



**AN ORDINANCE ESTABLISHING CERTAIN ANNUAL, DAILY
OR HOURLY PAY RATES AND PAY RANGES
AND THE SALARY ADMINISTRATION SCHEDULE
FOR THE CITY OF CRYSTAL LAKE EMPLOYEES**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS;

SECTION I: ANNUAL, DAILY OR HOURLY RATES

That the ranges of annual, daily or hourly rates for the employees of the City are hereby to read as follows on attached chart.

SECTION II: SALARY ADMINISTRATION PROCEDURES

- A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.
- B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
 - 1. Quality of performance since the employee's last salary adjustment.
 - 2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
 - 3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.
- C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.
- D. The City Manager shall annually approve salary rates and their effective dates for all employees.
- E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

SECTION III: JOB CLASSIFICATION:

That all positions of the City shall be separated into classifications and each classification shall have a pay range and the designation of an annual, daily, or hourly rate of pay. The classifications of positions may be modified as deemed appropriate by the City Manager.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the City Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the City Manager unless sufficient funds have been appropriated in the annual budget.

SECTION IV: REPEALER


That all ordinances or parts of ordinances, rules and regulations in conflict with this ordinance shall be and are hereby repealed.

SECTION V: EFFECTIVE DATE

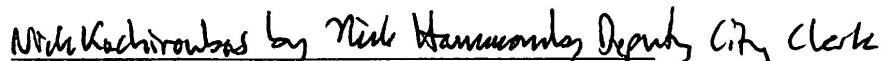
That this Ordinance shall be in full force and effect from and after the first day of May 2024.

DATED at Crystal Lake, Illinois, this 16th day of April 2024.

APPROVED:


Hag Haleblian, MAYOR

ATTEST:


Nick Kachiroubas, CITY CLERK

PASSED: April 16, 2024

APPROVED: April 16, 2024

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Compensation Plan - Full-Time Non-Represented Employees
Effective 05.01.2024 to 12.31.2024

	Grade	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Office Assistant	1	45,762	69,321	22.00	33.33
Police Records Assistant	3	50,453	76,441	24.26	36.75
Accounts Payable Coordinator	4	53,965	81,761	25.94	39.31
Administrative Assistant	4	53,965	81,761	25.94	39.31
Community Service Officer	4	53,965	81,761	25.94	39.31
Development Services Representative	4	53,965	81,761	25.94	39.31
Management Assistant	4	53,965	81,761	25.94	39.31
Development Services Specialist	5	57,766	87,489	27.77	42.06
Payroll Coordinator	5	57,766	87,489	27.77	42.06
Property Control Officer	5	57,766	87,489	27.77	42.06
Utility Billing Coordinator	5	57,766	87,489	27.77	42.06
Human Resources Assistant	6	61,828	93,655	29.73	45.03
Executive Assistant	7	66,756	101,103	32.09	48.61
Accountant	8	70,766	107,159	34.02	51.52
Building Inspector	8	70,766	107,159	34.02	51.52
Engineering Inspector	8	70,766	107,159	34.02	51.52
Fire Inspector	8	70,766	107,159	34.02	51.52
Finance Analyst	8	70,766	107,159	34.02	51.52
Management Analyst	8	70,766	107,159	34.02	51.52
Public Works Analyst	8	70,766	107,159	34.02	51.52
Support Services Coordinator	8	70,766	107,159	34.02	51.52
Accounting Manager	9	74,951	116,817	36.03	56.16
Lab Supervisor	9	74,951	116,817	36.03	56.16
Plans Examiner	9	74,951	116,817	36.03	56.16
Plumbing Inspector	9	74,951	116,817	36.03	56.16
Police Records Supervisor	10	86,094	126,038	41.39	60.60
Public Works Manager	10	86,094	126,038	41.39	60.60
Public Works Supervisor	10	86,094	126,038	41.39	60.60
Assistant City Planner	11	89,549	131,057	43.05	63.01
Assistant to the City Manager	11	89,549	131,057	43.05	63.01
Police Sergeant		122,491	133,848	58.89	64.35
Civil Engineer	12	93,130	136,295	44.77	65.53
Assistant Finance Director	14	104,160	148,871	50.08	71.57
Public Works Superintendent	14	104,160	148,871	50.08	71.57
Assistant City Manager	15	108,307	154,133	52.07	74.10
Building Commissioner	15	108,306	154,133	52.07	74.10
Capital Engineering Manager	15	108,307	154,133	52.07	74.10
City Engineer	15	108,307	154,133	52.07	74.10
City Planner	15	108,307	154,133	52.07	74.10
Economic Development Manager	15	108,307	154,133	52.07	74.10
Fire Battalion Chief	15	108,307	154,133	52.07	74.10
Fire Bureau Chief	15	108,307	154,133	52.07	74.10
Police Commander	15	108,307	154,133	52.07	74.10
Deputy Fire Chief	17	118,308	175,841	56.88	84.54
Deputy Police Chief	17	118,308	175,841	56.88	84.54
Deputy Director of Public Works & Engineering	17	118,308	175,841	56.88	84.54
Director of Human Resources	18	124,243	185,408	59.73	89.14
Director of Information Technology	18	124,243	185,408	59.73	89.14
Deputy City Manager	19	129,215	200,240	62.12	96.27
Director of Community Development	19	129,215	200,240	62.12	96.27
Director of Finance	19	129,215	200,240	62.12	96.27
Director of Public Works & Engineering	20	134,375	208,265	64.60	100.13
Fire Rescue Chief	20	134,375	208,265	64.60	100.13
Police Chief	20	134,375	208,265	64.60	100.13

Compensation Plan - Regular & Temporary Part-Time Non-Represented Employees
Effective 05.01.2024 to 12.31.2024

	Grade	Hourly	
		Minimum	Maximum
Temporary/Seasonal Positions			
Seasonal Laborer			
Public Works Fleet		14.00	18.00
Public Works Streets Summer		14.00	18.00
Public Works Water		14.00	18.00
Public Works Wastewater		14.00	18.00
Three Oaks Attendant		14.00	17.00
Three Oaks Lifeguard		15.00	19.00
Three Oaks Assistant Marina Manager		15.50	20.00
Three Oaks Assistant Lifeguard Manager		17.00	21.00
Public Works Streets Winter		22.50	28.00
Interns			
Administrative Intern		15.00	31.50
Engineering Intern		15.00	20.00
GIS Intern		15.00	20.00
Management Intern		15.00	20.00
Planning Intern		15.00	20.00
Finance Intern		15.00	20.00
Regular Part-Time Positions			
Police Records Assistant	3	24.26	36.75
Administrative Assistant	4	25.94	39.31
Firefighter II/EMT-B Trainee		14.00	14.00
Firefighter II/EMT-B ⁽¹⁾		15.50	19.00
Three Oaks Assistant Operations Manager		17.50	25.00
Three Oaks Maintenance Manager		17.50	29.00
Three Oaks Operations Manager		17.50	34.00

(1) Fire Rescue Part Time Staff: Additional \$0.50/hour for each certification on top of base for for additional Certifications of Paramedic, FAE, or Firefighter III; Additional \$0.50/hour for 10 years or more service to CLFRD