	124,369	93,518
70th Percentile		80,467	131,273	95,952
75th Percentile		80,862	138,177	98,385
80th Percentile		89,336	143,571	100,819

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Community and Events Coordinator (edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	Community & Events Coord			56,555
Elgin	Director Cultural Arts/Spec Events			
Elk Grove Village	Special Events Coordinator	75,714	103,658	91,084
Elmwood Park	Community & Events Coord			25,000
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	n/a			
Northbrook	Community Engagement Spec	60,000	93,500	81,000
Rolling Meadows	Assistant to the City Manager			
Roselle	n/a			
Schaumburg	n/a			
South Elgin	Community Engagement Mgr			
Streamwood	n/a			
Village of Bartlett	Community & Events Coord	59,360	86,477	61,139
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Executive Assistant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Executive Asst/Deputy Clerk	73,139	98,083	94,918
Bloomington	EA to Village Administrator	60,590	92,726	70,532
Carol Stream	Office Mgr-contract position			
Carpentersville	n/a			
Elgin	AA to Mayor & CM's Office	56,456	83,410	59,280
Elk Grove Village	Executive Coordinator	72,587	99,384	84,378
Elmwood Park	Executive Assistant	68,000	133,250	100,625
Glendale Heights	Executive Secretary-VA	65,395	90,272	90,272
Hanover Park	Executive Assistant	65,738	95,321	92,919
Lombard	Executive Coordinator	60,593	84,830	84,830
Northbrook	Assistant To the VM	70,000	105,500	85,000
Rolling Meadows	Assistant to the City Manager	80,862	138,177	100,819
Roselle	Executive Assistant	56,427	83,642	80,037
Schaumburg	Executive Assistant	68,472	99,284	94,747
South Elgin	Executive Assistant	75,130	98,028	
Streamwood	Executive Assistant	64,139	92,628	74,031
Village of Bartlett	Executive Assistant	71,512	104,107	73,000
Range Data				
Average		66,966	99,610	85,568
50th Percentile		66,869	96,674	85,000
60th Percentile		68,378	98,072	90,801
65th Percentile		69,160	98,623	92,390
70th Percentile		70,259	99,294	93,650
75th Percentile		71,940	99,359	94,747
80th Percentile		72,808	101,830	94,850

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Administrative Assistant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Administrative Assistant	68,128	91,555	82,944
Bloomington	Administrative Assistant	53,851	82,347	66,414
Carol Stream	Secretary	57,414	81,728	69,202
Carpentersville	Administrative Assistant	75,372	84,497	
Elgin	Administrative Assistant	56,456	83,410	70,153
Elk Grove Village	Administrative Specialist	58,491	82,951	64,508
Elmwood Park	Administrative Assistant	42,722	66,625	53,603
Glendale Heights	Admin Sec'y (non-union)	59,322	81,848	81,848
Hanover Park	Senior Admin Asst	61,727	89,504	74,593
Lombard	Administrative Secretary	52,957	79,435	30,720
Northbrook	Administrative Assistant	60,000	93,500	88,414
Rolling Meadows	Administrative Assistant	55,528	79,350	79,350
Roselle	Administrative Assistant	51,666	78,909	70,502
Schaumburg	Administrative Assistant	69,010	100,065	75,625
South Elgin	Administrative Assistant	58,866	76,807	
Streamwood	Administrative Assistant	56,128	77,482	60,909
Village of Bartlett	Administrative Assistant	56,548	82,356	77,095
Range Data				
Average		58,602	83,126	69,199
50th Percentile		57,953	82,098	70,328
60th Percentile		58,866	82,951	73,775
65th Percentile		59,208	83,295	75,057
70th Percentile		59,661	83,953	75,998
75th Percentile		60,432	85,749	78,419
80th Percentile		61,727	89,504	80,349

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Finance Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Deputy Chief Financial Officer	115,642	155,259	138,375
Bloomington	Finance Director/Treasurer	123,052	188,177	138,736
Carol Stream	Finance Director	135,702	193,170	193,170
Carpentersville	Finance Director			169,858
Elgin	Chief Fin Officer/Budget Director	165,146	221,313	221,313
Elk Grove Village	Director of Finance	149,609	203,042	203,042
Elmwood Park	Finance Director			133,250
Glendale Heights	Finance Director	133,973	168,147	168,147
Hanover Park	Finance Director	134,330	194,779	187,838
Lombard	Finance Director	135,534	189,745	189,745
Northbrook	Chief Financial Officer		197,500	190,650
Rolling Meadows	Finance Director	147,120	194,924	178,231
Roselle	Finance Director	117,614	180,161	159,759
Schaumburg	Director of Finance	150,018	217,526	187,296
South Elgin	n/a			
Streamwood	Finance Director	127,778	185,907	175,038
Village of Bartlett	Finance Director	145,959	195,312	155,765
Range Data				
Average		136,293	191,512	175,630
50th Percentile		134,932	193,170	178,231
60th Percentile		135,635	194,808	187,513
65th Percentile		137,415	194,895	188,029
70th Percentile		143,695	195,955	189,364
75th Percentile		147,743	197,500	190,198
80th Percentile		149,112	200,825	191,154

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Finance Director (edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Deputy Chief Financial Officer			
Bloomington	Finance Director/Treasurer	123,052	188,177	138,736
Carol Stream	Finance Director	135,702	193,170	193,170
Carpentersville	Finance Director			169,858
Elgin	Chief Fin Officer/Budget Director	165,146	221,313	221,313
Elk Grove Village	Director of Finance	149,609	203,042	203,042
Elmwood Park	Finance Director			133,250
Glendale Heights	Finance Director	133,973	168,147	168,147
Hanover Park	Finance Director	134,330	194,779	187,838
Lombard	Finance Director	135,534	189,745	189,745
Northbrook	Chief Financial Officer			
Rolling Meadows	Finance Director	147,120	194,924	178,231
Roselle	Finance Director	117,614	180,161	159,759
Schaumburg	Director of Finance	150,018	217,526	187,296
South Elgin	n/a			
Streamwood	Finance Director	127,778	185,907	175,038
Village of Bartlett	Finance Director	145,959	195,312	155,765
Range Data				
Average		138,171	194,263	177,340
50th Percentile		135,534	193,170	178,231
60th Percentile		135,702	194,779	187,404
65th Percentile		141,411	194,852	187,730
70th Percentile		147,120	194,924	188,601
75th Percentile		148,365	198,983	189,745
80th Percentile		149,609	203,042	191,800

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Assistant Finance Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Deputy Chief Financial Officer	115,642	155,259	138,375
Bloomington	Asst Finance Director	91,582	140,067	96,179
Carol Stream	Assistant Finance Director	106,474	151,564	151,240
Carpentersville	Assistant Finance Director			136,388
Elgin	Finance Manager	106,445	142,660	142,660
Elk Grove Village	Deputy Finance Director	121,825	162,433	138,311
Elmwood Park	n/a			
Glendale Heights	Deputy Director of Finance	105,539	147,742	147,742
Hanover Park	Assistant Finance Director	98,537	142,878	119,862
Lombard	Assistant Finance Director	105,987	148,377	133,466
Northbrook	Deputy Chief Financial Officer	120,000	163,500	150,379
Rolling Meadows	Assistant Finance Director	103,497	142,161	131,127
Roselle	Assistant Finance Director	105,315	161,325	134,550
Schaumburg	Assistant Finance Director	119,078	172,664	160,000
South Elgin	n/a			
Streamwood	Assistant Finance Director	100,300	150,214	131,044
Village of Bartlett	Assistant Finance Director	107,892	151,536	
Range Data				
Average		107,709	152,373	136,523
50th Percentile		105,987	150,214	137,349
60th Percentile		106,451	152,303	138,362
65th Percentile		106,468	154,520	140,303
70th Percentile		110,141	157,685	143,168
75th Percentile		115,642	161,325	146,472
80th Percentile		117,704	161,990	148,797

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Chief Accountant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Senior Accountant	85,256	113,848	102,740
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	Senior Accountant	91,958	123,234	123,234
Elk Grove Village	Senior Accountant	81,216	115,413	100,024
Elmwood Park	Financial Analyst			78,797
Glendale Heights	Revenue Manager	83,512	103,938	103,938
Hanover Park	n/a			
Lombard	Accounting Manager	84,906	122,432	102,449
Northbrook	Accounting Manager	80,000	118,500	112,750
Rolling Meadows	n/a			
Roselle	Chief Accountant	69,507	104,014	104,014
Schaumburg	Accounting Manager	98,345	142,601	123,914
South Elgin	Accounting Manager	78,887	102,929	
Streamwood	n/a			
Village of Bartlett	Chief Accountant	85,758	120,542	120,542
Range Data				
Average		83,732	116,323	105,762
50th Percentile		83,512	115,413	103,938
60th Percentile		84,627	117,883	103,998
65th Percentile		84,976	119,286	105,761
70th Percentile		85,116	120,859	109,255
75th Percentile		85,256	122,432	112,750
80th Percentile		87,937	122,753	116,944

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Accountant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Accountant	68,182	104,332	76,460
Carol Stream	Accountant	79,360	112,968	112,968
Carpentersville	Staff Accountant			97,526
Elgin	Accountant	79,438	106,454	101,386
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	Accountant II	67,101	93,870	93,870
Hanover Park	Accountant	72,848	105,630	83,624
Lombard	Staff Accountant	70,141	98,857	89,595
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	Accountant II	83,774	121,472	97,239
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Accountant	68,066	99,154	81,531
Range Data				
Average		74,406	106,226	94,084
50th Percentile		72,848	105,630	95,555
60th Percentile		76,755	106,124	97,296
65th Percentile		78,709	106,372	97,397
70th Percentile		79,376	107,757	97,498
75th Percentile		79,399	109,711	98,491
80th Percentile		79,422	111,665	99,842

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Accountant (edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Accountant	68,182	104,332	76,460
Carol Stream	Accountant	79,360	112,968	112,968
Carpentersville	Staff Accountant			97,526
Elgin	Accountant	79,438	106,454	101,386
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	Accountant II	67,101	93,870	93,870
Hanover Park	Accountant	72,848	105,630	83,624
Lombard	Staff Accountant	70,141	98,857	89,595
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	Accountant II			
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Accountant	68,066	99,154	81,531
Range Data				
Average		72,845	103,685	93,633
50th Percentile		71,495	104,981	93,870
60th Percentile		72,848	105,630	96,064
65th Percentile		74,476	105,836	97,161
70th Percentile		76,104	106,042	98,298
75th Percentile		77,732	106,248	99,456
80th Percentile		79,360	106,454	100,614

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Accounts Payable Clerk			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Accounts Payable Specialist	64,372	86,666	81,342
Bloomington	Fiscal Assistant II - A/P	50,752	77,584	51,792
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	Citizen Services Supervisor	96,558	129,395	129,395
Elk Grove Village	Accounting Specialist	58,491	82,951	82,136
Elmwood Park	n/a			
Glendale Heights	Accounting Technician	50,606	69,763	69,763
Hanover Park	Account Technician	57,959	84,070	82,886
Lombard	Accounts Payable Clerk	52,961	79,440	51,418
Northbrook	Senior Clerk	50,000	77,500	64,928
Rolling Meadows	n/a			
Roselle	Accounting Specialist	54,766	83,641	69,367
Schaumburg	Purchasing Account Clerk	45,314	66,023	57,733
South Elgin	n/a			
Streamwood	Office Assistant	52,287	76,154	67,721
Village of Bartlett	Accounts Payable Clerk	53,852	78,438	62,763
Range Data				
Average		57,642	83,017	73,498
50th Percentile		52,961	79,440	69,367
60th Percentile		54,766	82,951	69,763
65th Percentile		56,363	83,296	75,552
70th Percentile		57,959	83,641	81,342
75th Percentile		58,225	83,856	81,739
80th Percentile		58,491	84,070	82,136

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Payroll Specialist			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Fiscal Assistant III - Payroll	53,851	82,347	57,720
Carol Stream	Accounts Clerk - Payroll	56,749	80,782	61,411
Carpentersville	Payroll & Benefits Specialist			85,943
Elgin	Accountant/Payroll Analyst	79,438	106,454	106,454
Elk Grove Village	Payroll Coordinator	76,570	101,030	96,954
Elmwood Park	n/a			
Glendale Heights	Payroll and Benefits Specialist	59,322	81,848	81,848
Hanover Park	n/a			
Lombard	Payroll Specialist	69,466	96,935	
Northbrook	Payroll Specialist	60,000	93,500	82,000
Rolling Meadows	Payroll Specialist			
Roselle	Accounting Specialist	54,766	83,641	69,367
Schaumburg	Payroll Administrator	93,199	121,472	102,623
South Elgin	n/a			
Streamwood	Office Technician	56,903	84,084	84,084
Village of Bartlett	Payroll Specialist	61,742	89,941	89,941
Range Data				
Average		66,026	93,209	82,840
50th Percentile		59,661	88,792	83,042
60th Percentile		63,786	94,874	84,827
65th Percentile		68,046	96,420	85,664
70th Percentile		71,597	98,164	89,246
75th Percentile		74,794	100,006	94,201
80th Percentile		77,144	102,115	98,087

