COUNTY OF KENDALL, ILLINOIS ADMIN HR COMMITTEE



County Office Building County Board Rooms 209-210 Monday, April 3, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order
- 2. Roll Call: John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Bob Davidson, Matthew Prochaska
- 3. Approval of Agenda
- 4. Approval of Minutes from March 28, 2017 Meeting
- 5. Department Head and Elected Official Reports
- 6. Public Comment
- 7. Committee Business
 - Review of County Administrator Job Description
 - Employee Handbook Revisions/Update
- 8. Executive Session
- 9. Items for Committee of the Whole
- 10. Action Items for County Board
- 11. Adjournment

COUNTY OF KENDALL, ILLINOIS ADMINISTRATION HUMAN RESOURCES COMMITTEE Meeting Minutes

Tuesday, March 28, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:32p.m.

ROLL CALL

| Attendee Name | Status | Arrived | Left Early |
|-------------------|---------|----------|------------|
| Judy Gilmour | Present | | |
| Matthew Prochaska | Present | | |
| Lynn Cullick | Present | | |
| Bob Davidson | Present | | |
| John Purcell | | 5:36p.m. | |

With four members present, a quorum was established to conduct committee business.

County Personnel Present: Glen Campos, Jill Ferko, Scott Koeppel, Jeff Wilkins

APPROVAL OF AGENDA

Motion: Member Prochaska Second: Member Gilmour

RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – March 6, 2017

Motion: Member Prochaska Second: Member Gilmour

RESULT: Approved with a Unanimous Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration – Jeff Wilkins reviewed the monthly Human Resources reports with the committee.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

• Recommend for Approval the Recertifying Resolution for the Participation of Elected Officials in IMRF — Motion made by Member Purcell, second by Member Prochaska. With five members voting aye, the motion carried.

- Proposal to raise the cap on IMRF hours from 600 to 1000 Discussion on providing
 health insurance to any employee that works 30 hours or more per week if the hours are
 increased to 1000 when the County recertifies with IMRF. There was consensus by the
 committee to leave the hours at 600 for part-time employees at this time, and to review
 the item again in the future.
- Electric Aggregation Process and Timeline Chris Childress, Progressive Energy provided a Historical Review of the Kendall County Aggregation Program, Resident choices and usage profile, the average total savings of \$82.66 to residents for the three years, and the total program Kendall County savings of \$783,368, and the tentative Aggregation timeline for 2017.
- Distribute County Board Rules of Order with revision approved March 7, 2017 Member Prochaska to review the Rules for accuracy, check with the State's Attorney's Office to see if final approval of the amendment is needed, and include on the April 18, 2017 Board agenda if necessary.
- County Administrator Job Description Member Cullick stated that it is imperative that the
 County Board ensures that all job descriptions are updated and reviewed by the Admin HR
 committee as well as the State's Attorney's office prior to final approval by the County
 Board. Member Cullick asked the committee to review the proposed job description and
 bring any changes or suggestions to the April 3, 2017 Admin HR meeting. The five
 Administration employee job descriptions will be ready for review for the April 3, 2017
 meeting as well.

ITEMS FOR COMMITTEE OF THE WHOLE – Electric Aggregation Process and Timeline

ACTION ITEMS FOR COUNTY BOARD

- Approval of the Recertifying Resolution for the Participation of Elected Officials in IMRF
- Approval of County Board Rules of Order with revision approved on March 7, 2017
- Electric Aggregation Process and Timeline (April 18th Board agenda)

EXECUTIVE SESSION – Not needed

ADJOURNMENT

Motion: Member Prochaska Second: Member Purcell

RESULT: With a Unanimous Voice Vote, this meeting was adjourned at 6:36p.m.

Respectfully Submitted,

Valarie McClain Recording Secretary

KENDALL COUNTY JOB DESCRIPTION

DEPARTMENT/OFFICE: Administrative Services

POSITION TITLE: County Administrator

REPORTS TO: Chairman of the Kendall County Board or his designee

SUMMARY OF POSITION:

The County Administrator is at the center of the coordination of all activities of the County Board and its committee structure. The position must frequently serve as the point of contact with the County Board, residents, and elected and appointed department heads. Additionally, the County Administrator has multiple intergovernmental relations responsibilities. The County Administrator also coordinates the creation of the county budget and county economic development activities. The County Administrator also oversees health & liability insurance, personnel, planning, zoning, facilities management, technology, and animal control.

MAJOR DUTIES AND RESPONSIBILITIES

The duties for this office shall include, but not be limited to, the following:

- 1. Oversee the activities and staff of the Office of Administrative Services, Technology Services, Facilities Management, Planning, Building & Zoning, and Animal Control.
- 2. Preparation and submittal of the annual budgets for the functioning of the Office of Administrative Services.
- 3. Provide full administrative, secretarial, and research assistance as directed, for the Chairman and other Board members.
- 4. Represent the Kendall County Board, as directed, on designated Commissions, Boards, or ventures and assume a leadership role in other departments on an interim basis as directed. Be prepared to take over as Aacting@ department head in the event said Department Head is unable to fulfill his/her duties. This would be at the direction of the County Board until a resolution of the problem was found.
- 5. Oversee the administration of the Employee Health, Accident, Dental and Life Insurance Programs and any other benefit program enacted and approved by the Kendall County Board.
- 6. Oversee the mailing facility for the Kendall County Office Building.
- 7. Oversee the administration of the Kendall County public liability and property insurance programs, assuring that all county functions are properly and adequately covered.
- 8. Research potential funding assistance sources for all functions of the County government.

- 9. Conduct, monitor and account for all expenditures from the Kendall County Board budget line items.
- 10. Monitor and assure that all County Board contracts, agreements and directions are properly followed as directed and agreed.
- 11. Administratively monitor and conduct the duties and responsibilities of the Kendall County Liquor Commission, preparing and monitoring license application, renewals, bonding and dissemination of required information.
- 12. Attend all meetings of the County Board Committee-of-the-Whole, Human Resources & Administration Committee, Budget & Finance Committee, Judicial/Legislative Committee, Economic Development Commission, Technology Committee, Employeee Relations Committee, Revenue Committee, and Elected Official/Department Head meetings. Take and prepare committee minutes as required and prepare meeting agendas. Attend other Committee meetings as appropriate.
- 13. Run advertisements for personnel recruitment
- 14. Attend all budget meetings and hearings, providing administrative support to the committee. Work with all Department Heads, the committee and the auditor to assure that the annual budget is properly and timely presented to the Kendall County Board for adoption. Working with the auditor, assure that the county audit is proper and timely in its presentation to the Kendall County Board.
- 15. Prepare and distribute monthly county schedules of meetings and events, monitoring the usage of meeting rooms and facilities for the various committees.
- 16. Maintain mail boxes and information disbursement facilities for all County Board members and department heads.
- 17. Provide liaison and distribution for requests, information and directives between the Kendall County Board and Kendall County departments.
- 18. Serve as a communication contact person with municipalities, townships and other governmental entities and groups as directed by the Board.
- 19. Develop and conduct communications links between County Board and departments, including Department Head meetings, Employee Relations committee meetings, Employee newsletter and other methods.
- 20. Monitor and maintain inventory system of county equipment in cooperation with County Board and departments.
- 21. Prepare and issue news releases to media when appropriate.

