



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 Acting@ 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, Employee 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.**

Kendall County Job Description -- revised 021517

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: In Process

Commented [AKK1]: This will, of course, need to be updated

I. 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 Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues, and strategic plan 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. The position must frequently serve as the point of contact with the County Board, residents, and elected officials and appointed department heads. Additionally, the County Administrator has multiple intergovernmental relations responsibilities. The County Administrator also has many management and coordination duties in the administration of the county budget process, the county County economic development program, risk 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.

IV. II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendall County Administrative Services Office and Planning, Building and Zoning ("PBZ") Department in accordance with the County's organizational policies, goals, and budget parameters.
- B. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Administrative Services and PBZ Department.
- C. Customarily and regularly perform management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
- Reviewing, 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 Administrative 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 [13]: Technically, the County Administrator job description should be separate from the Planning, Building and Zoning Director job description. These are two different departments. The Administrator is only serving as the "Interim Planning, Building & Zoning Director." So, I would recommend the two titles be split into two separate job descriptions. You already have a notation within this section (see item III(F)) about the Administrator taking on another department head's job duties on an interim basis. I think that would cover the Administrator taking on PBZ Department head job duties on an interim basis. If you are comfortable with item III(F), then you can delete all references to PBZ in the remainder of the County Administrator's job descriptions as III(F) covers the basics 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 permanently become the head of PBZ and simply merge the two County Departments, I have included some of the management duties here for PBZ. However, I would suggest you review and revise the job description further to include all other job duties for PBZ Director here, too - not just personnel supervision stuff. 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.

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.

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' productivity and efficiency for the purpose of recommending promotion or other changes in status;
- Handling both internal and external complaints and grievances related to PBZ Department;
- Disciplining employees;
- Apportioning the work among employees assigned to PBZ Department;
- Providing for the safety and security of the employees and County property; and
- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.

Supervise the activities and staff of the Office of Administrative Services and the Planning, Building and Zoning Department.

E. Customarily and regularly supervises and supports all County department heads by performing management duties including, but not limited to, the following:

- Interviewing, selecting 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 heads;
- 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 said the Department Head-head is unable to fulfill his/her essential job duties and, on an interim

Commented [14]: This item can be put into the PBZ Director's job description, assuming the Board chooses to keep Jeff'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 interim basis. This will help you from having to constantly change Jeff's job description if he has to pick up department heads' duties 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 significant direction and control over department heads' duties and department heads 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 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 departments".

Kendall County Job Description -- revised 021517

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 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 administration of all insurance benefits programs offered by the County including, but not limited to the County's the Employee Health, Accident, Dental, and Life Insurance programs, and any other benefit program offered by the County.
- Oversees and administration of the County's risk management by performing duties including, but not limited to risk management planning, risk management policy development and administration, and safety and liability insurance activities.
- Oversees and administers the County's public liability and property insurance programs and ensures, assuring that all county County property and functions have adequate insurance coverage property and adequately covered.
- Oversees and monitors the administration of the County's Revolving Loan Fund and other economic development responsibilities.
- Supports the County's Emergency Management Systems in preparedness, response and recovery efforts.
- 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 all functions of Administrative Services, the Kendall County Board, and its committees.
- Negotiate specific contracts and agreements and monitor them for compliance.
- Ensure efficient operation of the mailing facility of the Kendall County Office Building.
- Ensures all affairs of the County are carried out in a responsible, lawful and efficient manner.

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

Commented [JBR7]: Also, if the County Administrator is preparing and submitting other County departments' budgets this will further undercut the other department heads' FLSA exempt status.

Commented [AKK9]: same

Commented [J10R9]: Again, if the County Administrator is "monitoring and authorizing expenditures" for departments and programs overseen by other county department heads, this will further undercut the other department heads' FLSA exempt status.

Commented [AKK11]: "Monitor" seems such a passive responsibility. Do you do anything else? Contact loan recipients, communicate 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. Time, I have included a provision here. However, if that is not accurate, please delete.