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

		Payroll Specialist (edited)		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Fiscal Assistant III - Payroll	53,851	82,347	57,720
Carol Stream	Accounts Clerk - Payroll	56,749	80,782	61,411
Carpentersville	Payroll & Benefits Specialist			85,943
Elgin	Accountant/Payroll Analyst	79,438	106,454	106,454
Elk Grove Village	Payroll Coordinator	76,570	101,030	96,954
Elmwood Park	n/a			
Glendale Heights	Payroll and Benefits Specialist	59,322	81,848	81,848
Hanover Park	n/a			
Lombard	Payroll Specialist	69,466	96,935	
Northbrook	Payroll Specialist	60,000	93,500	82,000
Rolling Meadows	Payroll Specialist			
Roselle	Accounting Specialist	54,766	83,641	69,367
Schaumburg	Payroll Administrator			
South Elgin	n/a			
Streamwood	Office Technician	56,903	84,084	84,084
Village of Bartlett	Payroll Specialist	61,742	89,941	89,941
Range Data				
Average		63,007	90,069	80,642
50th Percentile		59,322	84,084	82,000
60th Percentile		59,864	91,617	83,667
65th Percentile		61,893	94,187	84,456
70th Percentile		65,680	95,561	85,199
75th Percentile		69,466	96,935	85,943
80th Percentile		72,308	98,573	90,347

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Utility Billing Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Utility Billing Coordinator	64,372	86,666	86,135
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	Utility Billing Specialist			75,703
Elgin	n/a			
Elk Grove Village	n/a			
Elmwood Park	Utility Billing Coordinator			51,481
Glendale Heights	Utility Billing Supervisor	53,726	76,211	76,211
Hanover Park	n/a			
Lombard	Business Process Manager	87,453	122,432	112,115
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	Customer Svc/Billing Coord	58,053	88,661	85,330
Schaumburg	Customer Support Supervisor	50,859	74,149	74,149
South Elgin	Utility Billing & Cust Svc Mgr	78,887	102,929	
Streamwood	Office Technician	56,903	84,084	63,899
Village of Bartlett	Utility Billing Coordinator	59,360	86,477	86,477
Range Data				
Average		64,322	90,733	78,128
50th Percentile		58,053	86,666	75,957
60th Percentile		61,845	87,863	78,035
65th Percentile		63,740	88,462	81,227
70th Percentile		67,275	91,515	84,418
75th Percentile		71,629	95,795	85,531
80th Percentile		75,984	100,075	85,813

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Utility Billing Coordinator (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Utility Billing Coordinator	64,372	86,666	86,135
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	Utility Billing Specialist			75,703
Elgin	n/a			
Elk Grove Village	n/a			
Elmwood Park	Utility Billing Coordinator			51,481
Glendale Heights	Utility Billing Supervisor	53,726	76,211	76,211
Hanover Park	n/a			
Lombard	Business Process Manager			
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	Customer Svc/Billing Coord	58,053	88,661	85,330
Schaumburg	Customer Support Supervisor	50,859	74,149	74,149
South Elgin	Utility Billing & Cust Svc Mgr	78,887	102,929	
Streamwood	Office Technician	56,903	84,084	63,899
Village of Bartlett	Utility Billing Coordinator	59,360	86,477	86,477
Range Data				
Average		60,467	85,450	73,273
50th Percentile		57,478	85,375	75,703
60th Percentile		58,053	86,666	76,008
65th Percentile		59,633	87,165	76,160
70th Percentile		61,213	87,664	78,035
75th Percentile		62,792	88,162	80,771
80th Percentile		64,372	88,661	83,506

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Utility Billing Clerk			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Account Clerk II	57,652	77,948	62,726
Bloomington	Fiscal Asst II/Utility Billing/Account	50,752	77,584	77,584
Carol Stream	Accounts Clerk	56,749	80,782	80,782
Carpentersville	Customer Service Clerk			37,565
Elgin	Citizen Advocate Finance Svcs	53,685	71,644	70,153
Elk Grove Village	Accounting Specialist	58,491	82,951	82,136
Elmwood Park	Utility Billing Clerk			51,250
Glendale Heights	Office Technician	49,296	65,499	
Hanover Park	Water Billing Representative	57,959	84,070	61,980
Lombard	Water Billing Representative	52,961	79,440	72,186
Northbrook	Utility Billing Specialist	60,000	93,500	67,240
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	Water Billing Clerk	39,729	57,898	47,886
South Elgin	Utility Billing Clerk	53,394	69,666	
Streamwood	Office Assistant	52,287	76,174	52,287
Village of Bartlett	Utility Billing Clerk	48,814	71,121	59,966
Range Data				
Average		53,580	76,430	63,648
50th Percentile		53,539	77,766	64,983
60th Percentile		55,523	78,843	68,988
65th Percentile		56,885	79,641	70,458
70th Percentile		57,381	80,379	71,576
75th Percentile		57,729	81,324	73,536
80th Percentile		57,898	82,517	76,504

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

		Human Resources Director		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Asst VM/HR Director	133,246	177,596	175,962
Bloomington	See AVA/HR Director			
Carol Stream	Director of Human Resources	121,293	172,660	172,660
Carpentersville	Asst VM/HR Director			149,350
Elgin	Director of Human Resources	135,865	182,073	157,282
Elk Grove Village	Director of Human Resources	128,236	175,257	171,692
Elmwood Park	n/a			
Glendale Heights	Human Resources Manager	91,458	127,920	103,501
Hanover Park	Director of Human Resources	124,958	181,189	165,375
Lombard	Director of Human Resources	126,434	180,550	164,876
Northbrook	Human Resources Director		197,500	167,000
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	Director of Human Resources	150,018	217,526	191,250
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Human Resources Director	139,021	185,980	185,980
Range Data				
Average		126,439	179,141	161,895
50th Percentile		127,335	180,550	166,188
60th Percentile		129,238	181,061	168,877
65th Percentile		130,991	181,366	170,988
70th Percentile		132,745	181,719	171,982
75th Percentile		133,901	182,073	172,418
80th Percentile		134,817	188,244	173,320

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Benefits Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	HR Generalist	73,139	98,083	88,218
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	HR Generalist/Sr. HR Generalist	72,052	111,777	84,844
Elk Grove Village	Mgmt Analyst/Sr Mgmt Analyst	58,775	103,658	81,217
Elmwood Park	n/a			
Glendale Heights	Payroll and Benefits Specialist	59,322	81,848	81,848
Hanover Park	HR Generalist	72,848	105,630	77,968
Lombard	HR Generalist	70,141	98,857	97,656
Northbrook	Employee Support Coordinator	70,000	105,500	90,000
Rolling Meadows	n/a			
Roselle	HR Generalist	58,053	88,661	71,981
Schaumburg	Benefits & Risk Analyst	83,774	121,472	84,579
South Elgin	HR Coordinator	68,145	88,914	
Streamwood	HR Coordinator	80,378	124,875	87,872
Village of Bartlett	Benefits Coordinator	68,066	99,154	99,154
Range Data				
Average		69,693	102,661	84,618
50th Percentile		70,141	103,658	84,712
60th Percentile		72,052	105,500	86,055
65th Percentile		72,450	105,565	87,418
70th Percentile		72,848	105,630	87,976
75th Percentile		72,993	108,704	88,132
80th Percentile		73,139	111,777	88,575

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

		Benefits Coordinator (edited)		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	HR Generalist	73,139	98,083	88,218
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	HR Generalist/Sr. HR Generalist	72,052	111,777	84,844
Elk Grove Village	Mgmt Analyst/Sr Mgmt Analyst			
Elmwood Park	n/a			
Glendale Heights	Payroll and Benefits Specialist	59,322	81,848	81,848
Hanover Park	HR Generalist	72,848	105,630	77,968
Lombard	HR Generalist	70,141	98,857	97,656
Northbrook	Employee Support Coordinator	70,000	105,500	90,000
Rolling Meadows	n/a			
Roselle	HR Generalist	58,053	88,661	71,981
Schaumburg	Benefits & Risk Analyst			
South Elgin	HR Coordinator	68,145	88,914	
Streamwood	HR Coordinator	80,378	124,875	87,872
Village of Bartlett	Benefits Coordinator	68,066	99,154	99,154
Range Data				
Average		69,342	100,461	85,048
50th Percentile		70,141	98,857	86,358
60th Percentile		71,670	104,171	87,941
65th Percentile		72,211	105,526	88,063
70th Percentile		72,530	105,578	88,184
75th Percentile		72,848	105,630	88,664
80th Percentile		72,964	108,089	89,287

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Information Systems Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Chief Innovation Officer	133,246	177,596	172,652
Bloomington	Information Services Director	86,320	131,996	129,313
Carol Stream	IT Director	120,445	171,452	
Carpentersville	IT Director			143,773
Elgin	Chief Technology Officer	135,865	182,073	182,073
Elk Grove Village	Dir Information Technology	133,580	175,257	162,967
Elmwood Park	Information Systems Director			93,600
Glendale Heights	Info Sys Administrator	114,878	127,629	127,629
Hanover Park	Chief Information Officer	124,958	181,189	175,573
Lombard	Information Technology Mgr	123,496	173,019	164,249
Northbrook	Chief Information Officer		197,500	187,271
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	Director of IT	150,018	217,526	191,729
South Elgin	Information Technology Mgr	95,887	125,111	
Streamwood	Information Systems Director	127,778	185,907	154,125
Village of Bartlett	Information Systems Director	129,269	172,896	129,269
Range Data				
Average		122,406	170,521	157,080
50th Percentile		124,958	176,426	163,608
60th Percentile		127,778	179,752	169,291
65th Percentile		130,512	181,322	173,090
70th Percentile		133,246	181,808	174,697
75th Percentile		133,413	183,032	177,198
80th Percentile		133,580	185,140	180,773

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	GIS Administrator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Assistant Innovation Officer	95,042	125,644	114,646
Bloomington	Engineering Technician	64,355	89,377	89,377
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	GIS Planner	83,410	111,777	83,410
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	Asset Mgmt Administrator	77,506	108,508	86,527
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	GIS Manager	90,321	130,966	110,644
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	GIS Administrator	78,813	114,755	92,184
Range Data				
Average		82,127	113,254	96,921
50th Percentile		83,410	111,777	89,377
60th Percentile		86,174	117,324	97,884
65th Percentile		87,557	120,097	102,137
70th Percentile		88,939	122,871	106,391
75th Percentile		90,321	125,644	110,644
80th Percentile		91,265	126,709	111,444

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

GIS Administrator (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Assistant Innovation Officer			
Bloomington	Engineering Technician			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	GIS Planner	83,410	111,777	83,410
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	Asset Mgmt Administrator	77,506	108,508	86,527
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	GIS Manager	90,321	130,966	110,644
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	GIS Administrator	78,813	114,755	92,184
Range Data				
Average		83,746	117,084	93,527
50th Percentile		83,410	111,777	86,527
60th Percentile		84,792	115,615	91,350
65th Percentile		85,483	117,534	93,762
70th Percentile		86,174	119,453	96,174
75th Percentile		86,866	121,372	98,586
80th Percentile		87,557	123,290	100,997

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	GIS Applications Specialist			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Assistant Innovation Coord	79,270	109,094	102,724
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	GIS Analyst	65,353	87,580	79,438
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	GIS Data Analyst	69,466	96,935	86,527
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	GIS Analyst	78,254	113,468	86,220
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	GIS Applications Specialist	61,742	89,941	83,554
Range Data				
Average		73,086	101,769	88,727
50th Percentile		73,860	103,015	86,374
60th Percentile		76,496	106,662	86,466
65th Percentile		77,815	108,486	86,512
70th Percentile		78,356	109,532	88,147
75th Percentile		78,508	110,188	90,576
80th Percentile		78,661	110,844	93,006

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

GIS Applications Specialist (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Assistant Innovation Coord			
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	GIS Analyst	65,353	87,580	79,438
Elk Grove Village	n/a			
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	GIS Data Analyst	69,466	96,935	86,527
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	GIS Analyst			
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	GIS Applications Specialist	61,742	89,941	83,554
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

		Planning & Development Services Director		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Community Development Dir	133,246	177,596	147,600
Bloomington	Building Commissioner	115,960	177,382	177,382
Carol Stream	Planning/Econ Dev Mgr	95,870	136,470	136,470
Carpentersville	Community Dev Director			154,500
Elgin	Dir Neighborhood Services	123,234	165,146	142,660
Elk Grove Village	Dir Community Development	149,609	203,042	190,000
Elmwood Park	Building Commissioner			125,000
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	Dir Community Development	135,534	189,745	180,229
Northbrook	Planning & Dev Services Dir		197,500	180,000
Rolling Meadows	n/a			
Roselle	Dir Dev Engineering Svcs	113,362	173,649	162,465
Schaumburg	Dir Community Development	150,018	217,526	183,772
South Elgin	Dir Community Development	135,225	168,038	
Streamwood	Community Development Dir	127,778	185,907	150,800
Village of Bartlett	Planning & Dev Services Dir	145,959	195,312	155,599
Range Data				
Average		127,984	181,091	160,907
50th Percentile		130,512	177,596	158,483
60th Percentile		134,038	185,907	171,415
65th Percentile		134,928	187,826	177,775
70th Percentile		135,318	189,745	179,215
75th Percentile		135,457	193,623	180,057
80th Percentile		138,349	197,500	180,183