- 22. Monitor County Economic Development Commission Revolving Loan Fund and other economic development responsibilities as assigned.
- 23. Serve as the County Board's principal contact and representative on all collective bargaining issues.
- 24. Any other duties as assigned.

Kendali County Job Description - revised 021517

TITLE: **DEPARTMENT:**

County Administrator Administrative Services Kendail County Board

REPORTS TO: **FLSA STATUS:**

Exempt

APPROVED:

n Process

Communicated [AKK1]: This will, of course, need to be underted

Position Summary and Primary Purpose:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services Office. The County Administrator acts as the Kendail County Board's Ilaisan regarding the coordination and management of policy initiatives, operational issues strategic plan within the daily operations of Kendall County ("County"). The indal County Board Chairperson ("Chairperson") and the Kendall County Board ("Cor ard") provide administrative direction to the County Administrator. The position must fre tve as the point of contract with the County Board, residents, and elected officials and appoint department heads. Additionally. the County Administrator has multiple intergovernmental relate responsibilities. The County Administrator also has many management and coordination dult to the administration of the county budget process, the county County economic development is bram, rick management, and the health care benefit program administration.

Commented [12]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement.

₩<u>II.</u> Essential Duties and Responsibilities:

Primary duty is to mane (endall County Administrative Services Office and Planning, Building and Zerrice (in Department in accordance with the County's organizational points, or and budge parameters.

Customarily and regularly discrete the county's Administrative Services

and PBZ Department.

Customarily and regularly perform management duties in the Kendall County

Administrative Services Office Including, but not limited to, the following:

Eviewing, selecting and training all employees in the Administrative Services Office:

Settingtand aditisting employees' hours of work:

Setting and adjusting employees' rates of pay (within pre-approved budget

- Maintaining boduction and operations records for use in supervision and Cartrol of the Administrative Services Office;
- Concluding a gular performance evaluations of all employees in the Admirit Walve Services Office;
- Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- Handling both internal and external complaints and grievances related to the Administrative Services Office;
- Disciplining employees;
- Apportioning the work among employees assigned to Administrative Services Office:
- Providing for the safety and security of the employees and County property: and

Commented [33]: Technically, the County Administrator job description should be separate from the Planning, Building and Zoning Director job description. These are two different Planning, Bullding & Zoning Director," So, I would recommend the twe titles be split into two separate job descriptions. You stready have a notation within this section (see lies M(R)) shout the Administrator taking on another department head's job delies on an interim basis. I think that would cover the Adminis PHZ Department head job duties on an interim basis. If you are commutable with Item B(F), then you can delete all references to PBZ in the remainder of the County Administrator's job descriptions as II(F) covers the besics and refers you to the PBZ director's job description for more details about that position's essential job duties.

If you are going to simply have the County Administrator purmanently become the head of PBZ and simply merge the two County Departments, I have included some of the management duties have for PBZ. However, I would suggest you review and comes nees not PAZ. Provide to a transfer of the provide the job duties for PAZ Director here, too—not just personnel supervision stuff. Also, if permusually merging two positions/departments, I would recommend you review all County Balleting and Zoning Ordinances to address this permanent merger of duties/departments.

Kendall County Job Description - revised 021517

- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the Administrative Services Office.
- Serves as the Interim Director of the PBZ Department and customarily and requiatty performs management duties in PBZ Department including, but not limited to, the following:
 - Interviewing, selecting and training all employees in PBZ Department;
 - Setting and adjusting employees' hours of work;
 - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
 - Maintaining production and operations sords for use in supervision and control of PBZ Department;
 - Conducting regular performance, availuations of all employees in PBZ Department:
 - Appraising employees' pro divity and efficiency for the purpose of
 - recommending promotion other changes in fatus; '
 Handling both internal an external complaints and grievances related to PBZ Department:
 - Disciplining employees;

 - Apportioning the work among em ees assigned to PBZ Department;

 Providing for the safety and secs of the employees and County property: and
 - Makes rall final decisions regarding the hiring, firing, advancement, promotion any other changes of states for all employees in PBZ Devertment.

Supervise the subvities and tatiff of the Office of Administrative Services and the Planning. Building and Zonik Depart

- COStinarily and the pervises and supports all County department heads ov perioming mai. (e) ement of a inciteding, but not limited to, the following

 - Interviewing. Citing and Laining all County department heads;
 Setting and adib. In department heads' rates of pay (within pre-approved
 - budget parameters.

 Maintaining production and operations records for use in supervision of all County department heads:
 - Conducting regular performance evaluations of all County department
 - Appraising department heads' productivity and efficiency;
 - Handling both internal and external complaints and grievances related to County department heads;
 - Disciplining County department heads; and
 - Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all County department heads
- At the direction of the County Board, serves as "acting" department head, on an Interim basis, for the applicable County department in the event said—thee Department department Head head is unable to fulfill his/her essential lob duties and, on an interim

Commented [14]: This item can be put into the PBZ Director's job description, assuming the Board chooses to lose Jeff's role as an Interior director for this department and chooses to create an official job description for FBZ Director. I telleve section F below addresses Jeff's ability to assume department head diries on an interior basis. This will help you from having to constantly change Jeff's job description if he has to pick up department heads' detice for a while.

Commented [15]: The County Board needs to be very careful regarding what level of direction and control the County Administrator will have over other County department heads. If Administrator provides algorificant direction and control over department hands' duties and department hands lose their independence, discretion and control over their departments, the department heads will lose their FLSA exempt status. So, please review and confirm what level of supervision the Administrator will have over the department heads. Also, who will make hiring and firing decisions of department heads? Administrator? County Board? Lastly, with respect to supervision of department heads, the Board should confirm that all of its current policies and procedures well as other job descriptions support the language in this job description, too, if it hasn't done so strendy,

Commented [16]: Please confirm if this is correct for all department heads or just some County department heads. In the original druft, you had referenced, Technology, Facilities, Animal Control and "other departments" Not sure what are the "other departments".