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

Commented [AKK15]: Is there a way to make this more 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?

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 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 needed if necessary.
- Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Committee.

Commented [117]: Is this job duty limited to just providing the support to Budget Committee? Or, does Jeff have to assist other Board members, too, if they have questions during budget time.

Kendall 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 issuance 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 specific projects as assigned by the Board Chairperson and/or County Board.
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties.
- Represent the Kendall County Board on assigned Intergovernmental commissions, boards, committees and working groups, as designated by the County Board.
- Serve as a primary contact and direct liaison, on behalf of the County, with for municipalities, townships, and other governmental entities and groups.
- Prepare and issue news releases to media, when appropriate and as directed by the County Board.

Commented [AKK18]: Is this supposed to be singular or plural?

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

- B.I. ~~Monitor~~ Negotiate specific contracts and agreements and monitor them for compliance.
- G.J. ~~Ensure~~ Provides administrative support to the Kendall County Liquor Commissioner in process of license applications, renewals, and ordinance revisions.
- D. Prepare and issue news releases to media, when appropriate, and as directed by the Board.
- E. Monitor Revolving Loan Fund and other economic development responsibilities.
- F.K. Serves as a primary contact and representative for collective bargaining issues.
- Ensure efficient operation of the mailing facility of the Kendall County Office Building.
- Handle and maintain confidentiality of confidential information, including information that is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and information relating to all functions of Administrative Services, the Kendall County Board, and its committees.
- L. Comply with all applicable federal 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.
- M. Comply with all applicable policies and procedures regarding or relating to assigned job duties.
- N. Maintains 24/7 availability to respond to emergencies, exercises and other related activities.
- G.O. Maintains regular attendance and punctuality.
- P. Any Performs any other duties, as required needed or assigned by the County Board.

Commented [AKK20]: Is there a way to make this more specific? Is it only certain types of contracts? Are you assigned to monitor the contracts by the Board?

Commented [AKK21]: Can you do this in your own discretion, or do you need authority from the Board?

Commented [AKK22]: "Monitor" seems such a passive responsibility. Do you do anything else? Contact loan recipients, communicate with the Board about the recipients, applicants, and status of the fund?

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

III. Supervisory Responsibilities:

This job has the following supervisory responsibilities:

Commented [AKK24]: I am not familiar with all of the administrator's supervisory responsibilities. You will need to fill this in.

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.

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

Kendall 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 settings.
- 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.
- Ability to compute rate, ratio, and percent and to 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 concrete variables in standardized situations.

A.D. Other Skills, Knowledge and Abilities:

- The person should have 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 deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with departmental, County personnel, local elected officials, and local economic development officials.
- Knowledge of principles and practices of local government structure and services.
- Requires the ability to independently work to project completion and follow guidance.
- Computer Proficient knowledge of MS Word, Excel, Outlook, Power-Point.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- 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.

C.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.

D.F. Certificates, Licenses, and Registrations:

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

Commented [AKK26]: I included this here because this is where it belongs, rather than in the "Education and Experience" section. However, I don't see anything 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:

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 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 vision, depth perception; and
- Travel independently to other County office buildings and other locations, to perform job duties.

Commented [127]: Will this position require driving to meetings? If so, any long distance driving/driving in a vehicle?

VII.VI. 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 inside/inside environmental conditions, except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise 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.
- Employee may be required to provide his/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 [AKK26]: This list appears to be cut and pasted, and I don't believe it accurately 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?

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

Employee Receipt Acknowledgment & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description – Clean Copy revised 021517

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: In Process

Commented [AN01]: This will, of course, need to be updated

I. 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 Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan 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.

Commented [J2]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement.