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Planning & Development Services Director (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Community Development Dir	133,246	177,596	147,600
Bloomington	Building Commissioner	115,960	177,382	177,382
Carol Stream	Planning/Econ Dev Mgr			
Carpentersville	Community Dev Director			154,500
Elgin	Dir Neighborhood Services	123,234	165,146	142,660
Elk Grove Village	Dir Community Development	149,609	203,042	190,000
Elmwood Park	Building Commissioner			125,000
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	Dir Community Development	135,534	189,745	180,229
Northbrook	Planning & Dev Services Dir		197,500	180,000
Rolling Meadows	n/a			
Roselle	Dir Dev Engineering Svcs	113,362	173,649	162,465
Schaumburg	Dir Community Development	150,018	217,526	183,772
South Elgin	Dir Community Development	135,225	168,038	
Streamwood	Community Development Dir	127,778	185,907	150,800
Village of Bartlett	Planning & Dev Services Dir	145,959	195,312	155,599
Range Data				
Average		131,552	185,553	163,128
50th Percentile		133,246	181,751	162,465
60th Percentile		134,829	187,442	177,382
65th Percentile		135,287	189,169	178,691
70th Percentile		135,410	192,072	180,000
75th Percentile		135,534	195,561	180,115
80th Percentile		141,164	198,608	180,229

Village of Bartlett, IL
Market Survey Data - General Positions
January 2025

	Associate Planner			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Planner	75,000	73,139	98,083
Bloomington	Assistant Planner	60,000	82,347	63,003
Carol Stream	Assistant Planner	63,946	91,027	63,946
Carpentersville	Asst Dir of Community Dev			113,309
Elgin	Senior/Assoc Planner/Plan Tech	58,702	142,660	106,455
Elk Grove Village	Senior Plan Reviewer	94,655	127,168	116,114
Elmwood Park	n/a			
Glendale Heights	Zoning/Economic Dev Planner	79,997	101,109	
Hanover Park	Associate Planner	65,738	95,321	vacant
Lombard	Planning and Zoning Manager	87,453	122,432	99,645
Northbrook	Senior Planner	70,000	105,500	87,109
Rolling Meadows	n/a			
Roselle	Planner	65,572	98,126	
Schaumburg	Community Planner	83,774	121,472	92,400
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Associate Planner	61,742	89,941	63,717
Range Data				
Average		73,167	105,482	93,340
50th Percentile		70,000	101,109	98,083
60th Percentile		75,000	105,500	99,333
65th Percentile		77,498	113,486	101,007
70th Percentile		79,997	121,472	103,731
75th Percentile		81,885	121,952	106,455
80th Percentile		83,774	122,432	109,196

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Associate Planner (edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Planner	75,000	73,139	98,083
Bloomington	Assistant Planner	60,000	82,347	63,003
Carol Stream	Assistant Planner	63,946	91,027	63,946
Carpentersville	Asst Dir of Community Dev			
Elgin	Senior/Assoc Planner/Plan Tech	58,702	142,660	106,455
Elk Grove Village	Senior Plan Reviewer			
Elmwood Park	n/a			
Glendale Heights	Zoning/Economic Dev Planner	79,997	101,109	
Hanover Park	Associate Planner	65,738	95,321	vacant
Lombard	Planning and Zoning Manager			
Northbrook	Senior Planner	70,000	105,500	87,109
Rolling Meadows	n/a			
Roselle	Planner	65,572	98,126	
Schaumburg	Community Planner	83,774	121,472	92,400
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Associate Planner	61,742	89,941	63,717
Range Data				
Average		69,192	101,189	85,166
50th Percentile		65,738	98,126	89,755
60th Percentile		69,148	100,512	92,400
65th Percentile		71,000	101,987	93,821
70th Percentile		73,000	103,744	95,241
75th Percentile		75,000	105,500	96,662
80th Percentile		76,999	111,889	98,083

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Building Division Manager			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Building Commissioner	115,642	155,259	141,552
Bloomington	n/a			
Carol Stream	Development Services Mgr	95,870	136,470	131,625
Carpentersville	Building Official			112,502
Elgin	Neighborhood Services Mgr	83,410	111,777	111,777
Elk Grove Village	Deputy Dir Community Dev	121,825	162,433	154,796
Elmwood Park	Director Code Administration		125,000	
Glendale Heights	Building Services Supervisor	85,925	120,328	120,328
Hanover Park	Chief of Inspectional Services	104,941	152,164	115,993
Lombard	Building & Code Enf Dir	111,240	155,735	147,019
Northbrook	Asst Dir Dev & Planning Svcs	100,000	153,500	133,432
Rolling Meadows	n/a			
Roselle	Manager Internal Services	102,247	143,147	130,000
Schaumburg	Building Official	107,845	156,376	125,776
South Elgin	Building & Code Enf Mgr	95,887	125,111	
Streamwood	Asst Community Dev Dir	100,300	150,214	110,900
Village of Bartlett	Building Division Manager	107,892	151,536	125,972
Range Data				
Average		102,094	142,116	127,975
50th Percentile		101,274	150,214	127,888
60th Percentile		103,863	152,431	130,975
65th Percentile		105,377	153,233	131,896
70th Percentile		106,974	154,204	132,890
75th Percentile		108,694	155,259	135,462
80th Percentile		110,561	155,545	139,928

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Building Inspector			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Building Inspector	64,355	89,377	69,908
Carol Stream	Code Professional I, II, and III	64,677	118,473	92,607
Carpentersville	Bldg/Plumbing Inspector			89,752
Elgin	Building Inspector	77,868	95,716	90,288
Elk Grove Village	Building Inspector	79,761	108,475	105,284
Elmwood Park	Building Inspector	95,000	105,000	100,000
Glendale Heights	Building Inspector	73,445	99,965	93,350
Hanover Park	Building Inspector	72,848	105,630	76,956
Lombard	Bldg Plan Reviewer/Inspector	73,520	102,450	90,000
Northbrook	Building Inspector	70,000	105,500	
Rolling Meadows	n/a			
Roselle	Building Inspector	68,848	87,194	
Schaumburg	Building Inspector	64,528	94,028	94,028
South Elgin	Building Inspector	71,552	93,360	
Streamwood	Building Inspector	78,422	111,664	97,315
Village of Bartlett	Building Inspector	75,055	109,324	89,842
Range Data				
Average		73,448	101,295	90,863
50th Percentile		72,848	102,450	92,607
60th Percentile		73,460	105,100	93,350
65th Percentile		73,505	105,400	93,689
70th Percentile		75,259	105,552	94,028
75th Percentile		77,868	105,630	95,672
80th Percentile		78,200	107,337	97,315

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Electrical Inspector			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Electrical Inspector	85,256	113,848	112,333
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	Electrical Inspector	73,261	90,206	
Elk Grove Village	Building Inspector	79,761	108,475	105,284
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	n/a			
Northbrook	Electrical Inspector	70,000	105,500	103,960
Rolling Meadows	n/a			
Roselle	Electrical Inspector		86,445	
Schaumburg	n/a			
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Electrical Inspector	75,055	109,324	109,324
Range Data				
Average		77,069	100,895	107,192
50th Percentile		76,511	105,500	105,284
60th Percentile		78,461	106,690	106,694
65th Percentile		79,436	107,285	107,399
70th Percentile		80,310	107,880	108,104
75th Percentile		81,134	108,475	108,808
80th Percentile		81,959	109,549	109,513

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Plumbing Inspector			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Plumbing Inspector	85,256	113,848	110,194
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	n/a			
Elgin	Plumbing Inspector	73,261	90,206	
Elk Grove Village	Building Inspector	79,761	108,475	105,284
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	Combination Inspector	73,520	102,450	93,572
Northbrook	Plumbing Inspector	70,000	105,500	95,394
Rolling Meadows	n/a			
Roselle	Plumbing Inspector		86,445	
Schaumburg	Plumbing Inspector	70,886	103,313	91,696
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Plumbing Inspector	75,055	109,324	109,324
Range Data				
Average		75,447	101,462	99,228
50th Percentile		73,391	103,313	95,394
60th Percentile		73,520	104,625	99,350
65th Percentile		75,080	105,281	101,328
70th Percentile		76,640	106,095	103,306
75th Percentile		78,200	106,987	105,284
80th Percentile		79,761	107,880	106,266

Village of Bartlett, IL
Market Survey Data - General Positions
January 2025

	Permit Technician			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Permit Clerk	54,244	73,516	58,912
Bloomington	n/a			
Carol Stream	Permit Systems Coordinator	62,336	88,734	66,698
Carpentersville	Permit Technician	61,984	73,278	67,631
Elgin	Permit Control Officer	58,702	71,644	61,059
Elk Grove Village	Permit Technician	63,809	86,142	77,102
Elmwood Park	n/a			
Glendale Heights	Office Technician	49,296	65,499	
Hanover Park	Permit Coordinator	57,959	84,070	65,483
Lombard	Permit Technician	55,661	79,435	67,550
Northbrook	Permit Coordinator	70,000	105,500	81,297
Rolling Meadows	n/a			
Roselle	Permit Technician	54,766	83,641	60,280
Schaumburg	Permit Clerk	45,314	57,898	49,378
South Elgin	Permit Technician	58,866	76,807	
Streamwood	n/a			
Village of Bartlett	Permit Technician	68,066	99,154	55,737
Range Data				
Average		57,745	78,847	65,539
50th Percentile		58,331	78,121	66,090
60th Percentile		58,801	81,959	67,039
65th Percentile		59,334	83,705	67,422
70th Percentile		61,049	83,941	67,574
75th Percentile		62,072	84,588	67,611
80th Percentile		62,265	85,727	69,525

Village of Bartlett, IL
Market Survey Data - General Positions
January 2025

	Permit Technician (edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Permit Clerk			
Bloomington	n/a			
Carol Stream	Permit Systems Coordinator	62,336	88,734	66,698
Carpentersville	Permit Technician	61,984	73,278	67,631
Elgin	Permit Control Officer	58,702	71,644	61,059
Elk Grove Village	Permit Technician	63,809	86,142	77,102
Elmwood Park	n/a			
Glendale Heights	Office Technician			
Hanover Park	Permit Coordinator	57,959	84,070	65,483
Lombard	Permit Technician	55,661	79,435	67,550
Northbrook	Permit Coordinator	70,000	105,500	81,297
Rolling Meadows	n/a			
Roselle	Permit Technician	54,766	83,641	60,280
Schaumburg	Permit Clerk			
South Elgin	Permit Technician	58,866	76,807	
Streamwood	n/a			
Village of Bartlett	Permit Technician	68,066	99,154	55,737
Range Data				
Average		60,454	83,250	68,388
50th Percentile		58,866	83,641	67,124
60th Percentile		61,360	83,984	67,566
65th Percentile		62,054	84,484	67,595
70th Percentile		62,195	85,313	67,623
75th Percentile		62,336	86,142	69,999
80th Percentile		62,925	87,179	73,314

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Code Enforcement Officer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Property Maint Inspector	64,372	86,666	72,624
Bloomington	n/a			
Carol Stream	Code Professional I, II, and III	64,677	118,473	92,607
Carpentersville	Code Enforcement Officer	57,283	81,732	81,723
Elgin	Code Enforcement Officer	73,262	90,206	82,857
Elk Grove Village	Property Mgmt Inspector	73,380	96,776	77,279
Elmwood Park	Part-Time Code Inspector	10,080	34,756	24,741
Glendale Heights	Code Enforcement Officer	62,504	86,840	78,042
Hanover Park	Code Enforcement Officer	56,377	75,910	59,768
Lombard	Code Enforcement Officer	65,374	92,934	38,916
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	Code Compliance Inspector	65,572	98,126	78,000
Schaumburg	Code Enforcement Inspector	64,528	94,028	86,898
South Elgin	Code Enforcement Officer	61,810	80,648	
Streamwood	Code Enforcement Officer	72,262	103,375	83,003
Village of Bartlett	Code Enforcement Officer	56,548	82,356	75,498
Range Data				
Average		60,883	87,728	71,371
50th Percentile		64,528	90,206	78,021
60th Percentile		64,817	93,153	80,251
65th Percentile		65,235	93,809	81,893
70th Percentile		65,453	95,127	82,517
75th Percentile		65,572	96,776	82,894
80th Percentile		69,586	97,586	82,974

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Code Enforcement Officer (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Property Maint Inspector	64,372	86,666	72,624
Bloomington	n/a			
Carol Stream	Code Professional I, II, and III	64,677	118,473	92,607
Carpentersville	Code Enforcement Officer	57,283	81,732	81,723
Elgin	Code Enforcement Officer	73,262	90,206	82,857
Elk Grove Village	Property Mgmt Inspector	73,380	96,776	77,279
Elmwood Park	Part-Time Code Inspector			
Glendale Heights	Code Enforcement Officer	62,504	86,840	78,042
Hanover Park	Code Enforcement Officer	56,377	75,910	59,768
Lombard	Code Enforcement Officer	65,374	92,934	38,916
Northbrook	n/a			
Rolling Meadows	n/a			
Roselle	Code Compliance Inspector	65,572	98,126	78,000
Schaumburg	Code Enforcement Inspector	64,528	94,028	86,898
South Elgin	Code Enforcement Officer	61,810	80,648	
Streamwood	Code Enforcement Officer	72,262	103,375	83,003
Village of Bartlett	Code Enforcement Officer	56,548	82,356	75,498
Range Data				
Average		65,117	92,143	75,611
50th Percentile		64,603	91,570	78,042
60th Percentile		65,096	93,591	81,723
65th Percentile		65,404	94,440	82,290
70th Percentile		65,513	95,952	82,857
75th Percentile		67,245	97,114	82,930
80th Percentile		70,924	97,856	83,003