Kendall County Job Description - revised 021517

basis, performs all of the essential job duties set forth in the applicable department head's lob description.

| | Jew with the second sec |
|----|--|
| G, | Primary duties include the performance of office or non-manual work directly related to |
| | the management or general business operations of Kendall County, which duties include, |
| | but are not limited to the following: |
| | Preparation and submittal of the annual budgets for multiple departments and programs. |
| | |
| | Monitors and authorizes expenditures for multiple departments and programs. |
| | • |
| | Oversees and aAdministers ration of all its same benefits programs offered by |
| | the County Including, but not limited the County's the Employee Health, |
| | Accident Dental and I fe Insurance and any other benefit program |

Oversees and aAdministration of the County's risk management by performing duties including but not limited to risk anagement planning, risk management policy development and administration and safety and liability insurance activities.

offered by the Couny.

Building.

- Oversees and adhipisters the County sublic-liability and property insurance programs and entransport and functions have adequate instructions were generally and adequately severed.
- Oversees and monitors the inhistration of the County's Revolving Loan Fund and other economic de Topment esponsibilities.
- Supports the County's improved anagement Systems in preparedness, response and recovery afforts
- Preserve the confidentiality in security of confidential information, including information that may be provided under the Health Insurance Portability and Accounteality Action 1996 ("H. "A") and information relating to all functions of instructive Services and Acreements and monitor them for compliance.
 - Ensure silident operation of the mailing facility of the Kendall County Office
- ent and manner.
- H. Acts as the Characterist and the County Board's Ilaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
 - Provide administrative support and research assistance for to the County Board.
 - Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours.
 - Prepare County Board committee agendas and minutes, as neededif necessary.
 - Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Ceommittee.

Commented [AKK7]: This is a little vague. Which departments and accesses?

Gommanted [ISR7]: Also, if the County Administrator is preparing and submitting other County departments' budgets this will further undercut the other department heads' FLSA energy states.

Commented [AKK9]: rame

Commented [110R9]s Again, if the County Administrator is "mealturing and authorizing expenditures" for departments and programs overseen by other county department heads, this will further undercut the other department heads' FLSA exempt status.

Composited [ASCL1]: "Monitor" seems such a passive responsibility. Do you do saything else? Contact loss recipients, consumicate with the Board shout the recipients, applicants, and status of the fine?

Commenced [112]: What are the "other scenemic development responsibilities"? That should be set out in more detail here. This is very vague and open to much interpretation,

Commented [113]: I believe the County Administrator plays a role in the County's emergency response plan/systems. Time, I have included a provision here. However, if that is not accurate, please

Communicate [AIGCI4]: Does the administrator also serve as a ROIA officer?

Commonited [AKK15]: In there a way to make this more specifie? Is it only certain types of contracts? Are you seeigned to manifer the contracts by the Board?

Communication [116]: Does County Administrator have any role with grants? KAT?

Commented [127]: Is this job duty limited to just providing the support to Budget Committee? Or, does Jeff have to sasts other Board members, too, if they have questions during budget time.

Kendali County Job Description - revised 021517

- Work with all Department department Heads heads and the Budget Committee to assure that the annual budget is properly and timely presented to the Kendall-County Board for adoption.
- . Coordinate with outside auditor to assure the annual audited financial statements are presented to the Kendall-County Board.
- Coordinate the auditor selection process, as directed by the County Board.
- Coordinate with an outside financial advisor approved by the County Board regarding the lasuance and refinancing of bonds.
- Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board.
- Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board.
- Furnish the Chalreerson and the County E with accurate and timely information
- that is necessary for the County Board of the lits statutory powers and duties.

 Represent the Kendall-County Board of seeigns. M-Intergovernmental commissions, boards, committees and working groups, as designated by the County Board.
- Serve as a primary contact and direct liaison, on shalf of the County, with for municipalities, townships, and direct governmental entitles and groups.
- Prepare and Issue news releases to media, when appropriate and as directed by the County Board.
- B. .. Monitor Negotiate specific contracts and agreements and monitor them for compliance.
- G.J. Ensure-Provides administrative apport to fer-the Kendall County Liquor Commissioner in process eting license applie tions, a sewals, and ordinance revisions.

 D. Prepare and issue news releases to make when appropriate, and as directed by the Beard.

- E. Monitor Révolving Lean Fund and Community of community of community of the control of the con County Bears, and its committees.
- Abmoly with all addicable recerni and state laws and regulations regarding or relating to assisped lob duties including but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act,
- M. Complication all applicable policies and procedures regarding or relating to assigned job duties.
- availability to respond to emergencies, exercises and other related N. Maintains activities.
- Maintains regular attendance and punctuality.
- P. Any Performs any other duties, as required needed or assigned by the County Board.

Supervisory Responsibilities:

This job has the following supervisory responsibilities:

V.IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

Communitari [AKICIS]: Is this supposed to be singular or plural?

Commented [AIG(19]: Can you do this in your own discretion, or do you need authority from the Board?

Commented [AICC20]: Is there a way to make this score specific? Is it only certain types of contracts? Are you satisfied to monitor the contracts by the Board?

Commented [AICC21]: Can you do this in your own discretion, or do you need authority from the Board?

Commented [AKC22]: "Monitor" accord such a punive responsibility. Do you do mything else? Contact from recipie mmunicate with the Board about the recipients, applicants, and status of the fund?

Commented [AKK23]: Does the administrator also serve as a

Commented [AJUC24]: I am not familiar with all of the administrator's supervisory responsibilities. You will need to fill this

Commented [125]: Please make sure the format and headings in all County job descriptions is consist

Kendali County Job Description - revised 021517

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence,
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

B. Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers. common fractions, and decimals.
- common fractions, and decimals.

 Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

- Ability to apply common sense undestanding to carray out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems in sing several concrete transples in standardized situations.

A.D. Other Skills, Knowledge and Abilities:

- D. Other Skills, Knowledge and Abilities:

 The person should have strong Strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.

 Excellent prioritization skills and the ability to meet abilities.

 The ability to display a positive cooperative professional and team orientated attitude.

 The ability to display understand information and ideas, and work effectively with departments—eCourty personnel, local elected officials, and local economic development officials.

 Knowledge of an ciple and practices of local government structure and services.

 Regulate The ability of the ability work to project completion and follow guidance.

 Computer Proficient in wheelge of this Word, Excel, Outlook, Power-Point.

- B. Work Standards and Bost Procling Guidelines:

 Adheres to all work and sail a polloge.

 Follow standards and guidelines which include, but are not limited to, illinois State Statutes, Federal regulations and directives, departmental standard operating procedures, and policies established by the Kendall County Board.

Education and Experience:

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields is required.
- A minimum of Seeven years of increasingly responsible professional experience in public or business administration, including at least four years in a management position. is required.

Certificates, Licenses, and Registrations:

- Valid Illinois Driver's License.
- Any and all other certificates and registrations as required for the specific duties performed.