II. Essential Duties and Responsibilities:

- A.** Primary duty is to manage the Kendall County Administrative Services Office and Planning, Building and Zoning ("PBZ") Department in accordance with the County's organizational structure, goals and budget parameters.
- B.** Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Administrative Services and PBZ Department.
- C.** Customarily and regularly performs management duties in the Kendall County Administrative Services 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 Administrative 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 [J3]: Technically, the County Administrator job description should be separate from the Planning, Building and Zoning Director job description. These are two different departments. The Administrator is only serving as the "Interim Planning, Building & Zoning Director." So, I would recommend the two titles be split into two separate job descriptions. You already have a notation within this section (see item II(C)) about the Administrator taking on another department head's job duties on an interim basis. I think that would cover the Administrator taking on PBZ Department head job duties on an interim basis. If you are comfortable with item II(C), then you can delete all references to PBZ in the remainder of the County Administrator's job description as II(C) covers the basis 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 permanently become the head of PBZ and simply merge the two County Departments, I have included some of the management duties here for PBZ. However, I would suggest you review and revise the job description further to include all other job duties for PBZ Director here, too – not just personnel supervision stuff. Also, if permanently merging two positions/departments, I would recommend you review all County Building and Zoning Ordinances to address this permanent merger of offices/departments.

Kendall 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' productivity and efficiency for the purpose of recommending promotion or other changes in status;**
- **Handling both internal and external complaints and grievances related to PBZ Department;**
- **Disciplining employees;**
- **Apportioning the work among employees assigned to PBZ Department;**
- **Providing for the safety and security of the employees and County property; and**
- **Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.**

Commented [14]: This item can be put into the PBZ Director's job description, assuming the Board chooses to keep Jeff'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 *interim* basis. This will help you from having to constantly change Jeff's job description if he has to pick up department heads' duties for a while.

E. Customarily and regularly supervises and supports all County department heads by performing management duties including, but not limited to, the following:

- **Interviewing, selecting 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 heads;**
- **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.**

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 significant direction and control over department heads' duties and department heads 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 as well as other job descriptions support the language in this job description, too, if it hasn't done so already.

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 [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 departments".

Kendall 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 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 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 risk management by performing duties including, but not limited to risk management planning, risk management policy development and administration, and safety and liability insurance activities.
- Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage.
- Oversees and monitors the administration of the County's Revolving Loan Fund and other economic development responsibilities.
- Supports the County's Emergency Management Systems in preparedness, response and recovery efforts.
- Preserves 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 all functions of Administrative Services, the Kendall County Board and its committees.
- Negotiate specific contracts and agreements and monitor them for compliance.
- Ensure efficient operation of the mailing facility of the Kendall County Office Building.
- Ensures all affairs of the County are carried out in a responsible, lawful and efficient manner.

Commented [AKK7]: 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 further undercut the other department heads' FLSA exempt status.

Commented [AKK9]: same

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

Commented [AKK11]: "Monitor" seems such a passive responsibility. Do you do anything else? Contact loan recipients, communicate 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 delete.

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

Commented [AKK15]: Is there a way to make this more 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?

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.

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, as directed by the County Board.
 - Coordinate with an outside financial advisor approved by the County Board regarding the issuance 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 Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups.
 - Prepare and issue news releases to 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.
- J. Serves as a primary contact and representative for collective bargaining issues.
- K. Complies with all applicable federal 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. Complies 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.

Commented [117]: Is this job duty limited to just providing the support to Budget Committee? Or, does Jeff have to assist other Board members, too, if they have questions during budget time.

Commented [ANK18]: Is this supposed to be singular or plural?

Commented [ANK19]: Can you do this in your own discretion, or do you need authority from the Board?

Kendall County Job Description – Clean Copy revised 021517

III. 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.

Commented [120]: Please make sure the format and headings in all County job descriptions is consistent.

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, 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.

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.

D. Other Skills, Knowledge and Abilities:

- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- 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, 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.

Kendall 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 [AKC21]: I included this here because this is where it belongs, rather than in the "Education and Experience" section. However, I don't see anything in the essential job duties that suggests this is truly necessary. You need a legitimate business reason for requiring 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 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 vision, depth perception; and
- Travel independently to other County office buildings and other locations, to perform job duties.

Commented [J22]: Will this position require driving to meetings? If so, any long distance driving/riding in an vehicle?

