



AGENDA MEMORANDUM

DATE: June 4, 2026

TO: Forest Preserve District Executive Committee

FROM: Jennifer Clough, Director of Human Resources

SUBJECT: Presentation and Approval of a Modification to the Ordinance Setting the Salary Ranges of All Positions of the Forest Preserve District of Kane County

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider the approval of the District's Ordinance Setting the Salary Ranges of All Positions.

BACKGROUND:

The Commission approved a new step schedule compensation model in 2024 that adjusted salary ranges for the first time since 2017. The new compensation plan was implemented to support the District's intention to recruit and retain employees by offering competitive pay. The new plan placed employees' pay closer to the regional average of pay for each position compared to other local agencies.

The step schedule has been updated to reflect a 2.7% increase to all salary ranges effective July 1, 2026, consistent with the FY2026-2027 annual budget approved by the Commission on May 12, 2026. This economic factor adjustment ensures the District's compensation plan stays in line with the market, and is consistent with the recommendations of the comprehensive study of the District's compensation and classification plan completed in 2024.

This annual review process includes the assignment of new, reclassified, and retitled positions to the step schedule since the last commission approved update, which was June, 2025. They include:

New:

- Human Resources Manager, Human Resources Department
- Finance Analyst, Finance Department
- Project Manager, Planning and Land Protection Department

Reclassified:

- Stewardship Specialist, Part-time to Full-time Classification
- "Wildlife Technician" to "Wildlife Ecologist"
- "Director of Finance" to "Chief Financial and Administrative Officer"
- "Accounting Manager" to "Assistant Director of Finance"
- "Accountant" to "Accounting Supervisor"

FINANCIAL IMPACT:

Employee compensation is adjusted consistent with the increase to the step schedule. The FY2026-2027 annual budget approved on May 12, 2026 included the economic factor adjustment of 2.7% to the ranges in the salary schedule. The financial impact for the economic factor increase is \$169,775.96.

RECOMMENDATION:

Staff recommends the Committee approve the modification to the ordinance setting the salary ranges of employee positions.

ATTACHMENTS:

2026 Step Schedule