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Police Chief			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Police Chief	142,114	195,906	177,524
Bloomington	Director of Public Safety	123,052	188,177	188,177
Carol Stream	Police Chief	136,973	194,980	188,505
Carpentersville	Police Chief			178,099
Elgin	Police Chief	165,146	221,313	221,313
Elk Grove Village	Police Chief	149,609	203,042	185,000
Elmwood Park	Police Chief			161,534
Glendale Heights	Chief of Police	163,155	180,648	171,912
Hanover Park	Police Chief	134,330	194,779	189,257
Lombard	Police Chief	135,534	189,745	188,547
Northbrook	Police Chief		197,500	192,000
Rolling Meadows	n/a			
Roselle	Police Chief	117,614	180,161	173,451
Schaumburg	Chief of Police	170,623	247,403	209,013
South Elgin	Police Chief	151,939	188,807	
Streamwood	Police Chief	127,778	185,907	183,067
Village of Bartlett	Police Chief	145,959	195,312	195,312
Range Data				
Average		143,156	197,567	186,243
50th Percentile		139,543	194,779	186,589
60th Percentile		146,611	195,165	188,440
65th Percentile		149,959	195,721	188,524
70th Percentile		151,240	196,544	188,618
75th Percentile		154,743	197,500	189,080
80th Percentile		160,912	200,825	190,354

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Deputy Police Chief			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Deputy Police Chief	123,982	167,892	157,505
Bloomington	Deputy Chief of Police	109,324	167,190	164,652
Carol Stream	Deputy Police Chief	122,909	174,959	173,015
Carpentersville	Police Deputy Chief			162,222
Elgin	Deputy Police Chief	149,792	200,736	200,736
Elk Grove Village	Deputy Police Chief	128,237	175,257	160,690
Elmwood Park	n/a			
Glendale Heights	Deputy Police Chief	157,102	161,574	157,851
Hanover Park	Deputy Police Chief	119,028	172,590	172,075
Lombard	Deputy Police Chief	148,303	173,019	167,270
Northbrook	Deputy Police Chief	135,000	178,500	176,563
Rolling Meadows	n/a			
Roselle	Deputy Police Chief	105,315	161,325	150,256
Schaumburg	Deputy Police Chief	132,943	192,768	171,584
South Elgin	Deputy Police Chief	135,225	168,038	
Streamwood	Deputy Police Chief	125,209	178,286	173,612
Village of Bartlett	Deputy Police Chief	132,411	177,152	177,152
Range Data				
Average		130,182	174,780	168,310
50th Percentile		128,237	173,019	167,270
60th Percentile		133,354	175,019	171,682
65th Percentile		134,589	175,197	171,977
70th Percentile		135,090	176,469	172,451
75th Percentile		135,225	178,286	173,015
80th Percentile		143,072	178,414	173,373

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Police Commander			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	Watch Commander	91,582	143,561	138,917
Carol Stream	Police Commander	152,281	158,479	157,139
Carpentersville	Police Commander			154,529
Elgin	Police Commander	130,652	175,087	175,087
Elk Grove Village	Police Commander	128,237	160,296	148,967
Elmwood Park	Police Commander	18,851	120,301	
Glendale Heights	Police Commander	146,494	153,275	147,618
Hanover Park	Lieutenant	104,941	152,164	152,164
Lombard	Police Lieutenant	139,638	155,735	149,009
Northbrook	Police Commander	120,000	163,500	156,234
Rolling Meadows	n/a			
Roselle	n/a			
Schaumburg	Police Commander	119,078	172,664	164,410
South Elgin	n/a			
Streamwood	Police Commander	122,033	168,468	156,623
Village of Bartlett	Police Commander	123,042	164,568	164,108
Range Data				
Average		115,799	156,685	154,609
50th Percentile		122,033	158,479	154,529
60th Percentile		128,237	160,296	156,234
65th Percentile		129,444	161,898	156,429
70th Percentile		130,652	163,500	156,623
75th Percentile		135,145	165,984	156,881
80th Percentile		139,638	168,468	157,139

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Sergeant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Sergeant	109,317	150,154	109,317
Bloomington	Sergeant	91,582	143,561	127,836
Carol Stream	Sergeant	120,574	141,657	124,416
Carpentersville	Sergeant	105,477	130,749	123,850
Elgin	Sergeant	107,488	144,045	144,045
Elk Grove Village	Sergeant	115,982	138,923	135,197
Elmwood Park	Sergeant	110,774	112,224	
Glendale Heights	Sergeant	122,221	143,187	130,728
Hanover Park	Sergeant	116,874	132,254	126,393
Lombard	Sergeant	124,645	140,486	136,421
Northbrook	Sergeant	131,086	141,696	141,696
Rolling Meadows	n/a			
Roselle	Sergeant	93,745	140,586	131,012
Schaumburg	Sergeant	128,838	142,215	136,170
South Elgin	Sergeant	117,344	153,108	
Streamwood	Sergeant	106,431	156,487	136,586
Village of Bartlett	Sergeant	107,892	151,536	138,006
Range Data				
Average		113,492	140,755	131,051
50th Percentile		115,982	141,696	131,012
60th Percentile		117,062	142,604	135,391
65th Percentile		117,667	143,225	135,975
70th Percentile		119,928	143,486	136,270
75th Percentile		121,397	143,803	136,421
80th Percentile		122,706	145,267	136,520

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Community Service Officer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Community Service Officer	51,391	74,124	87,806
Bloomington	Community Service Officer	52,208	76,336	56,097
Carol Stream	Community Service Officer	56,995	81,132	67,089
Carpentersville	Community Service Officer	37,794	41,912	41,496
Elgin	Community Service Officer	62,274	76,134	73,085
Elk Grove Village	Public Service Officer	54,528	79,761	62,958
Elmwood Park	n/a			
Glendale Heights	Community Service Officer	51,085	70,387	66,373
Hanover Park	Community Service Officer	50,187	69,760	54,334
Lombard	Community Service Officer	53,687	74,067	54,471
Northbrook	PT- CSO (annualized)	45,760	83,200	62,400
Rolling Meadows	n/a			
Roselle	Community Service Officer	48,743	74,439	60,075
Schaumburg	Community Service Officer	51,787	75,454	66,826
South Elgin	Community Service Officer	58,866	76,807	
Streamwood	n/a			
Village of Bartlett	Community Service Officer	56,548	82,356	61,662
Range Data				
Average		51,946	73,347	62,751
50th Percentile		51,787	75,454	62,679
60th Percentile		52,504	76,174	65,007
65th Percentile		53,391	76,296	66,441
70th Percentile		54,023	76,524	66,690
75th Percentile		54,528	76,807	66,892
80th Percentile		56,008	78,579	67,036

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Records Supervisor			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Records Coordinator	51,542	74,277	66,229
Bloomington	Police Records Supervisor	68,182	104,332	104,332
Carol Stream	Records Supervisor	81,298	115,726	99,413
Carpentersville	Records Supervisor			86,544
Elgin	Deputy Director of Records	75,654	101,386	83,410
Elk Grove Village	Records Supervisor	78,057	110,151	103,307
Elmwood Park	n/a			
Glendale Heights	Police Records Supervisor	67,101	102,461	98,051
Hanover Park	Records Supervisor	84,185	122,067	84,185
Lombard	Records Supervisor	73,520	102,450	78,217
Northbrook	Records Supervisor	90,000	123,500	115,836
Rolling Meadows	n/a			
Roselle	Police Services Manager	81,663	122,206	100,895
Schaumburg	Records Administrator	90,321	130,966	111,995
South Elgin	n/a			
Streamwood	Records Supervisor	80,378	124,875	96,391
Village of Bartlett	Records Supervisor	85,758	120,542	85,655
Range Data				
Average		76,825	111,200	94,523
50th Percentile		79,218	112,938	98,051
60th Percentile		80,930	119,531	99,710
65th Percentile		81,353	122,088	100,599
70th Percentile		81,553	122,164	101,860
75th Percentile		82,294	122,530	103,307
80th Percentile		83,681	123,241	103,922

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

		Records Clerk		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Records Clerk	48,775	71,884	57,086
Bloomington	Records Assistant	46,987	68,660	59,487
Carol Stream	Records Clerk	51,775	73,701	62,607
Carpentersville	Records Clerk	44,304	51,667	44,304
Elgin	Police Records Clerk	49,790	61,060	56,180
Elk Grove Village	Police Records Technician	53,174	75,507	66,507
Elmwood Park	Records Clerk			55,000
Glendale Heights	Police Records Technician	50,170	66,352	60,133
Hanover Park	Records Clerk	50,187	69,760	58,344
Lombard	Records Clerk	50,440	69,246	55,502
Northbrook	Records Clerk	60,000	93,500	68,553
Rolling Meadows	n/a			
Roselle	Police Records Assistant	48,743	74,439	51,969
Schaumburg	Customer Service Clerk	34,143	49,772	45,393
South Elgin	Records Clerk	53,394	69,666	
Streamwood	Police Services Specialist	55,589	81,547	66,644
Village of Bartlett	Records Clerk	51,294	74,692	55,060
Range Data				
Average		49,819	69,769	57,693
50th Percentile		50,178	69,713	57,715
60th Percentile		50,389	71,459	59,258
65th Percentile		51,041	72,702	59,778
70th Percentile		51,915	73,775	60,380
75th Percentile		52,824	74,255	61,988
80th Percentile		53,262	74,866	64,167

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

Public Works Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Public Works Director	142,114	195,906	172,052
Bloomington	Public Works Director	115,960	177,382	177,382
Carol Stream	Public Works Director	136,720	194,620	163,642
Carpentersville	Public Works Director			170,839
Elgin	Public Works Director	129,396	173,403	157,282
Elk Grove Village	Director of Public Works	149,609	203,042	203,042
Elmwood Park	Public Works Director			140,000
Glendale Heights	Director of Public Works	150,675	173,742	
Hanover Park	Public Works Director	134,330	194,779	194,249
Lombard	Public Works Director	135,534	189,745	189,388
Northbrook	Public Works Director		197,500	192,060
Rolling Meadows	n/a			
Roselle	Public Works Director	117,614	180,161	173,485
Schaumburg	Dir Engineering & Public Works	170,623	247,403	209,013
South Elgin	Public Works Director	143,339	178,120	
Streamwood	Public Works Director	128	185,907	184,950
Village of Bartlett	Public Works Director	145,959	195,312	195,312
Range Data				
Average		127,170	191,670	179,030
50th Percentile		136,127	189,745	177,382
60th Percentile		139,956	194,652	185,838
65th Percentile		142,298	194,747	188,500
70th Percentile		142,971	195,230	190,457
75th Percentile		144,906	195,906	192,060
80th Percentile		148,355	196,863	193,373

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Assistant Public Works Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Asst Public Works Director	115,642	155,259	155,259
Bloomington	n/a			
Carol Stream	n/a			
Carpentersville	Asst Public Works Director			158,373
Elgin	Public Works Superintendent	106,455	142,660	129,395
Elk Grove Village	Deputy Director, Public Works	121,825	162,433	157,599
Elmwood Park	Asst Public Works Director			92,747
Glendale Heights	Deputy Director Public Works	139,110	155,542	
Hanover Park	Vlg Engineer/Asst Director PW	111,763	162,055	128,769
Lombard	Asst Public Works Director	111,240	155,735	155,735
Northbrook	Deputy Public Works Director	135,000	178,500	162,972
Rolling Meadows	n/a			
Roselle	Asst Public Works Director	105,315	161,325	
Schaumburg	Asst Dir Engineering/PW	132,943	192,768	162,958
South Elgin	n/a			
Streamwood	Asst Public Works Director	100,300	150,214	140,274
Village of Bartlett	Assistant Public Works Dir	123,042	164,568	142,085
Range Data				
Average		117,959	161,649	144,408
50th Percentile		113,703	158,530	155,497
60th Percentile		118,115	161,617	156,481
65th Percentile		120,897	161,946	157,320
70th Percentile		125,160	162,168	157,831
75th Percentile		130,163	162,339	158,180
80th Percentile		133,354	165,647	159,290