Communited [AKK26]: I included this here because this is where it belongs, rather than in the "Education and Experience section. However, I don't see envithing in the essential job duties that suggests this is truly necessary. You need a legitimate business reason for requiring a driver's license.

Kendall County Job Description - revised 021517

VI.V. Physical Demands:

| 7.2 | | |
|----------|---|---|
| V | While performing the duties of this job, the employee must be able to: | |
| | Frequently sit for long periods of time at a desk or in meetings; | Commented [127]; Will this position require driving to |
| | Occasionally walk to other offices in the County Office Building and other County | meetings? If so, any long distance driving/riding in an vehicle? |
| | buildings (e.g., Kendall County Courthouse). | |
| | Occasionally lift and/or move up to 40 pounds; | |
| | Use hands to finger, handle, or feel; | |
| | Reach, push, and pull with hands and arms; | |
| | Bend over at the waist and reach with hands and arms; | |
| | Talk and hear in person and via use of telephone; | |
| | Specific vision abilities include close and distance and depth perception; and | |
| | Travel Independently to other County office being and other locations, to perform job | |
| | duties. | |
| | Vork Environment: | |
| | he work environment characteristics described here are representative of those an employee | |
| 6 | ncounters while performing the essential functions of this lob. While performing the duties of | |
| ti | nis job, the employee is subject to the following working conditions: | |
| | · Mostly Inside inside environmental conditions, except when ourside traveling between | |
| | various buildings or locations to perform assisting from duties. | |
| | The noise level in the wolk important is usually quiet to moderately quiet. | |
| | Employee may be exposed to stressful altuations while working with users, law | |
| | enforcement, department heads, elected officials, vendors, and the general public, | Commented [AKK28]: This list appears to be cut and pasted, |
| | • Employee may be required to provide his some own transportation to travel to and from | and I don't believe it accurate reflects the position. For example, the |
| | meetings, training, conferences, d.c. | term "user" appears in the technology job descriptions to refer to "computer users." Who will this penson actually interact with? |
| | Employee must be able to performable stoned to but ties during normal business hours | Annahamental states from benefits bedeeted, other most states |
| | and outside of normal business houses | |
| | | |
| | | |
| | | |
| | | |
| | | |
| By signi | ng my name below, livingby affirm that I received a copy of this job description. | |
| | V. | |
| | | |
| | | |
| Empless | | |
| =mproye | e Receipt Acknowledgement & Signature Date | |
| | | |
| | | |
| Signatur | e of Supervisor Date | |
| | presented file, employee | |
| | | |

Kendall County Job Description - Clean Copy revised 021517

TITLE: DEPARTMENT: County Administrator Administrative Services Kendall County Board

REPORTS TO: FLSA STATUS: APPROVED:

Exempt In Process

Position Summary:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services Office. The County ministrator acts as the Kendall County Board's liaison regarding the constant and management of policy initiatives, operational issues and strategy any within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator.

III Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendal County Administrative arvices Office and Planning, Building and County Department in accordance with the County's organizational County organizational County Department in accordance with the County's organizational County Department in accordance with the County Department in accordance with
- B. Customarily and regularly directs work of at least two or more full-time employees for their equivalent assigns with the County's Administrative Services and PBZ Department.
- C. Customarily and regularly performs management duties in the Kendail County Administrative Sarvices Office including, but not limited to, the following:
 - Interviewing, selecting and training all employees in the Administrative Services Office.
 - Setting and adjusting employees' hours of work;
 - Setting and adjusting employees' rates of pay (within pre-approved budget parameters).
 - Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
 - Conducting regular performance evaluations of all employees in the Admiristrative Services Office;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling both internal and external complaints and grievances related to the Administrative Services Office;
 - Disciplining employees;
 - Apportioning the work among employees assigned to Administrative Services Office;
 - Providing for the safety and security of the employees and County property; and

Commented [ARCI]: This will, of course, need to be updated

Commented [12]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement.

Commented [13]: Technically, the County Administrator job description should be separate from the Planning, Beilding and Zoning Director, job description. These are two different departments. The Administrator is only serving as the "interim Planning, Building & Zening Director." So, I would recommend the two thice be split into two separate job descriptions. You sheady have a rotation within this section (see item III(3)) about the Administrator taking on another department head's job doties on an interior basis. It think that would cover the Administrator taking on PBZ Department head job doties on an interior basis. If you are comfortable with Bem III(3), then you can delete all references to PBZ In the remainder of the County Administrator's job descriptions as II(3) covers the basics and refere you to the PBZ director's job description for more details about that position's essential job dates

If you are going to simply have the County Administrator permanently become the bead of PBZ and simply merge the two County Departments, I have included some of the management duties here for PBZ. Rowever, I would suggest you review and revise the job description further to include all other job dries for PBZ Director here, too — not just personnel supervision staff. Also, if permanently merging two positions/departments, I would recommend you review all County Building and Zoning Ordinances to address this permanent merger of duties/departments.

Kendali County Job Description - Clean Copy revised 021517

- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the Administrative Services Office.
- D. Serves as the Interim Director of the PBZ Department and customarily and regularly performs management duties in PBZ Department including, but not limited to, the following:
 - Interviewing, selecting and training all employees in PBZ Department;
 - Setting and adjusting employees' hours of work;
 - Setting and adjusting employees' rates of pay (within pre-approved budget parameters):
 - Maintaining production and operations records for use in supervision and control of PBZ Department:
 - Conducting regular performance evaluations of all employees in PBZ Department:
 - Appraising employees' auctivity and efficiency for the purpose of
 - recommending promotions is other changes in status; Handling both internal and a temal complaints and grievances related to PBZ Department:
 - Disciplining employées:

 - Apportioning the work autong employees assigned to PBZ Department; Providing for the safety and security of the employees and County propertypand
 - Makes all inal decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.
- Customarily and the process and supports all County department heads by performing management described and supports all County department heads interviewing, as citing and training all County department heads;

 Setting and adjusting department heads' rates of pay (within pre-approved)
 - - budget parameters)
 - Maintaining production and operations records for use in supervision of all County department heads:
 - Conducting regular performance evaluations of all County department
 - Appraising department heads' productivity and efficiency:
 - Handling both internal and external complaints and grievances related to County department heads:
 - Disciplining County department heads: and
 - Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all County department heads.
 - F. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department

Commented [14]: This then can be put into the PRZ Director's job description, samming the Board chooses to keep left's role as an interim director for this department and chooses to create an official job description for PBZ Director. I believe section F below addresses Jeff's ability to assume department head duties on an interior busis. This will help you from heving to constantly change Just's job description if he has to pick up department heads' duties

Commented [IF]: The County Board needs to be very careful regarding what level of direction and control the County Administrator will have over other County department heads. If Administrator provides significant direction and control over department heads' duties and department heads loss their independence, discretion and control over their departments, the department heads will lose their FLSA exempt status. So, please deputation again with the men reside the administrator where over the department heads. Also, who will make hiring and firing decisions of department heads? Administrator? County Board? Leafly, with respect to supervision of department heads, the Board should confirm that all of its current policies and procedures as well as other job descriptions support the language in this job description, too, if it hasn't done so already.