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 inside environmental conditions, except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise 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.
- 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 [AKC25]: This list appears to be cut and pasted, and I don't believe it accurately 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?

Kendall County Job Description – Clean Copy revised 021517

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

DRAFT

Kendall County Job Description – 02012017 SAO edits

TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

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, including, but not limited to, health coverage, worker's compensation, training and development, and Human Resources Information Systems.

II. Essential Duties and Responsibilities:

A. Provide assistance in the areas of personnel, insurance, and general affairs of the Administrative Services Department.

A. Act as liaison and direct contact on County's behalf with all County insurance providers.

B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.

B-C. Attend County Board Meetings or 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 direct contact on County's behalf with the County's employee benefit plan providers.

Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions.

Collect, update and maintain employee benefit files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA) and basic life insurance eligibility information on carrier websites.

• Informs employees of benefit changes.

• Reply to employee inquiries, and questions and complaints concerning employee benefits.

• Conduct informational sessions and explain insurance coverage options for employees.

• Coordinate annual open enrollment and the County's, health and wellness

Commented [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 exemption, which appears to be the most relevant exemption, the employee's primary duties must include the exercise of discretion, and independent judgment regarding matters of significance. I don't see that anywhere here. If this employee doesn't regularly exercise discretion and independent judgment regarding matters of significance, the position is not exempt under the administrative exemption.

Commented [J2R1]: 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 ... [1]

Commented [AKK3]: You will, of course, need to provide an updated approval date.

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Commented [AKK6]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person provides assistance.

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

Commented [ISR4]: 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 ... [2]

Commented [J7]: What type of training? Is it limited to human resources and risk management training? Or, will this position provide training in other areas (e.g., FOIA, OMA, record retention, etc.)

Commented [AKK8]: Again, assistance to who?

Commented [J9]: Is it "department" or "office"? We've seen it both ways.

Commented [AKK10]: This is really broad, what department?

Commented [J11]: Is it just attendance? Or, will this person have to prepare minutes, too?

Kendall County Job Description – 02012017 SAO edits

programs, and employee recognition programs.

- Track retiree 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 related 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.)

C.G. Assists with pre-employment requisite processes (e.g., Coordinate request and receipt of Obtain background checks, driver's license verifications for driving positions, verifications of employment, employment eligibility information, etc.) and driver records for employment applicants offered employment with the County.

Commented [12]: I have added several duties to this job description that, I believe based upon my prior HR audit, are performed by the HR position. However, please confirm.

D.H. Process new liquor license applications and renewals to be submitted to the County Liquor Commission for approval and maintain records regarding the same.

I. Administer/Manage the County's Workers' Compensation and County Liability Insurance Programs by performing duties including but not limited to the following:

- Process claims process by including initiating, and tracking claims.
- Respond to questions and complaints about benefits.
- Resolves billing 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.

J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.

Kendall County Job Description – 02012017 SAO edits

~~F. Track retiree and COBRA participants, collect and process premiums, and update eligibility status.~~

~~G-K. Update and manage leave accruals and all time keeping records.~~

~~H-L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compliance with all applicable state and federal statutes and governmental regulations and all applicable County policies and procedures.~~

Commented [AKK13]: For all County offices or just departments?

~~H-M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance Program.~~

~~N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel monthly and/or annual reports.~~

~~O. Preserves Ensures the Handle and maintain 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 committees.~~

~~P. Ensure the County comply with all applicable federal and state employment and labor laws and regulations regarding or relating to assigned job duties including, but not limited to the FMLA, Fair Labor Standards Act ("FLSA"), Title VII of the Civil Rights Act of 1964, as amended, the Illinois Human Rights Act, Illinois Open Meetings Act, the Illinois Freedom of Information Act, the Illinois Local Boards Act, and HIPAA.~~

~~J-Q. Comply with all applicable County policies and procedures regarding or relating to assigned job duties.~~

~~R. Maintain regular attendance and punctuality.~~

~~K-S. Assist with perform other duties, and responsibilities as assigned by Supervisor.~~

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~~**Supervisory Responsibilities:**~~

Commented [AKK14]: Is it correct that this job has no supervisory responsibilities?