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Building Facilities Manager			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	n/a			
Bloomington	n/a			
Carol Stream	Building Maintenance Supv	87,703	124,844	105,341
Carpentersville	Building Superintendent			113,300
Elgin	Supt Parks/Fac, Bldg Maint	106,455	142,660	142,660
Elk Grove Village	Supt Admin/Gen'l/Fleet & Fac	107,026	145,335	
Elmwood Park	n/a			
Glendale Heights	Division Manager	105,955	125,798	112,507
Hanover Park	Building Maintenance Supv	92,522	134,158	121,684
Lombard	Facilities Management Supv	70,141	98,857	94,769
Northbrook	Facilities Manager	100,000	153,500	113,375
Rolling Meadows	n/a			
Roselle	Manager Internal Services	102,247	143,147	
Schaumburg	Facilities Division Manager	107,845	156,376	140,700
South Elgin	n/a			
Streamwood	Lead Foreman	106,431	156,487	139,136
Village of Bartlett	Building Facilities Manager			
Range Data				
Average		98,633	138,116	120,386
50th Percentile		104,101	142,904	113,375
60th Percentile		106,146	144,022	120,022
65th Percentile		106,360	145,007	125,174
70th Percentile		106,438	147,784	132,155
75th Percentile		106,449	151,459	139,136
80th Percentile		106,569	154,075	139,762

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Village Engineer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Village Engineer	133,246	177,596	151,131
Bloomington	Village Engineer	115,960	177,382	153,046
Carol Stream	Engineering Services Director	120,445	171,452	
Carpentersville	Construction Engineer			92,700
Elgin	City Engineer	129,396	173,403	173,403
Elk Grove Village	Deputy Director Comm Dev	121,825	162,433	
Elmwood Park	n/a			
Glendale Heights	Assistant Village Engineer	105,955	125,798	112,507
Hanover Park	Vlg Engineer/Asst Dir. PW	111,763	162,055	128,769
Lombard	n/a			
Northbrook	Village Engineer	135,000	178,500	145,555
Rolling Meadows	n/a			
Roselle	Village Engineer	105,315	161,325	
Schaumburg	Engineering Division Manager	119,078	172,664	145,871
South Elgin	n/a			
Streamwood	n/a			
Village of Bartlett	Village Engineer	102,766	144,355	131,222
Range Data				
Average		119,798	166,261	137,873
50th Percentile		119,761	172,058	145,713
60th Percentile		120,997	172,960	146,923
65th Percentile		121,618	173,292	148,764
70th Percentile		124,096	174,597	150,605
75th Percentile		127,503	176,387	151,609
80th Percentile		130,166	177,425	152,280

Village of Bartlett, IL
Market Survey Data - General Positions
January 2025

	Civil Engineer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Engineer II	95,042	125,644	104,095
Bloomington	Senior Civil Engineer	91,582	140,067	140,067
Carol Stream	Civil Engineer	88,616	126,144	126,144
Carpentersville	n/a			
Elgin	Engineer I	91,958	123,234	123,234
Elk Grove Village	Staff Engineer	90,170	122,893	117,052
Elmwood Park	n/a			
Glendale Heights	n/a			
Hanover Park	n/a			
Lombard	Civil Engineer II	94,068	131,693	127,624
Northbrook	Project Manager I/ II	70,000	105,500	78,750
Rolling Meadows	n/a			
Roselle	Civil Engineer	81,663	122,206	83,841
Schaumburg	Civil Engineer	90,321	130,966	98,491
South Elgin	n/a			
Streamwood	Civil Engineer	80,378	124,875	109,272
Village of Bartlett	Civil Engineer	85,758	120,542	91,052
Range Data				
Average		87,380	125,322	110,857
50th Percentile		90,245	125,260	113,162
60th Percentile		90,825	125,844	119,525
65th Percentile		91,393	126,069	122,307
70th Percentile		91,695	127,591	124,107
75th Percentile		91,864	129,761	125,417
80th Percentile		92,380	131,111	126,440

Village of Bartlett, IL
 Market Survey Data - General Positions
 January 2025

	Public Works Supervisor			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Algonquin	Public Works Supervisor	95,042	125,644	119,353
Bloomington	Public Works Supervisor	81,411	124,571	108,419
Carol Stream	Public Works Supervisor	93,672	133,342	117,900
Carpentersville	Sewer/Water/Construction Main Supt	128,750	136,994	132,550
Elgin	Crew Leader	66,070	91,637	91,637
Elk Grove Village	Public Works Foreman	94,655	127,168	107,924
Elmwood Park	n/a			
Glendale Heights	Lead Foreman	90,397	114,858	
Hanover Park	Public Works Supervisor	92,522	134,158	126,500
Lombard	Streets/Undergrd/Wtr/Forest	100,866	141,206	120,682
Northbrook	Public Works Supervisor	100,000	153,500	123,663
Rolling Meadows	n/a			
Roselle	Public Works Manager	102,247	143,147	126,073
Schaumburg	Division Supervisor	90,321	130,966	114,752
South Elgin	Supt (Wtr; Sts/For; P/R; B&G)	86,972	125,111	
Streamwood	Foreman	82,318	120,741	114,674
Village of Bartlett	PW Supervisor	97,868	137,459	130,282
Range Data				
Average		93,232	128,789	117,011
50th Percentile		93,097	129,067	118,626
60th Percentile		94,458	132,866	120,150
65th Percentile		94,829	133,709	121,129
70th Percentile		95,538	134,442	122,769
75th Percentile		98,761	136,285	124,266
80th Percentile		100,346	138,679	125,591

	Golf Pro Manager			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	Golf Operations Director	101,386	135,865	135,865
Dundee Twp Park District	Head Golf Professional	76,274	107,682	86,724
Northbrook Park District	Director of Golf			137,150
Village of Buffalo Grove	Head Golf Professional	108,903	162,300	134,862
Village of Glendale Heights	Division Manager	88,192	109,096	109,096
Schaumburg Park District	General Mgr. of Golf Ops.	101,654	152,480	121,178
Village of Bartlett	Golf Pro/Manager	89,650	125,918	117,655
Range Data	Range Data			
Average	Average	95,282	133,485	120,813
50th Percentile	50th Percentile	101,386	135,865	128,020
60th Percentile	60th Percentile	101,493	142,511	134,862
65th Percentile	65th Percentile	101,547	145,834	135,113
70th Percentile	70th Percentile	101,600	149,157	135,364
75th Percentile	75th Percentile	101,654	152,480	135,614
80th Percentile	80th Percentile	103,104	154,444	135,865
Actual Data	Actual Data			
Average	Average	108,731	144,975	
50th Percentile	50th Percentile	115,218	153,624	
60th Percentile	60th Percentile	121,376	161,834	
65th Percentile	65th Percentile	121,601	162,135	
70th Percentile	70th Percentile	121,827	162,436	
75th Percentile	75th Percentile	122,053	162,737	
80th Percentile	80th Percentile	122,279	163,038	

	Apprentice Golf Pro			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	Assistant Golf Operations Dir	75,654	101,386	101,386
Dundee Twp Park District	n/a			
Northbrook Park District	Head Golf Pro			101,760
Village of Buffalo Grove	Assistant Golf Pro (PT)	56,378	82,776	45,222
Village of Glendale Heights	Assistant Golf Pro	43,056	59,446	59,446
Schaumburg Park District	Head Golf Pro	62,076	93,115	80,454
Village of Bartlett	Apprentice Golf Pro	31,200	67,729	60,000
Range Data				
Average	Range Data	59,291	84,181	77,654
50th Percentile	Average	59,227	87,945	80,454
60th Percentile	50th Percentile	60,936	91,047	88,827
65th Percentile	60th Percentile	61,791	92,598	93,013
70th Percentile	65th Percentile	63,434	93,942	97,200
75th Percentile	70th Percentile	65,471	95,183	101,386
80th Percentile	75th Percentile	67,507	96,423	101,461
	80th Percentile			
Actual Data				
Average	Actual Data	69,888	93,184	
50th Percentile	Average	72,409	96,545	
60th Percentile	50th Percentile	79,944	106,592	
65th Percentile	60th Percentile	83,712	111,616	
70th Percentile	65th Percentile	87,480	116,640	
75th Percentile	70th Percentile	91,247	121,663	
80th Percentile	75th Percentile	91,315	121,753	
	80th Percentile			

	Apprentice Golf Pro (edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	Assistant Golf Operations Dir	75,654	101,386	101,386
Dundee Twp Park District	n/a			
Northbrook Park District	Head Golf Pro			101,760
Village of Buffalo Grove	Assistant Golf Pro (PT)			
Village of Glendale Heights	Assistant Golf Pro	43,056	59,446	59,446
Schaumburg Park District	Head Golf Pro	62,076	93,115	80,454
Village of Bartlett	Apprentice Golf Pro	31,200	67,729	60,000
Range Data				
Average	Range Data	60,262	84,649	85,762
50th Percentile	Average	62,076	93,115	90,920
60th Percentile	50th Percentile	64,792	94,769	97,200
65th Percentile	60th Percentile	66,149	95,596	100,339
70th Percentile	65th Percentile	67,507	96,423	101,423
75th Percentile	70th Percentile	68,865	97,251	101,480
80th Percentile	75th Percentile	70,223	98,078	101,536
	80th Percentile			
Actual Data				
Average	Actual Data	77,185	102,914	
50th Percentile	Average	81,828	109,104	
60th Percentile	50th Percentile	87,480	116,640	
65th Percentile	60th Percentile	90,305	120,407	
70th Percentile	65th Percentile	91,281	121,708	
75th Percentile	70th Percentile	91,332	121,775	
80th Percentile	75th Percentile	91,382	121,843	
	80th Percentile			

		Golf -- Food and Beverage Manager		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	Food & Beverage Manager	64,782	91,457	67,000
Northbrook Park District	Outsourced			
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	n/a			
Village of Bartlett	Food & Beverage Manager	89,650	125,918	125,918
Range Data				
Average	Range Data			
50th Percentile	Average			
60th Percentile	50th Percentile			
65th Percentile	60th Percentile			
70th Percentile	65th Percentile			
75th Percentile	70th Percentile			
80th Percentile	75th Percentile			
	80th Percentile			
Actual Data				
Average	Actual Data			
50th Percentile	Average			
60th Percentile	50th Percentile			
65th Percentile	60th Percentile			
70th Percentile	65th Percentile			
75th Percentile	70th Percentile			
80th Percentile	75th Percentile			
	80th Percentile			

	Golf -- Events Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	n/a			
Northbrook Park District	Outsourced			
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	n/a			
Village of Bartlett	Events Coordinator	59,360	86,477	83,619
Range Data				
Average	Range Data			
50th Percentile	Average			
60th Percentile	50th Percentile			
65th Percentile	60th Percentile			
70th Percentile	65th Percentile			
75th Percentile	70th Percentile			
80th Percentile	75th Percentile			
	80th Percentile			
Actual Data				
Average	Actual Data			
50th Percentile	Average			
60th Percentile	50th Percentile			
65th Percentile	60th Percentile			
70th Percentile	65th Percentile			
75th Percentile	70th Percentile			
80th Percentile	75th Percentile			
	80th Percentile			

	Golf -- Head Chef			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	Asst Food & Beverage Mgr	56,643	79,967	58,987
Northbrook Park District	Outsourced			
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	n/a			
Village of Bartlett	Head Chef	61,742	89,941	87,772
Range Data				
Average	Range Data			
50th Percentile	Average			
60th Percentile	50th Percentile			
65th Percentile	60th Percentile			
70th Percentile	65th Percentile			
75th Percentile	70th Percentile			
80th Percentile	75th Percentile			
	80th Percentile			
Actual Data				
Average	Actual Data			
50th Percentile	Average			
60th Percentile	50th Percentile			
65th Percentile	60th Percentile			
70th Percentile	65th Percentile			
75th Percentile	70th Percentile			
80th Percentile	75th Percentile			
	80th Percentile			

	Golf -- Lead Line Cook			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	Assist. Food & Beverage Mgr.	56,643	79,967	58,987
Northbrook Park District	Outsourced			
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	n/a			
Village of Bartlett	Lead Line Cook	31,200	67,729	51,000
Range Data	Range Data			
Average	Average			
50th Percentile	50th Percentile			
60th Percentile	60th Percentile			
65th Percentile	65th Percentile			
70th Percentile	70th Percentile			
75th Percentile	75th Percentile			
80th Percentile	80th Percentile			
Actual Data	Actual Data			
Average	Average			
50th Percentile	50th Percentile			
60th Percentile	60th Percentile			
65th Percentile	65th Percentile			
70th Percentile	70th Percentile			
75th Percentile	75th Percentile			
80th Percentile	80th Percentile			

		Golf -- Lead Line Cook (edited)		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	Assist. Food & Beverage Mgr.			
Northbrook Park District	Outsourced			
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	n/a			
Village of Bartlett	Lead Line Cook	31,200	67,729	51,000
Range Data	Range Data			
Average	Average			
50th Percentile	50th Percentile			
60th Percentile	60th Percentile			
65th Percentile	65th Percentile			
70th Percentile	70th Percentile			
75th Percentile	75th Percentile			
80th Percentile	80th Percentile			
Actual Data	Actual Data			
Average	Average			
50th Percentile	50th Percentile			
60th Percentile	60th Percentile			
65th Percentile	65th Percentile			
70th Percentile	70th Percentile			
75th Percentile	75th Percentile			
80th Percentile	80th Percentile			