Commented [16]: Please confirm if this is correct for all department heads or just some County department heads. In the original draft, you had referenced, Technology, Facilities, Animal Control and "other departments" Not sure what are the "other

Kendali County Job Description - Clean Copy revised 021517

head is unable to fulfill his/her essential job duties and, on an interim basis. performs all of the essential job duties set forth in the applicable department head's job description.

- G. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendali County. which duties include, but are not limited to the following:
 - Preparation and submittal of the annual budgets for multiple departments and programs.
 - Monitors and authorizes expenditures for multiple departments and programs.

 - Oversees and administers all insurance benefits programs offered by the County including, but not limited to the County's Employee Health, Accident, Dental, and Life Insurance Programs.

 Oversees and administers the County's nationangement by performing duties including, but not limited to risk natinggement planning, risk management policy development and administration, and safety and liability insurance activities.
 - Oversees and administers the County's liability and copperty insurance programs and the property and functions have adequate insurance adequate insurance adequate insurance and property and functions have
 - Oversees and monitors in radministration of the County's Revolving Loan Fund and other economic devicement responsibilities.

 Supports the County's Energiancy Management Systems in preparedness, response and soovery efforts.

 Preserve the confidential and security of confidential information, leading the information that way he protected under the Health Insurance.

 - Including Information that way be protected under the Health Insurance Rortability and Accountability Act of 1996 ("HIPAA") and information totall functions of Administrative Services, the Kendall County Board and its committees.
 - Negotian specific contracts and agreements and monitor them for
 - compliance Compliance County Compliance County Coun affice Building
 - Ensures all analrs of the County are carried out in a responsible, lawful and enclose manner.
- H. Acts as the Chairperson's and the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
 - Provide administrative support and research assistance to the County Board.
 - Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours.

Commented [ARC7]: This is a little vague. Which departments and programs?

Commented [BR7]: Also, if the County Administrator is preparing and submitting other County departments' budgets this will farther underest the other department heads' FLSA exempt

Commented [AKK9]: seme

Commented [110R9]: Again, if the County Administrator is "monitoring and authorizing expenditures" for departments and programs overreen by other county department beads, this will further undercut the other department heads' FLSA exempt status

Communited [AKK11]: "Manitor" seems such a pissive responsibility. Do you do anything else? Contact loan reciplents. municate with the Board about the recipients, applicants, and status of the fund?

Commented [112]: What are the "other economic development responsibilities"? That should be set out in more detail here. This is very vague and open to much interpretation.

Commented [113]: I believe the County Administrator plays a role in the County's emergency response plan/systems. Thus, I have included a provision here. However, if that is not accurate, please

Consmented [AKK14]: Does the administrator also serve as a FOIA officer?

Commented [AKKL5]: Is there a way to make this store specific? Is it only certain types of contracts? Are you assigned to monitor the contracts by the Board?

Commented [116]: Does County Administrator have any role with grants? KAT?

Kendall County Job Description - Clean Copy revised 021517

- Prepare County Board committee agendas and minutes, as needed.
- Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Committee.
- Work with all department heads and the Budget Committee to assure that the annual budget is properly and timely presented to the County Board for adoption.
- Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board.
- Coordinate the auditor selection process, applicated by the County Board.
- Coordinate with an outside financial advisor approved by the County Board regarding the issuance and refinancing productions.
- Oversee and communicate the state of patient issues and projects to the Chairperson and the County Board.
- Coordinate research and acts as lead for special projects as assigned by the
- Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or Octoby Board.

 Furnish the Chairperson and the County Board was accurate and timely information that is necessary for the County Board to stercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards or ministees and working groups, as designated by the County Board. Serve as a simple contact and direct liaison, on behalf of the County, for municipalities, to making, and other governmental entities and groups.
- Prepare and issue news releases is media, when appropriate, and as directed by the County Board
- I. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.
- 1. Serves as a primary contact and representative for collective bargaining issues.
- K. Complies with all applicabilitiederal and state laws and regulations regarding or relating, to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act.
- L. Compiles with all applicable policies and procedures regarding or relating to assigned job duties.
- M. Maintains 24/7 availability to respond to emergencies, exercises and other related activities.
- N. Maintains regular attendance and punctuality.
- O. Performs any other duties, as required or assigned.

Consumented [11.7]: Is this job duty limited to just providing the support to Budget Committee? Or, does Jeff have to exist othe Board members, too, if they have questions during budget time.

Commented [AICCLE]: Is this supposed to be singular or pinnel?

Commented [AKK19]: Can you do this in your own discretion, or do you need authority from the Board?

Kendall County Job Description - Clean Copy revised 021517

Qualifications: Mr.

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

Geometrand [120]: Please make sure the formet and headings in all County job descrip tions is consist

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

B. Mathematical Skills:

- · Ability to add, subtract, multiply divide in all units of measure, using whole numbers, common fractions, arie accimals.
- Ability to compute rate, ratio, and perpent and a draw and interpret bar graphs.

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several contrate variables in standardized situations.

D. Other Skill Knowler de and Abilities:

- Strong organization stris.
- Excellent priority to paking and the apility to meet deadlines.
 The ability to display a positive, ecoperative, professional and team orientated.
- The ability to listen, understand information and ideas, and work effectively with Gounty personnels local elected officials, and local economic development officials.
- Knowledge of principles and practices of local government structure and services.
- The ability to independently work to project completion and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

E. Education and Experience:

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields is required.
- A minimum of seven years of increasingly responsible professional experience in public or business administration, including at least four years in a management position, is required.

Kendali County Job Description - Clean Copy revised 021517

F. Certificates, Licenses, and Registrations:

- Valid Driver's License.
- Any and all other certificates and registrations as required for the specific duties performed.

Commented [AlOC21]: I included this here because this is where it belongs, rather than in the "Ribestion and Especience" section. However, I don't see anything in the essential job divise that toggests this is truly accessary. You need a legislimate business reason for regarding a driver's license.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse),
- Occasionally lift and/or move up to 40 pour
- Use hands to finger, handle, or feel:
- Reach, push, and pull with hands and arms:
- Bend over at the waist and reach with hands and and
- Talk and hear in person and vialise of telephone; Specific vision abilities include class and distance vision, anoth perception; and
- Travel independently to other County office buildings and other locations, to perform job duties.

