



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 209-210
Tuesday, May 23, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska
- 3. Approval of Agenda**
- 4. Approval of Minutes from May 15, 2017 Meeting**
- 5. CBIZ Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Approve change of 2nd meeting of the month from 4th Tuesday to the third Wednesday at 5:30p.m.*
 - *Discuss ADA statement for notices and agendas*
 - *County Administrator Job Description*
 - *Deputy Administrator Job Description*
 - *Organizational Chart*
 - *Board Room Reorganization*
- 9. Executive Session**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, May 15, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Present		
Matthew Prochaska	Present		
Lynn Cullick	Present		
Elizabeth Flowers	Present		6:27p.m.
John Purcell		5:37p.m.	

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

Others Present: Jill Ferko, Scott Koeppel

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Flowers
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – April 25, 2017

Motion: Member Gilmour
 Second: Member Prochaska
RESULT: Approved with a Unanimous Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Treasurer Jill Ferko updated the committee on the transition of benefits from the Admin Office to the Treasurer’s Office, by saying that she and three staff members had some benefit training with CBIZ last Friday, and have established a problem log that all four can access when dealing with employees or reported issues.

Ms. Ferko said that Bob Jones has been working for two-weeks on filing three years’ worth of documents that were never filed by the HR Coordinator, and that many documents were filed incorrectly or placed in the wrong employee file.

Discussion by the committee on distribution of the Human Resource Coordinator position responsibilities with the following being absorbed by the Treasurer’s Office: Benefits, FMLA, ComPsych Guidance, COBRA, HRA Retirees, monthly HR Reports for Admin HR Committee meetings, and the monitoring of the Affordable Care Act Measurement Program for Part-time and Seasonal employees.

Responsibilities that will remain in the Administration Office: Background Checks, Workers Compensation, Property and Vehicle Inventory and Management, Employee Recognition events, and the Employee Picnic.

Ms. Ferko asked about funding to provide her three staff members with stipends for absorbing most of the HR position responsibilities on top of their current workload. Ms. Ferko stated that the amount of time already required of all four staff in the transition warranted a stipend. Ms. Ferko will submit a proposal with the requested amount to the Finance Committee for review in June.

COMMITTEE BUSINESS

- *Review of County Administrator and Deputy County Administrator Job Descriptions* – The committee began review of the County Administrator position and made several changes including:

Section II

- B. Change to read: ...on an interim basis, “is responsible for” instead of “performs”
- D. Remove point 10
- F. Remove 3rd and 7th bullet points
- G. Remove Bullet 3
- H. Remove paragraph (responsibility absorbed by County Clerk)
- J. Remove HIPAA section

Section III

- A. 4th point – include the wording “requires excellent demand of”
 - E. 2nd point – Wording should be “preferred” instead of “required”
- *Organizational Chart* – Item tabled to the next meeting
 - *Board Room Organization* – Discussion on changes made to the Board room to allow more interaction of Elected Officials and Department Heads in the meeting. The committee also discussed the need for updating the furniture in the Board room, and possible funding sources. The committee will revisit the issue at the May 23, 2017 meeting.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

ADJOURNMENT

<p>Motion: Member Gilmour Second: Member Purcell RESULT: Approved with a Unanimous Voice Vote</p>
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This meeting was adjourned at 8:04p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary

Request for increase to Deputy Treasurer Salary line in the amount of \$25,000.00

The salary of the HR position was set at \$57,095.00. As of May1, 2017 approximately 75% of those responsibilities came down to the Treasurer's Office. With that being said we calculated a monthly salary of \$4,757.92 for the remaining 7 months at 75% and came up with \$24,979.08. This should justify our request of \$25,000.00.

Since, Bob Jones has currently taken on the majority of the responsibility I would like to give him a \$650.00 per pay period stipend retro back to May 1st. The total amount will be \$9,750.00 through this fiscal year.

The remaining \$15,250.00 will be divided up as needed among Ronda Thomas, Stannette Kraber, and others.