	Golf -- Payroll Specialist			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	Payroll Specialist	49,449	69,810	59,924
Northbrook Park District	Payroll Accountant			67,204
Village of Buffalo Grove	Payroll Coordinator	56,378	82,776	82,776
Village of Glendale Heights	n/a			
Schaumburg Park District	Payroll Administrator	52,728	79,092	65,774
Village of Bartlett	Payroll Specialist	61,742	89,941	89,941
Range Data	Range Data			
Average	Average	52,852	77,226	68,919
50th Percentile	50th Percentile	52,728	79,092	66,489
60th Percentile	60th Percentile	53,458	79,829	66,918
65th Percentile	65th Percentile	53,823	80,197	67,132
70th Percentile	70th Percentile	54,188	80,565	68,761
75th Percentile	75th Percentile	54,553	80,934	71,097
80th Percentile	80th Percentile	54,918	81,302	73,433
Actual Data	Actual Data			
Average	Average	62,027	82,703	
50th Percentile	50th Percentile	59,840	79,787	
60th Percentile	60th Percentile	60,226	80,301	
65th Percentile	65th Percentile	60,419	80,559	
70th Percentile	70th Percentile	61,885	82,513	
75th Percentile	75th Percentile	63,987	85,316	
80th Percentile	80th Percentile	66,089	88,119	

	Golf -- Superintendent of Grounds			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	Golf -- Supt of Grounds	87,580	117,366	117,366
Dundee Twp Park District	Golf Course Superintendent	101,049	142,657	143,854
Northbrook Park District	Supt Grounds & Golf Maint			116,875
Village of Buffalo Grove	n/a			
Village of Glendale Heights	Foreman of Golf Grounds	83,512	103,938	103,938
Schaumburg Park District	Director of Agronomy	83,453	138,158	113,103
Village of Bartlett	Superintendent of Grounds	89,650	125,918	106,521
Range Data	Range Data			
Average	Average	88,899	125,530	119,027
50th Percentile	50th Percentile	85,546	127,762	116,875
60th Percentile	60th Percentile	86,766	134,000	117,071
65th Percentile	65th Percentile	87,377	137,118	117,170
70th Percentile	70th Percentile	88,927	138,608	117,268
75th Percentile	75th Percentile	90,947	139,283	117,366
80th Percentile	80th Percentile	92,968	139,958	122,664
Actual Data	Actual Data			
Average	Average	107,124	142,833	
50th Percentile	50th Percentile	105,188	140,250	
60th Percentile	60th Percentile	105,364	140,486	
65th Percentile	65th Percentile	105,453	140,604	
70th Percentile	70th Percentile	105,541	140,721	
75th Percentile	75th Percentile	105,629	140,839	
80th Percentile	80th Percentile	110,397	147,196	

		Golf -- Assistant Grounds Supervisor		
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	Golf Course Assistant Supt.	76,274	107,682	80,709
Northbrook Park District	Golf Maintenance Manager			91,125
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	Supt. of Golf Course Maint.	75,614	113,422	88,000
Village of Bartlett	Assistant Grounds Supt.	59,360	86,477	63,923
Range Data	Range Data			
Average	Average			86,611
50th Percentile	50th Percentile			88,000
60th Percentile	60th Percentile			88,625
65th Percentile	65th Percentile			88,938
70th Percentile	70th Percentile			89,250
75th Percentile	75th Percentile			89,563
80th Percentile	80th Percentile			89,875
Actual Data	Actual Data			
Average	Average	77,950	103,934	
50th Percentile	50th Percentile	79,200	105,600	
60th Percentile	60th Percentile	79,763	106,350	
65th Percentile	65th Percentile	80,044	106,725	
70th Percentile	70th Percentile	80,325	107,100	
75th Percentile	75th Percentile	80,606	107,475	
80th Percentile	80th Percentile	80,888	107,850	

	Golf -- Senior Grounds Worker			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
City of Elgin	n/a			
Dundee Twp Park District	n/a			
Northbrook Park District	Golf Maintenance Supervisor			75,000
Village of Buffalo Grove	n/a			
Village of Glendale Heights	n/a			
Schaumburg Park District	Trades Technician II	52,728	79,092	63,824
Village of Bartlett	Senior Grounds Worker	53,582	78,438	51,496
Range Data	Range Data			
Average	Average			
50th Percentile	50th Percentile			
60th Percentile	60th Percentile			
65th Percentile	65th Percentile			
70th Percentile	70th Percentile			
75th Percentile	75th Percentile			
80th Percentile	80th Percentile			
Actual Data	Actual Data			
Average	Average			
50th Percentile	50th Percentile			
60th Percentile	60th Percentile			
65th Percentile	65th Percentile			
70th Percentile	70th Percentile			
75th Percentile	75th Percentile			
80th Percentile	80th Percentile			

APPENDIX D

Health - Type of Plan				
Comparable Community	HMO	PPO	HDHP	Other
City of Elgin	X	X	X	
City of Rolling Meadows	X	X		
Dundee Twp Park District	X	X		
Northbrook Park District	X	X	X	
Schaumburg Park District		X		
Village of Algonquin	X	X		
Village of Bloomingdale	X	X		
Village of Buffalo Grove	X	X		
Village of Carol Stream	X			X
Village of Carpentersville	X	X	X	
Village of Elmwood Park	X	X		
Village of Glendale Heights	X	X		
Village of Hanover Park	X	X		
Village of Lombard	X	X		
Village of Northbrook	X	X		
Village of Roselle	X	X		
Village of Schaumburg	X	X		
Village of Streamwood	X	X	X	
Village of Bartlett	X	X	X	

	Health - Employee Only	Health - Family	Dental - Employee Only	Dental - Family
Comparable Community	Employer Percentage	Employer Percentage	Employer Percentage	Employer Percentage
City of Elgin	80%	80%	0%	0%
City of Rolling Meadows	91%	91%	\$10/mo.	\$10/mo.
Dundee Twp Park District	86%	86%	86%	86%
Northbrook Park District	0-80% dep on plan	80%	80%	80%
Schaumburg Park District	90%	90%	90%	90%
Village of Algonquin	100%	85%	100%	85%
Village of Bloomingdale	75%-85%	75%-85%	62%	62%
Village of Buffalo Grove	85%	85%	100%	100%
Village of Carol Stream	80%	80	100%	0%
Village of Carpentersville	85%-88%	85%-88%	0%	0%
Village of Elmwood Park	90%	90%	100%	26%
Village of Glendale Heights	90%	90%	85%	82%
Village of Hanover Park	89%	89%	100%	68%
Village of Lombard	90%	65%	0%	0%
Village of Northbrook	88%	88%	100%	35%
Village of Roselle	90%	80%	90%	80%
Village of Schaumburg	Cafeteria Plan		Cafeteria Plan	
Village of Streamwood	80%	80%	80%	80%
Village of Bartlett	90% HMO/85% PPO	90% HMO/85% PPO	65%	65%

Comparable Community	Vision - Employee Only	Vision - Family
	Employer Percentage	Employer Percentage
City of Elgin	0%	0%
City of Rolling Meadows	0%	0%
Dundee Twp Park District	86%	86%
Northbrook Park District	80%	80%
Schaumburg Park District	90%	90%
Village of Algonquin	n/a	n/a
Village of Bloomingdale	0%	0%
Village of Buffalo Grove	100%	100%
Village of Carol Stream	n/a	n/a
Village of Carpentersville	0%	0%
Village of Elmwood Park	0%	0%
Village of Glendale Heights	Included with health insurance	
Village of Hanover Park	0%	0%
Village of Lombard	Discount through BCBS	
Village of Northbrook	0%	0%
Village of Roselle	0%	0%
Village of Schaumburg	Cafeteria Plan	
Village of Streamwood	n/a	n/a
Village of Bartlett	Included in health	Included in health

	Sick Leave	Holidays	Personal Days
Comparable Community	Number of sick days granted to employees per	Number of holidays granted to employees per	Number of personal days granted per year
City of Elgin	Varies	Varies	Varies
City of Rolling Meadows	5	10	3 floating holidays
Dundee Twp Park District	12	10	6
Northbrook Park District	12	9	2
Schaumburg Park District	12	11.5 (incl. 3 floating holidays)	2
Village of Algonquin	12	9	3
Village of Bloomingdale	12	11	4
Village of Buffalo Grove	10	11	5-DHs; 3-Dep DHs
Village of Carol Stream	6	9	3
Village of Carpentersville	12	8	3 or 4
Village of Elmwood Park	10	11	3-4
Village of Glendale Heights	10	10	2
Village of Hanover Park	12	10	3
Village of Lombard	12	10	2
Village of Northbrook	9	7	5
Village of Roselle	12	9	3
Village of Schaumburg	12	9	6
Village of Streamwood	9	10	2
Village of Bartlett	12	10	4

Comparable Community	Vacation					
	At (1) Year of Service	At (5) Years of Service	At (10) Years of Service	At (15) Years of Service	At (20) Years of Service	At (25) Years of Services
City of Elgin	Varies	Varies	Varies	Varies	Varies	Varies
City of Rolling Meadows	10	10	15	15	20	25
Dundee Twp Park District	10	15	20	25	25	25
Northbrook Park District	12	17	22	22	22	22
Schaumburg Park District	10	15	20	20	20	20
Village of Algonquin	12	17	22	22	26	26
Village of Bloomingdale	10	15	15	20	25	30
Village of Buffalo Grove	10	14	15	20	22	25
Village of Carol Stream	10	15	15	20	20	20
Village of Carpentersville	10	15	20	23	25	25
Village of Elmwood Park	10	15	20	20	25	25
Village of Glendale Heights	10	15	20	25	30	30
Village of Hanover Park	10	15	15	20	20	20
Village of Lombard	10	15	20	20	25	25
Village of Northbrook	12	15	19	22	24	24
Village of Roselle	10	15	17	20	20	20
Village of Schaumburg	10	15	20	25	25	25
Village of Streamwood	10	15	15	15	20	20
	<i>10.35</i>	<i>14.88</i>	<i>18.24</i>	<i>20.82</i>	<i>23.18</i>	<i>23.94</i>
Village of Bartlett	10	10	15	20	25	25

Sick Leave Policy	
Comparable Community	What happens to sick leave at retirement?
City of Elgin	Dependent on what union they are a part of
City of Rolling Meadows	If retiring after 20 years of service with the City: maximum of 480 hours of Sick time paid out and the rest of the hours are transferred into a Retirement Health Savings Account (RHS)
Dundee Twp Park District	Employees who retire to receive a maximum of 1 year (240 Sick days) of pension service credit from IMRF to accrued but unused unpaid sick leave
Northbrook Park District	Service credit to IMRF
Schaumburg Park District	Reported to IMRF, there is no payout.
Village of Algonquin	Upon voluntary separation, Village may pay one-half of accrued sick days in excess of sixty (60) days, up to a max of 300 hours of pay through payroll process or applied to deferred compensation program (see policy detail for add'l info)
Village of Bloomingdale	Employees hired after 9/1/05 may only take the sick leave time payout. Sick leave time not paid out is reportable to IMRF for credit. (see policy detail for pre-2005 policy)
Village of Buffalo Grove	Rolled into RHS plan with Mission Square
Village of Carol Stream	Employees paid out 50% of any accrued sick leave over 114 days either as one final payment, or as a lump sum contribution to their 457 plan account
Village of Carpentersville	Based on position
Village of Elmwood Park	Fire dept DHs at 75% rolled into RHS Account. All other employees paid out at 50%
Village of Glendale Heights	Can be paid out (half) depending on years of service or convert the full value of sick time into an RHS account to pay for health insurance premiums.
Village of Hanover Park	IMRF service credit; Differs by union agreement. Agreements can be found here: https://www.hpil.org/201/Human-Resources
Village of Lombard	Rolled into 457 or RHS or 25% over balance of 800 hours
Village of Northbrook	Paid out at 30% for time greater than 60 days
Village of Roselle	IMRF-Upon retirement, employees with at least 20 yrs of svc and 240 hrs of sick leave may be paid out for up to 1/2 of their accumulated sick leave not to exceed 480 hrs
Village of Schaumburg	Available for employees hired before 5/1/10 and with 20+ years of service (see policy detail for add'l info on previous policy)
Village of Streamwood	Depends on hire date and union contract
Village of Bartlett	An employee must have a minimal accrual of 60 days prior to applying any sick leave to pension service credits. Any sick leave accrual not applied to service credits may be paid out on the basis of one day of pay for every three days of sick leave (3 to 1 ratio). A maximum of 90 days of sick leave accrual (30 days of pay) can be applied toward a sick leave pay out.