Work Environment:

The work environment character tics and bed here are representative of those an employee encounters while performing the duties of this job, are entirely easential functions of this job. While performing the duties of this job, are entirely as subject to the following working conditions:

- Mostly inside environmental configures, except when outside traveling between various buildings or locations to pasterm assigned job duties.
- Haralina level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Especyee may be required to provide his or her own transportation to travel to and the meetings training, conferences, etc.
- Employed, must be able to perform all assigned job duties during normal business hours are doutside of normal business hours.

Commented [122]: Will this position require driving to meetings? If no, any long distance driving/riding in an valide?

Commented [AKK23]s This list appears to be out and pested, and I don't believe it accurate reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Wito will this person actually interact with?

Kendali County Job Description - Clean Copy revised 021517

By signing my name below, I hereby affirm that I received a copy of this job description.

| Emp | loyee Receipt Acknowledgement & Signature | Date |
|------|---|------|
| Sign | nature of Supervisor | Date |
| cc: | personnel file, employee | |
| | | |
| | | |
| | | 449 |
| | | |
| | | |
| | | |

Kendali County Job Description - 02012017 SAO edits

| | TITLE: DEPARTMENT: SUPERVISED BY: FLSA STATUS; APPROVED: | Human Resources Coordinator Administrative Services County Administrator Non-Exempt In Process | / | Compressional [AlGCA]'s Under this job description, this position doesn't appear to satisfy the requirements to be exampt. If you intend this position to be exampt under the administrative measuration, which appears to be the unexpelved compiler, which appears to be the unexpelved compiler, which appears to be the unexpelved compiler, the employee's primary duties must include the exercise of discretion, and independent judgment regarding matters of rightformen, I don't see that anywhere here: If this campione doesn't regularly consulted discretion and independent judgment regarding metters of significance, the position is not exempt under the administrative exemption. |
|---|--|---|--|---|
| <u>I. </u> | administrative service | but not limited to. County insurance and benefits, personnel and so, including, but not limited to her insurance, worker's compensation, tent, and Human Resources Information Systems. | and the state of t | Comminented [12R1]: As you can eas, most of his job description sets forth statios that are more administrative in nature rather than managerial (e.g., "Assist with r.", "process reports", "Coordinate y". To be essempt, this position would need a large amount of independence in setting policies and procedures rather than aimply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not answere. |
| H.I. | A. Provide assistant Administrative Set A. Act as lielson are providere. B. Monitor revisions policy revisions for setting after work hours. D. Administer employ limited to the folicity. | In the areas of personnel, insura a and general affairs of the vices Deepartment. In direct centact on County's behalf with all abunty County insurance to state and including employment regulations and propose corresponding the County. Board Meeting or County insurance meetings, if requested, both during and received benefit plans as a support of the county insurance including, but not ding: | | widence of this to qualify as FLSA exampt. There is an FLSA regulation that noise: Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personned derice who "acreen" applicants to obtain data regarding that minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum estandards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hite from the group of qualified, applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the Interviewing and acreening functions are perful. [1] |
| ı | Manag determi Collect, hedical Account | de liaison and direct sontact on County's behalf with the County's see benefit plan providers. Corocedures for effective claim filing, enrollments, eligibility nations, and reports related to all insurance transactions. Let the county's behalf with the County's see benefit plan filing, enrollments, eligibility nations, and reports related to all insurance transactions. Let the county's behalf with the County's see benefit plan filing, enrollments, eligibility nations. Let the county's behalf with the County's see benefit plan filing, enrollments, eligibility nations. | | Formeritads Indent: Left: 0", Numbered + Level: 1 + Numbering Style: I, II, III, + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 1" Commented [ARG9]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person provides assistance. Formeritad: Indent: Left: 0.5", No bullets or numbering Commented: Indent: Left: 0.5", No bullets or numbering Commented: [INR4]: Analysiance to who? Employees, the Administrative ansistance? Overseeing these items? Also, what do you man by "general affairs"? This is a very vague duty, which is |
| | Reply to benefits | employee inquiries, and questions and complaints concerning employee | SANSANGER SANSANGE | open to a lot of interpretation. I would suggest that you bette a. [2] Communical [17]: What type of training? Is it limited to immen resources and risk management training? Or, will this position provide training in other areas (e.g., FOIA, OldA, record retartion, etc.) |
| | employe • | | (SECTION AND ADDRESS OF THE PARTY OF THE PA | Commented [AKCIS]: Again, resistance to who? Commented [19]: Is it "department" or "office"? We've seen it both ways. Contenented [AKCIO]: This is retily broad, what department? |
| | • Coordin | ate annual open enrollment and the County's, health and wellness Page 1 of 5 | (| Communical (111): Is it just ettendence? Or, will this person have to prepare minutes, too? |

Kendall County Job Description - 02012017 SAO edits

programs, and employee recognition programs.

- Track retires and COBRA participants, collect and process premiums, and update eligibility status.
- Maintain up to date records of employee benefit information.
- Resolves billing issues.
- Participates in benefit orientation and enrollment for new employees.
- Prepares communications regarding or relating to the County's employee benefit programs.
- Monitors and maintains the County's Employee Benefits intranet web page.
- E. Coordinate employee recognition products.
- F. Creates and maintains Human Resources, files, benefits files, benefits files, ceonfidential files, invoices, etc.)
- C.G. Assists with pre-employment requisite process (e.g., Coordinate-request and receipt of background checks, driver a 16 has verific that for driving positions, verifications of employment, employment eligibility information, etc.) and driver recerde for employment applicants offered.
- D.H. Process to liquor littlese applications and renewals to be submitted to the County Liquor Commiss for applications and maintain records regarding the same.
- J. Administert/lenege ... Verkers Compensation and County Liability insurance Programs by partiamine of the Incident Abut not limited to the following:
 - Process claims process by including initiating, and tracking claims.
 - Respond to questions and complaints about benefits,
 - Respives billind issues
 - Maintains up to date records of benefit claims and benefit Information.
 - Acts as a liaison and direct contact on County's behalf with the County's benefit plan providers.
 - Prepares communications regarding or relating to the County's workers
 compensation and liability insurance programs.
- Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.

Commented [12.2]: I have added several duties to this job description that, I believe based upon my prior HR sadit, are performed by the HR position. However, please confirm.