~~This job has no supervisory responsibilities.~~

III. Qualifications:

Commented [115]: 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.

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.

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.

Kendall 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.

A.D. Other Skills, Knowledge and Abilities:

- ~~The person should have strong~~ Strong organizational 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 deadlines.
- Knowledge of Human Resources terminology and computer applications.
- 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 County personnel, department heads, local elected officials, and retirees.
- ~~Requires~~ The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, Power-Point.

B. Work Standards and Best Practice Guidelines:

- ~~Adheres to all work and safety policies.~~
- ~~Display a positive, cooperative, professional and team orientated attitude.~~
- ~~Must possess excellent prioritization skills and the ability to meet deadlines.~~
- ~~Maintain strict confidence of sensitive personnel information.~~
- ~~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.~~

G.E. Education and Experience:

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

Commented [116]: A bachelor's degree in any particular field preferred?

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

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

Commented [119]: 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.

D.F. Certificates, Licenses, & Registrations

- SHRM or PHR and/or CEBS certification preferred.

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 pounds;

Kendall County Job Description – 02012017 SAO edits

- 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 job duties.

Commented [120]: Any travel required outside 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 inside environmental conditions, except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise 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.
- 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 [AKK21]: This list appears to be cut and pasted, and I don't believe it accurately 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?

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

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

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.

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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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.

Kendall County Job Description – Clean Copy - 021617

TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

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 development and Human Resources Information Systems.

I. Essential Duties and Responsibilities:

A. Provide assistance in the areas of personnel, insurance, and general affairs of the Administrative Services Department.

B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.

C. Attend County Board Meetings and 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 direct contact on County's behalf with the County's employee benefit plan providers.
- Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions. Collect, update and maintain employee benefit files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA) and basic life insurance eligibility information on carrier websites.
- Informs employees of benefit changes.
- Reply to employee inquiries, questions and complaints concerning employee benefits.
- 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.

Commented [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 exemption, which appears to be the most relevant exemption, the employee's primary duties must include the exercise of discretion and independent judgment regarding matters of significance. I don't see that anywhere here. If this employee doesn't regularly exercise discretion and independent judgment regarding matters of significance, the position is not exempt under the administrative exemption.

Commented [J2R1]: 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 ex... [1]

Commented [AKK3]: You will, of course, need to provide an updated approval date.

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

Commented [J2R4]: 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... [2]

Commented [AKK5]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person provides assistance.

Commented [J7]: What type of training? Is it limited to human resources and risk management training? Or, will this position provide training in other areas (e.g., FGA, OMA, record retention, etc.)

Commented [AKK6]: Again, assistance to who?

Commented [J8]: Is it "department" or "office"? We've seen it both ways.

Commented [AKK10]: This is really broad, what department?

Commented [J11]: Is it just attendance? 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 regarding the same.
- I. Administer the County's Workers Compensation and County Liability Insurance Programs by performing duties including, but not limited to the following:
- Process claims by initiating and tracking claims.
 - Respond to questions and complaints about benefits.
 - Resolve billing 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.
- 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 compliance 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

Commented [112]: I have added several duties to this job description that, I believe based upon my prior HR audit, are performed by the EIR position. However, please confirm.

Commented [113]: For all County offices or just departments?

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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 procedures.
- R. Maintain regular attendance and punctuality.
- S. Perform other duties, as assigned.

III. 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.

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 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.

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.

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 coordinating benefit and insurance information is required.
- Experience with Human Resources Information Systems is required.

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

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

Commented [117]: Any particular amount/years of experience required 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.

F. Certificates, Licenses, & Registrations

- SHRM or PHR and/or CEBS certification preferred.

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 pounds;
- 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 job duties.

Commented [119]: Any travel required outside 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 inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise 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.
- 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 [AKK20]: This list appears to be cut and pasted, and I don't believe it accurately 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?

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

DRAFT