PTO for Part-time Employees		
Comparable Community	PTO for PT?	Part-time PTO Parameters
City of Elgin	Y	4 hours a year, no roll over
City of Rolling Meadows	Y	Vacation and Sick accruals pro-rated based upon regularly scheduled hours of work in comparison to 40 hours a week in accordance to the FT Vacation and Sick accruals
Dundee Twp Park District	N	n/a
Northbrook Park District	Y	IMRF Part-Time Employees earn 1-4 years 40 hrs/yr & carry over 40 hrs. 5-9 years 64 hrs/yr & carry over 64 hrs. 9+ yrs 80 hrs/yr & carry over 80 hrs
Schaumburg Park District	N	n/a
Village of Algonquin	N	n/a
Village of Bloomingdale	Y	Regular part-time employees who are regularly scheduled to work at least 20 hours per week will earn prorated vacation leave based on hours worked.
Village of Buffalo Grove	Y	1-5 full calendar yr of svc=1 week (5 days) of vacation • 6-10 yrs of svc=1 week & 2 days • 11-14 full yrs of svc=1 week & 3 days • 15+ yrs=1 week & 4 days
Village of Carol Stream	Y	Regular part-time employees who are regularly scheduled to work 20 or more hours/week have a pro-rated vacation schedule based upon normal scheduled work hours. Employees averaging less than 20 hrs./week accrue 1 hour of vacation leave bi-weekly
Village of Carpentersville	Y	based of average hours worked
Village of Elmwood Park	N	n/a
Village of Glendale Heights	Y	Receives 20 hours vacation for every thousand hours worked. Also received 6 holidays paid annually.
Village of Hanover Park	Y	PT Employees receive 20 hours PTO each year and 20 hours of holiday pay. Seasonal Employees & Paid Interns who have worked 45 days with the Village receive 1 day PTO/yr
Village of Lombard	Y	Same holiday as regular employees. Personal - 8 hours, Crisis-12 hours, Sick accrual of .0462 times hours, vacation accrual of .0385 times hours
Village of Northbrook	Y	Part-time employees over 1000 hours/ IMRF eligible receive vacation, sick and personal at a prorated amount based on FTE
Village of Roselle	Y	(1) hour of paid leave for every forty (40) hours worked, up to a maximum of forty (40) hours per year.
Village of Schaumburg	N	20 hours of personal time/year & 4 hours paid holiday time on specified holidays for PT employees; Temporary, seasonal & as-needed not eligible (see policy detail for add'l info)
Village of Streamwood	Y	60% of full-time. 1 personal day, 5.625 sick days, 6.285 vacation days
Village of Bartlett	N	N/A

Maternity/Paternity Benefits		
Comparable Community	Parental Leave Other Than FMLA?	Other maternity/ paternity benefits
City of Elgin	Y	For employees on the Management pay plan, 100% pay for 8 weeks
City of Rolling Meadows	N	n/a
Dundee Twp Park District	N	n/a
Northbrook Park District	N	Discussing the option to offer that benefit
Schaumburg Park District	N	n/a
Village of Algonquin	N	n/a
Village of Bloomingdale	N	n/a
Village of Buffalo Grove	N	n/a
Village of Carol Stream	N	Employee's PTO must be used in conjunction with any unpaid family/medical leave. Sick leave may be allowed for up to a maximum of 15 work days if the the employee's presence is medically required
Village of Carpentersville	Y	2 weeks parental leave for non-union employees
Village of Elmwood Park	N	n/a
Village of Glendale Heights	N	n/a
Village of Hanover Park	N	n/a
Village of Lombard	N	n/a
Village of Northbrook	Y	Village provides 4 weeks, and matches employees time if they use 3 weeks of their own benefit time - non union only
Village of Roselle	Y	6 weeks paid
Village of Schaumburg	N	n/a
Village of Streamwood	N	n/a
Village of Bartlett	N	N/A

	Wellness
Comparable Community	Wellness Initiatives Offered
City of Elgin	EAP, Blue Cross Well On Target, Wellness Committee
City of Rolling Meadows	n/a
Dundee Twp Park District	Reward app for physical health
Northbrook Park District	IPBC we offer a wellness program, biometric testing and wellness challenges. EE earn \$ for completing the testing and challenges
Schaumburg Park District	Internal wellness incentive- similar to PDRMA's PATH program, certain doctor's visits or participating in our wellness events earns you points. Each point = \$1 and you can get up to \$150 each year paid via check
Village of Algonquin	Annual on-site wellness screenings at no charge to employees and spouses. Participating employees & spouses that have results faxed to their physician receive a \$100 gift card (taxable) each (see policy detail for add'l info)
Village of Bloomingdale	n/a
Village of Buffalo Grove	Empower Health Services via IBPC provides annual biometric screenings and administers a gift card incentive program to EEs who participate.
Village of Carol Stream	We offer a \$400 Lifestyle Spending Account to all full-time employees (this amount is pro-rated for part-time employees) who participate in our annual Health Risk Assessment (HRA) or provide proof of a completed annual physical exam from their medical provider
Village of Carpentersville	\$100 per quarter for in person fitness program/class, and \$100 per year for fitness apps
Village of Elmwood Park	N/A
Village of Glendale Heights	Health and wellness events throughout the year including annual flu shot clinic
Village of Hanover Park	Free flu shots, biometric screenings, gym membership
Village of Lombard	Annual health screening, annual flu shots, health risk assessment
Village of Northbrook	Pay for Empower Health screenings at 100%
Village of Roselle	n/a
Village of Schaumburg	\$1,000/yr wellness screening incentive
Village of Streamwood	Wellness screenings with cash incentives
Village of Bartlett	N/A

	On-call Pay
Comparable Community	On-call Pay for Supervisory Positions?
City of Elgin	n/a
City of Rolling Meadows	AFSCME: Employees paid 1 hr for every 24 hours assigned to Standby Pay. Does not count as hours worked for OT. L150: Water Ops Div-one person is placed on weekend on-call from COB Friday until open Monday. Friday night - 1 hour of pay at 1.5 times their regular hourly rate. Saturday or Sunday - 2 hours pay at 1.5 times their regular hourly rate, plus 1.5 hours of Compensatory time
Dundee Twp Park District	No
Northbrook Park District	Bargaining Unit paid for on call
Schaumburg Park District	No
Village of Algonquin	n/a
Village of Bloomingdale	No on-call pay; sergeants/watch commanders are paid double time if called back into work
Village of Buffalo Grove	The following supervisory positions are non-exempt and eligible for overtime pay: PD: Sergeant, Lieutenant PW: Manager, Crew Leader 1 (see policy detail for add'l info)
Village of Carol Stream	n/a
Village of Carpentersville	n/a
Village of Elmwood Park	n/a
Village of Glendale Heights	n/a
Village of Hanover Park	Differs by union agreement. Agreements can be found here: https://www.hpil.org/201/Human-Resources
Village of Lombard	Sergeants on call if assigned and investigation, Public Works on call 2 hours straight or 7 days on-call, court pay- on call
Village of Northbrook	Roll call pay - they can comp their time for roll call or take the cash value at OT. Sergeants, PW Supervisors and Commanders receive this. Fire LT/ Captains earn J days for their additional time to
Village of Roselle	PW Employees req'd to carry a comms device, or otherwise assigned to be on call, at any time, shall be compensated at a rate of \$125/wk. Employees may trade on call assignments, so long as the PW Dir or designee receives notice
Village of Schaumburg	n/a
Village of Streamwood	Per the union contract
Village of Bartlett	N/A

	Longevity Pay
Comparable Community	Longevity Pay Policy
City of Elgin	Employees hired on or after March 1, 2010, shall not be eligible for or receive longevity pay (see policy detail for pre-2010 policy)
City of Rolling Meadows	10 years: 2.25%; 15 Years: 2.5%; 20 years: 2.75%; 25 Years: 3.0%
Dundee Twp Park District	No
Northbrook Park District	Full-time IMRF employees receive a bonus for years of service in their paychecks
Schaumburg Park District	No
Village of Algonquin	Only for two union contract (Public Works & Sworn Officers). Non-union and Police Civilian (union) employees do not receive longevity pay.
Village of Bloomingdale	Varies
Village of Buffalo Grove	Full-time employees hired on or after May 1, 2013 shall not be eligible for longevity pay (see policy detail for pre-2013 policy)
Village of Carol Stream	No
Village of Carpentersville	Yes, starts at \$50.00 per full year completed, max \$1,000
Village of Elmwood Park	Police Dept: Contract increases every 6 months from start to 36 months, 2% after 3 years, 4% after 6 years, 6% after 9 years, 8% after 12 years. Fire Department: Contract increases every 12 months from start to 36 months, 2% after 3 years, 4% after 6 years, 6% after 9 years, 8% after 12 years
Village of Glendale Heights	10 Years of service equals \$500; 15 years of service equals \$750; 20 years of service equals \$1250
Village of Hanover Park	Differs by union agreement: https://www.hpil.org/201/Human-Resources . PD Patrol, PD Sergeants; FD: 10 yrs: \$400; 15 yrs: \$600; 20 yrs: \$1000; 25 yrs \$1500 - biweekly payout
Village of Lombard	No
Village of Northbrook	yes. years 5/6- \$569.36, years 7-9\$1,139.17, years 10-14 \$1,708.25, years 15-19 - \$2,277.75, years 20+ - \$2,846.98
Village of Roselle	For part-time fire fighters upon completion of (2) years of continues services the employee shall have \$1.00 added to their hourly base until they reach 10 years of service.
Village of Schaumburg	Not available for employees hired after 5/1/2000 (2001 for Battalion Chiefs). (see policy detail for pre-2000 policy)
Village of Streamwood	Yes, per the union contract
Village of Bartlett	10 years of continuous service: 5% increase in base pay; 15 years of continuous service: 5% increase in base pay; 20 years of continuous service: \$2,000 lump sum bonus

	Stipends or Reimbursements
Comparable Community	Offered for phones, laptops, cars, etc?
City of Elgin	Phones & laptops are provided. Car allowance for: City Manager, Corp Counsel, CFO, Asst City Manager, HR Dir, Comm Dev Dir, Parks & Rec Dir, Comms Dir, Water Dir, Dir Neighborhood Svcs, Dir Cultural Arts & Special Events, & Econ Dev Dir
City of Rolling Meadows	Police Chief, Deputy Police Chief, Fire Chief, Deputy Fire Chief are provided take home vehicles and City Manager receives \$500/month Car allowance. The City will also issue cell phones to DHs. Most non-bargaining unit employees have Laptops or can request a laptop.
Dundee Twp Park District	Phone plan reimbursement or park district phone instead. 4 employees receive an agency vehicle. 2 receive a stipend We reimburse mileage for any employee driving for business purposes
Northbrook Park District	No, District devices
Schaumburg Park District	n/a
Village of Algonquin	For village-provided phones, employees have a small deduction on their paychecks. Only Village Manager and PW Director receive stipends for using personal vehicles rather than a take-home vehicle. Any supv with take home vehicles is req'd to have a fuel deduction on their paycheck.
Village of Bloomingdale	Village does not reimburse, but it provides these items to specific employees.
Village of Buffalo Grove	Phones and laptops are provided by the Village. The Village Manager is the only employee who receives a vehicle stipend of \$6000/year
Village of Carol Stream	The Village Manager can choose to accept a \$400 per month car allowance in lieu of a Village provided vehicle.
Village of Carpentersville	Yes, ranges from \$30-\$50 depending on position
Village of Elmwood Park	Department Directors, \$1200 per year
Village of Glendale Heights	Village cell phones provided for board members and executive staff. Some supervisory staff receives a monthly stipend for their cell phone bill.
Village of Hanover Park	Chiefs and PW Director have take-home vehicles.
Village of Lombard	Village Manager \$400/annually, Public Works Director-\$500/annually, Community Development Director-\$300/annually
Village of Northbrook	car allowance for directors, take home cars for public safety chiefs/ deputy chiefs
Village of Roselle	\$50 phone stipend
Village of Schaumburg	Car Allowance: \$5,948 annually Communications Allowance: \$840 annually
Village of Streamwood	
Village of Bartlett	Phones and laptops provided to department directors; car allowances for Village Administrator, Public Works Director and two Deputy Police Chiefs, Police Chief has a takehome car.

Work From Home	
Comparable Community	Work From Home Policy
City of Elgin	Depends on department
City of Rolling Meadows	Yes, non-union members have the opportunity to work one day remote each week. IT Staff in the AFSCME Union is also allowed to work one day remote each week. Our City manager is flexible on allowing add'l remote work days due to extreme weather or sicknesses or other circumstances.
Dundee Twp Park District	Some employees do have the ability to work from home several days a week
Northbrook Park District	Depends on the position and personal situation
Schaumburg Park District	n/a
Village of Algonquin	Yes, we do offer a hybrid schedule for office employees which must be approved by their supervisor/department head. Typically no more than once per week
Village of Bloomingdale	n/a
Village of Buffalo Grove	Remote work may be allowed for employees in good standing with approval of department director, HR and Village Manager (see policy detail for add'l info)
Village of Carol Stream	n/a
Village of Carpentersville	n/a
Village of Elmwood Park	n/a
Village of Glendale Heights	Work from home is on a case by case basis
Village of Hanover Park	n/a
Village of Lombard	Routine one day per week (Village Hall administrative positions) and Extreme weather
Village of Northbrook	WFH is allowed on a case by case basis and at department head discretion
Village of Roselle	n/a
Village of Schaumburg	Hybrid, during extreme weather for limited positions
Village of Streamwood	n/a
Village of Bartlett	Work from home is allowed; some employees work from home on a regular basis, with some even working multiple days from home.