Kendali County Job Description - 02012017 SAO edits

- F. Track retiree and COBRA participants, collect and process premiums, and update aligibility
- G.K. Update and manage leave accruals and all time keeping records.
- Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compilance with all applicable state and federal statutes and governmental regulations and all applicable County policies and procedures.
- _Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance Perogram.
- N. Develop and create various monthly and/or annual insurance, benefits. and personnel-monthly and/or annual reports.
- O. Preserves Ensures the Handle and malatain confidential and security of confidential information, including information that that was be protected the Health Insurance Portability and Accountability Act of 1968 ("HIPAA") and Information relating to personnel functions of Administrative Services, the Kendall County Board, and Accommittees,
- P. Ensure the County compiler moly with all applicable federal and state supply and labor laws and regulations of the county compiler moly with all applicable federal and state supply and labor laws and regulations of the county compiler of the county Imited to the EMLA Fair Lebel 3(a), 1964, as amended, the Illinois Imag. Freedom of Information Act, the Illinois Loca ords Act, and HIPAA.
- Comply with all applicable County and species and species regarding or relating to accigned lob duffice
- Malata Fragular attendance and punctuality

Assist with therm other duties, and responsibilities as assigned by Supervisor.

Formetted: List Paragraph, Left, No bullets or numbering, Tab stops: Not at -1"

Commented [ARK13]: For all County offices or just

departments?

Supervisory Responsibilities:

This lob has no supervisory responsibilities.

III.

Qualifications:
To perform this job Succession sfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence,
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.
- Strong oral and written presentation skills.

Communical [ANCC14]: Is it correct that this job has no supervisory responsibilities?

Communical [11.5]: Please make ours that the format for this job description is consistent with the format you have used for all other County job descriptions approved by the Board.

Kendali County Job Description - 02012017 SAO edits

B. Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers. common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to prepare statistical reports related to the County's human resources functions.

C. Reasoning Ability:

- . Ability to apply common sense understanding to carry out instructions furnished in written. oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve problems relating to the employee's assigned job duties.

Other Skills, Knowledge and Abilities:

- The person should have strong Strong organization hidlis and be able to communicate effectively both orally and in writing with steff and the galaxie public.
- Excellent prioritization skills and the ability to meet deadline
- Knowledge of Human Resources terminology and computer a Nications.
- Knowledge of state and federal employment and labor laws, it lations, and employment practices and procedures.
- The ability to display a positive, cooperative, professional and team of setated attitude,
- The ability to listen, under third information and ideas, and work effectively with eaunty County personnel, department in the local elected officials, and retirees.

 Requires the ability to follow guidant aland work independently until project completion.

 Proficient knowledge of MS Word, excelled the Point.

B. Work Standards and Book Practice Gullelings

- Adheres to all work and safety polices:
- Display a positive, cooperative, prefective. and team orientated attitude.

- Must pessense excellent prioritization skills, and the ability to meet deadlines.

 Main a triot confidence of sensitive per shoel information.

 Main a triot confidence which include, but are not limited to, illinois State Statutes, deal regulate in and directives, departmental standard operating procedures, and laign establishes by the Kondall County Board.

- A minimum of a Bachelo Degree is required.

 A minimum of Every Cars of experience coordinating benefit and insurance information is required.
- Experience with Library Resources Information Systems is required.

Certificates, Licenses, & Registrations

SHRM or PHR and/or CEBS certification preferred.

Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Bullding and other County buildings (e.g., Kendall County Courthouse),
- Occasionally lift and/or move up to 40 pounds;

Commented [i16]: A bachelor's degree in any particular field

Commented [117]: Do you want to require my prior experience in other human resources functions, too, or just benefits and insurance stuff?

Commented [118]: Any particular amount/years of experience roughed for this?

Communited [119]: I've seen several references to "Human Resources Information Systems". However, the County nelly doesn't have any specialized HR software, do they? You may want to provide specifics regarding the type of software here you are referring to by including (e.g., _____) and the name of whatever technology systems we currently use for County HR purposes.

Kendall County Job Description - 02012017 SAO edits

Signature of Supervisor

personnel file, employee

| | Frequently lift and/or move up to 10 pounds; Stoop, kneel, or crouch; Use hands to finger, handle or feel; Reach, push and pull with hands and arms; Talk and hear in person and via use of telephone; Specific vision abilities include close and distance vision, as well as depth perception; Travel Independently to other County office locations to perform lob duties. | Commented [120]: Any travel required equile of the County? |
|-------------------------|---|--|
| v. | Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions: Mostly insideleside environmental conditions assets when extends transition had been extended to the following working conditions. | |
| | Mostly inside inside environmental conditions, except when outside traveling between various buildings or locations to perform assigned lob duties. The noise level in the work environment busually quiet in moderately quiet. Employee may be exposed to assist situations will working with users, law enforcement, department heads, elected efficials, vendors, and the general public. Employee may be required to provide its or her own transportation to travel to and from meetings, training, conferences, etc. Employee must be able to perform all assistate the duties during normal business hours and outside of normal business hours. | Commented [ARG21]: This list appears to be cut and pasted, and I don't believe it accurate reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with? |
| 8 ₩ 8 1 0 | ning my name below. I herebyzig no that Preceived a copy of this job description. | |
| | remedity menne general mencely structum mark i legenzed a copy of this job description. | |
| Emplo | yee Receipt Acknowledgement & Signature Date | |

Date

Page 5 of 5

As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x"; "process reports"; "Coordinate y". To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes:

Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who "screen" applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee's exempt functions.

29 CFR 541.203

Page 1: [2] Commented [I5R4]

Leglie Johnson

2/16/2017 10:07:00 AM

Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.

Page 1: [1] Commented [12R1]

Leslie Johnson

2/16/2017 8:53:00 AM

As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x"; "process reports"; "Coordinate y". To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

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29 CFR 541.203

Page 1: [2] Commented [ISR4]

Lesiie Johnson

2/16/2017 10:07:00 AM

Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.

Kendail County Job Description - Clean Copy - 021617

TITLE: **Human Resources Coordinator DEPARTMENT:** Administrative Services

In Process

SUPERVISED BY: **County Administrator FLSA STATUS:** Non-Exempt APPROVED:

Position Summary: l.

Coordinates and provides assistance in all areas of the County's human resources functions including, but not limited to, County insurance and benefits, personnel and administrative services, worker's compensation, training and developments and Human Resources information Systems.

Essential Duties and Responsibilities:

- A. Provide assistance in the areas of personnel, insurante and general affairs of the Administrative Services Department.
- B. Monitor revisions to state and federal amployment regulations and propose corresponding policy revisions for the County.
- C. Attend County Board Meetings Committee meetings, if requested, both during and after work hours.
- D. Administer employee benefit plans and programs by performing duties including, but not limited to the following:
 - Acts as a liaison and discontact on County's behalf with the County's employee benefit plan provides.
 - Manage procedures for engitive claim filing, enrollments, eligibility designations, and reports related to all insurance transactions. Collect, update and regional employee benefit files and enter and update all medical, dental, COBRA dealth Savings Account (HSA), Flexible Spending Account (FSA) and basic life in arrance eligibility information on carrier websites.
 - Morms employees of benefit changes.
 - Really to entitleyee inquiries, questions and complaints concerning employee
 - Conduct informational sessions and explain insurance coverage options to employees.
 - Coordinate annual open enrollment and the County's health and wellness programs.
 - Track retiree and COBRA participants, collect and process premiums, and update eligibility status.
 - Maintain up to date records of employee benefit information.