	Other Benefits
Comparable Community	Unique or Different Benefits
City of Elgin	Gym membership at the Centre for full time employees
City of Rolling Meadows	We offer Unlimited Paid Time off for our non-bargaining Unit employees.
Dundee Twp Park District	Gym membership Pool family pass Zoo family pass
Northbrook Park District	Recreation benefits to programs, aquatics, theatre, fitness
Schaumburg Park District	n/a
Village of Algonquin	Employees using less 32 hrs sick leave in 1 year may receive payment for difference between 32 hours & amount actually used; the paid hours are deducted from accrued sick leave. Free membership in financial wellness program through SmartDollar (see policy detail for add'l info)
Village of Bloomingdale	n/a
Village of Buffalo Grove	The remote work/flexible scheduling policy above is our newest addition and was implemented 1/1/24
Village of Carol Stream	A small on-site fitness room, and complimentary use of the Park District's fitness center for all full-time employees. Also, the State of Illinois "Transportation Benefits Act", providing pre-tax deduction up to \$300/mo for FT employees who use public transportatfor work commute
Village of Carpentersville	Attendance Incentive, if an employee doesn't use sick time between Jan-June and July-Dec the employee receives \$300-\$800/bi-annually depending on position
Village of Elmwood Park	n/a
Village of Glendale Heights	n/a
Village of Hanover Park	Free gym membership, "Free Ride Program" - free pass to public transportation for first month of employment.
Village of Lombard	Discount gym membership (part of health insurance and partners with park district)
Village of Northbrook	n/a
Village of Roselle	n/a
Village of Schaumburg	Flexible Benefits Purchase Program for certain executive employees, who are granted an annual allowance and benefits available for selection determined by Village Manager
Village of Streamwood	n/a
Village of Bartlett	Annual sick leave payouts and vacation leave payouts



Village of Bartlett, IL

**Classification and Compensation Study
2024**



Agenda

1. Scope of Work
2. Job Evaluation/Classification Plan
3. Market Survey
4. Proposed Compensation Plan
5. Implementation of Classification and Compensation Plan
6. Future Administration of the System
7. Questions



Why a Classification and Compensation Study?

Classification:

- Internal Structure supports career progression and internal pay equity

Compensation:

- External Survey supports market competitiveness and provides current data to use when developing pay proposals (ex: for contract negotiations or annual COLA recommendations)





Scope of Work and Process

Project Scope:

- Study Preparation and Project Meetings
- Determination of Comparable Communities
- Employee Kick Off Meeting
- Market Survey
- Analyzed Market Data
- Conducted Job Evaluation
- Prepared Classification and Compensation Plan
- Draft Report
- Presentation
- Finalize Report



Job Evaluation



Sixty-seven (67) positions were reviewed using the following nine (9) job factors to establish internal equity/position alignment:

- Education – Required Preparation and Training
 - Work Experience – Years of Experience Needed to Perform Job
 - Decision Making and Independent Judgment
 - Responsibility for Policy Development
 - Planning of Work
 - Contact with Others
 - Work of Others (Supervision Exercised)
 - Working Conditions
 - Use of Technology/Specialized Equipment
-

Job Evaluation

Positions were evaluated based on the following:

- Job Description
- Employee's Completed Job Analysis Questionnaire (JAQ)
- Supervisor Comments on JAQ
- Virtual interviews conducted by MGT with at least one (1) employee in each position.

The Classification Plan was developed to support internal equity and position alignment, ensuring that positions are structured based on their relationships to one another.

Table 1 – Comprehensive Table/Classification Plan

The logo for MGT, consisting of the letters 'MGT' in a bold, white, sans-serif font. The letter 'G' is stylized with a blue square at its base. The logo is positioned in the upper right corner of a dark blue vertical bar that runs down the right side of the slide.

Comparable Communities



Establishment of comparable communities (Appendix B):

The following eight (8) criteria was used:

1. Equalized Assessed Value
 2. Per Capita Income
 3. Population
 4. Total Expenditures
 5. Number of Full Time Employees
 6. State Sales Tax
 7. Property Tax Revenue
 8. Proximity
-

Comparable Communities 70+ Points



A cutoff of seventy (70) points was established to select the communities most like Bartlett across the eight (8) categories.

Algonquin	Elmwood Park	Rolling Meadows
Bloomington	Glen Ellyn	Roselle
Buffalo Grove	Glendale Heights	Schaumburg
Carol Stream	Hanover Park	South Elgin
Carpentersville	Lombard	Streamwood
Elgin	Northbrook	West Chicago
Elk Grove Village	Park Ridge	

An additional five (5) park districts from the comparable communities were included in the survey for golf course data.

Market Survey - Salaries

Data is collected through the use of a survey

- Each position is defined to assist in gathering accurate data.
- Survey responses are reviewed to determine if information gathered is an appropriate match for the position surveyed.
- Salary ranges are the preferred method to gather salary data.
- Salary data gathered is considered the current market for the positions.

The logo for MGT, consisting of the letters 'MGT' in a bold, white, sans-serif font. The letter 'G' is stylized with a blue arrow pointing to the right, integrated into its shape. The logo is positioned in the upper right corner of a dark blue vertical rectangular area that occupies the right side of the slide.

Market Survey: Benefits



Benefit data was collected, and comparative observations were made. The communities were surveyed regarding the following benefits (Appendix D):

- Health Insurance Plans and Premium Contributions
 - Dental and Vision Insurance Contributions
 - Paid Time Off including: Sick Leave, Personal Leave, Holidays and Vacation Time
 - Maternity/Paternity Benefits
 - Wellness Offerings
 - On Call Pay
 - Longevity Pay
 - Stipends and Other Reimbursements
 - Work from Home Policies
-

Proposed Compensation Plan



Compensation rates are calculated at the 60th percentile of the salaries of the communities surveyed (Comprehensive Table 1).

Pay ranges and pay plans have been calculated at the 60th percentile (Proposed Pay Ranges Table 2).

The Compensation Plan consists of thirteen (13) pay grades; one 1 being lowest and thirteen (13) being highest.

All grades have a 40% range spread from the minimum of the range to the maximum of the range.

Proposed Implementation



- Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
 - The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
 - The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace.
 - However, a community may consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.
-

Future Administration

Classification:

- Review classifications each year to respond to changing conditions (tools provided).
- Create, Adjust and/or Eliminate classifications as needed.

Compensation:

- Survey Entities for salary changes; consider the CPI.
- Adjust pay ranges as determined necessary.
- Consider related pay adjustments for employees.

The logo for MGT is displayed in white text on a dark blue background. The letters 'MGT' are in a bold, sans-serif font. A small blue square is positioned to the right of the letter 'T', partially overlapping it. The background of the slide is a dark blue rectangle with a diagonal gradient from the top-left to the bottom-right.

MGT

MGT

Thank you



Agenda Item Executive Summary

AGENDA ITEM: Bartlett Hills Renovation BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount	\$53,000	Budgeted	
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Fund: BEDA program Corresponding Activity Measure:

EXECUTIVE SUMMARY

In response to evolving demands within the wedding and golf industries, staff have proposed a renovation of the underutilized men's locker room at Bartlett Hills Clubhouse. Originally designed over three decades ago, the space no longer functions as a meaningful amenity and is currently used primarily for storage. The proposed plan includes removing outdated shower and locker room features to create a functional groomsmen's area while preserving some storage. Additionally, the project includes an expansion of the existing bridal suite, which has received highly positive feedback since its construction in 2018. The expansion aims to better accommodate the typical wedding parties of twelve individuals and address the comments of wanting more space. The groomsmen's room would include amenities such as a small lounge area, television, refrigerator, and enclosed storage.

While the return on investment (ROI) is challenging to quantify, the renovation is expected to enhance the venue's appeal and potentially attract more events. It also presents new revenue opportunities through premium add-ons, such as food and beverage upgrades for wedding parties. Staff have obtained two quotes, with the lowest—approximately \$52,000—coming from Jensen Group Construction, who previously completed the bridal suite to staff's satisfaction. Due to their proven performance, immediate availability, and the project's specialized scope, staff will recommend waiving the formal bidding process, should the board choose to proceed.

ATTACHMENTS (PLEASE LIST)

Memo

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Further Evaluate Options for future stability at Bartlett Hills

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Scott Skrycki, Asst. Village Administrator

Date: 4/24/25

Memorandum

To: Village President and Board of Trustees
Paula Schumacher, Village Administrator

From: Scott Skrycki, Assistant Village Administrator

Date: 4/25/2025

Re: Bartlett Hills locker room and bridal suites

There have been ongoing discussions concerning the utilization of space in the men's locker room. Since the original conception of the Bartlett Hills Clubhouse plans over thirty years ago, significant changes have occurred within both the wedding and golf industries. Consequently, the men's locker room is no longer regarded as a functional amenity within the clubhouse and currently serves primarily as a storage area.

PROJECT

The proposal being presented this evening involves the removal of unused showers and underutilized locker room space to establish a designated groomsmen's area, while maintaining a portion of the space for storage. During subsequent discussions, it was also recommended that expanding the existing bridal suite could be a strategic decision, particularly considering the opportunity to leverage the efficiency of concurrent renovations.

Since the construction of the bridal suite in 2018, it has been met with overwhelmingly positive feedback. The only consistent suggestion for improvement has been: "We wish it were larger."

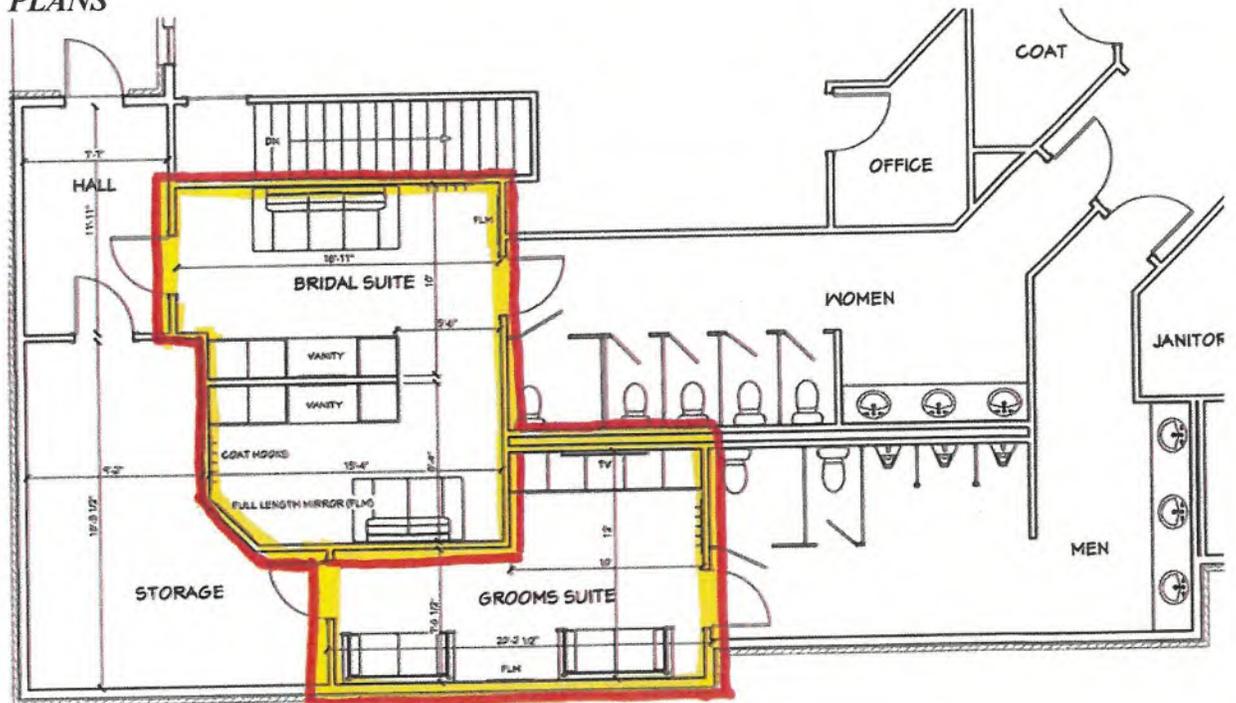
A typical wedding party includes approximately twelve individuals—six on each side. The proposed reconfiguration would provide adequate space to accommodate both the expanded bridal suite and the newly designated groomsmen's room. The bridal suite would retain its current layout, with additional square footage and more vanities. The groomsmen's area would feature a refrigerator, television, and a small lounge space, and flat screen television, along with a walled-off section allocated for storage.

ROI

The return on investment (ROI) for the project may be difficult to quantify, but its primary value lies in offering additional amenity that could serve as a deciding factor for potential clients and help attract more events. Additionally, there would be opportunities for direct

monetization through “bridal/grooms suite enhancements,” including optional add-ons such as charcuterie boards, appetizers, and expanded liquor service.

PLANS



REVISED PARTIAL FLOOR PLAN

PRICE

Staff have reached out to several contractors in the trades; however, obtaining quotes has proven to be challenging. Despite this, staff were able to secure two quotes—one verbal and one written. The lower of the two, approximately \$52,000, was provided by Jensen Group Construction, the company that previously completed the bridal suite. Staff were pleased with the quality of their work, their efficiency, and their communication throughout that project.

Given the specialized nature of the proposed renovation, Jensen’s ability to begin work promptly, and our positive, firsthand experience with the company, staff will recommend waiving the formal bidding process—should the Board choose to proceed with the project.