Page 1 of 5

Communited [AKK1]: Under this job description, this position doesn't appear to satisfy the requirements to be exempt. If you intend this position to be exempt under the administrative meant the potents to be the most relevant exemption, the employee's primary duties pust include the execute of discretion and independent judgment reporting matters of significance. I don't see that anywher's here. If this employee doesn't registry exercise discretion and independent judgment regarding matters of significance, the position is not exempt under the administrative

Commented [1282]: As you can see, most of his job description sets forth duties that are more administrative in nature mitrar than managerial (e.g., "Assist with x", "process reports;" "Courdinates". To be exempt, this position would need a large amount of independence in eighing policies and procedures rather than almost which the County Board recrease. what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes: Human resources managers who formulate. Interpret or Implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel elerks who "screen" applicants to obtain data regarding their minimum. qualifications and fitness for employment generally do not meet the duties requirements for the edministrative exemption. Such paracrinal clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly reads by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties hing from the pool or quantities approximately execute this constitute exempt work, even though routine, because this work is directly and closely related to the employee's or [..., [1]]

Commented [AKKS]: You will, of course, need to provide an apdated approval date

Commented [AKK4]: Assistance to who? Haployees, the Administrator, third-party inserem, the Public?

Commented [ISR4]: Also, what type of assistance? Administrative engistance? Overseeing these items? Also, what do you mean by "general affilias"? This is a very vague duty, which is opes to a lot of interpretation. I would suggest that you bette ... 2

Commented [AKKS]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person

Commented [17]: What type of training? Is it limited to human resources and this management training? Or, will this position provide training in other areas (e.g., FGIA, OMA, record retestion,

Commented [AKK8]: Again, assistance to who?

Commented [19]: Is it "department" or "office"? We've seen it

Commented [ARCLO]: This is really broad, what department?

Commentati [[51]: Is it just attendence? Or, will this person have to prepare minutes, too?

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- Resolves billing issues.
- Participates in benefit orientation and enrollment for new employees.
- Prepares communications regarding or relating to the County's employee benefit programs.
- Monitors and maintains the County's Employee Benefits Intranet web page.
- E. Coordinate employee recognition programs.
- F. Creates and maintains Human Resources files e.g., personnel files, benefits files, confidential files, invoices, etc.)
- G. Assists with pre-employment requisite processes (e.g., background checks, driver's license verifications for driving positions, verifications of employment, employment eligibility information, etc.).
- H. Process new liquor license applications and renewals to be submitted to the County Liquor Commission for approval and maintain records have significant.
- I. Administer the County's Workers Compensation and County Liability Insurance Programs by performing duties including, but not limited to the foliating:
 - Process claims by initiating and tracking claims.
 - Respond to questions and complaints about benefits.
 - Resolve allling askes
 - Maintains up de date recorde de benefit claims and benefit information.
 - Acts as a liaison and direct contact on County's behalf with the County's benefit plan providers.
 - Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.
- J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.
- K. Update and manage leave accruals and all time keeping records.
- L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compilance with all applicable state and federal statutes and regulations and all applicable County policies and procedures.
- M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance

Communicated [11.2]: I have added several duties to this job description that, I believe based upon my prior HR sudit, are performed by the HR position. However, please confirm.

Commented [ARRAS]: For all County offices or just denormants?

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Program.

- N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel.
- O. Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and Information relating to personnel functions of Administrative Services, the Kendall County Board, and its committees.
- P. Ensure the County complies with all applicable federal and state employment and labor laws and regulations.
- Q. Comply with all applicable County policies and page
- R. Maintain regular attendance and punctuality
- S. Perform other duties, as assigned,

RIE. Qualifications:

To perform this job successfully an individual must be able to perform all essential duties satisfactorily. The requirements is admission are representative of the knowledge, skill, and/or ability required for the position.

Commented [114]: Please make sure that the format for this job description is consistent with the format you have used for all other County job descriptions approved by the Board.

A. Language Skills:

- Ability to research, read, and interpre clock many simple instructions. Ability to prepare documents, reports, the prespondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected on talk in both a one-on-one and group settings.
- Regulars and knowledge of the English lain page, spelling and grammar.

B. Mathanatical Skills:

- Ability to add, subtract multiply and divide in all units of measure, using whole numbers, comme thractions, and climats.
- Ability to a inpute rate, tatio, and percent and to draw and interpret bar graphs.

 Ability to prepare statistic graports related to the County's human resources functions.

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve problems relating to the employee's assigned job duties.

D. Other Skills, Knowledge and Abilities:

- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- Knowledge of Human Resources terminology and computer applications.

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- Knowledge of state and federal employment and labor laws, regulations, and employment practices and procedures.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and retirees.
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint,

E. Education and Experience:

- A minimum of a Bachelor's Degree is required.
- A minimum of five years of experience coordinatist mefit and insurance information is required.
- Experience with Human Resources Information is required.

F. Certificates, Licenses, & Registrations

SHRM or PHR and/or CEBS certification preferred.

Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
 Occasionally walk to our control of the County Office Building and other County buildings (e.g., Kendali County County our county buildings (e.g., Kendali County Count
- Frequently lift and/or move up 10 10 pounds
- Stoop, kneel, or crouch;

- Use hands to finger, handle or fee?
 Reach, pust and pull with hands and arms;
 Talk and hear in serson and yla use of elephone;
 Secure vision abilities include close and distance vision, as well as depth perception;
 wavel the pandently to other County office locations to perform job duties.

Work nvironment:

The workenvironment objecteristics described here are representative of those an employee encounters that performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise level the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide his or her own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Commented [115]: A bachelor's degree in any particular field preferred?

Continuented [116]: Do you want to require my prior experience in other human resources functions, too, or just benefits and insumnes stuff?

Commented [117]: Any particular amount/years of experience roughed for this?

Commented [118]: I've seen several references to Human Resources Information Systems". However, the County really doesn't have any specialized HR software, do they? You may want to provide specifics regarding the type of software here you are referring to by including (e.g., ______) and the name of whatever technology systems we currently use for County HR purposes.

Commented [119]: Any travel required outside of the County?

Commented [ARR20]: This list appears to be out and peated, and I don't believe it secures reflects the position. For example, term "user" appears in the technology job descriptions to reflect o "computer users." Who will this person actually interact with?

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By signing my name below, I hereby affirm that I received a copy of this job description.