MONTHLY MEDICAL INSURANCE REPORT
April 30, 2017

	Non-Union	Union	Total Enrolled				Annual Cost Plan per EE	Others
			Apr-16	May-16	Apr-17	May-17		
HMO Employee	35	14	56	58	49	50	\$8,909.28	8
HMO Family	16	15	42	41	31	29	\$22,272.80	7
PPO Employee	0	4	17	18	4	4	\$12,087.00	0
PPO Family	0	3	12	12	3	3	\$30,216.72	1
H.S.A. - Emp	67	32	73	72	98	100	\$10,180.32 *	13
H.S.A. - Fam	50	52	80	80	102	102	\$23,816.00 *	7
Total Enrolled	168	120	280	281	287	288		36
Total Eligible	206	137						
Dental EE								49
Dental Family								25
Total Enrolled				353				74

NOTES:

- 1) Premiums and headcount paid as of monthly report date
- 2) Includes Employer HSA contribution
- 3) Others Include ROE, KEN COM, Forest Preserve, COBRA, and Retirees

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)* 38% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	350000	368348	346172	347668	346995								\$1,757,683
Lincoln Life Dental Premium	25384	25884	27025	24392	26197								\$128,882
Lincoln Life Premium	792	840	616	725	724								\$3,696
Health Savings Account	443800	1750	4375	0	0								\$449,925
HRA Admin Fee	0	83	83	83	83								\$331
FSA Admin Fee	156	162	162	162	170								\$812
TOTALS	\$820,131	\$395,566	\$378,432	\$373,030	\$374,169	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,341,328*

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,063,813)* 93.8% of Budget

	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	Totals
BlueCross Medical Premium	347954	339151	344322	347599	342557	344748	342333	342917	333921	335258	338151	341088	\$4,089,996
Lincoln Life Dental Premium	23478	24220	24192	23782	23921	23806	23580	23721	23049	23330	23198	23365	\$283,618
Lincoln Life Premium	726	732	725	727	721	725	716	723	708	714	708	713	\$8,837
Health Savings Account	343500	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
FSA Admin Fee	148	148	148	148	148	156	156	156	156	156	156	156	\$1,834
TOTALS	\$716,805	\$364,261	\$369,387	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$359,458	\$362,211	\$365,319	\$4,747,584*

FY 15 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,747,400) 91.4% of Budget

	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	Totals
BlueCross Medical Premium	\$ 315,855	\$ 322,904	\$ 323,368	\$ 321,771	\$ 328,759	\$ 329,521	\$ 318,882	\$ 322,074	\$ 319,795	\$ 313,546	\$ 313,232	\$ 323,842	\$ 3,863,148
Met Life Dental Premium	22,281	22,179	22,235	22,772	22,897	22,601	22,372	22,315	22,077	22,043	22,089	22,293	\$ 266,184
Lincoln Life Premium	718	730	743	742	759	747	737	732	725	730	736	729	\$ 8,828
Health Savings Account	16,375	17,375	17,000	17,000	18,000	18,125	17,500	17,750	17,000	17,125	18,500	17,750	\$ 209,500
TOTALS	\$ 385,029	\$ 383,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,994	\$ 359,492	\$ 362,870	\$ 359,599	\$ 353,444	\$ 354,566	\$ 364,414	\$ 4,339,641

FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$225,077 under FY

	12/31/2013	1/31/2014	2/28/2014	3/31/2014	4/30/2014	5/31/2014	6/30/2014	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	Totals
BlueCross Medical Premium	\$ 333,830	\$ 337,723	\$ 333,582	\$ 323,495	\$ 334,201	\$ 334,376	\$ 327,851	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,859	\$ 3,962,531
Met Life Dental Premium	23,904	23,695	23,582	23,332	22,979	23,768	23,240	23,262	23,251	22,611	23,069	22,896	\$ 279,577
Lincoln Life Premium	637	828	785	778	743	743	750	750	745	750	750	7,430	\$ 15,687
Health Savings Account	15,875	15,875	15,875	15,750	15,750	16,500	16,375	15,875	16,250	15,250	15,250	13,875	\$ 187,500
TOTALS	\$ 374,246	\$ 378,120	\$ 373,825	\$ 363,356	\$ 373,673	\$ 375,384	\$ 368,016	\$ 364,925	\$ 363,733	\$ 369,558	\$ 363,811	\$ 376,850	\$ 4,445,296

Benefits Paid as of 03/31/17

MONTHLY BENEFITS SUMMARY REPORT
April 30, 2017

Retirees/COBRA (12/1/16 - 11/30/17)			
Retirees	Medical+Dental	9	\$21,547.45
Retirees	Family Dental	8	\$1,371.24
Retirees	Single Dental	24	\$3,269.37
Retirees	Vision	9	\$437.79
COBRA	Medical / Dental	2	\$1,538.02
	Total	50	\$28,163.87

UNEMPLOYMENT CHARGES 2017	
1st Quarter	\$8,471
2nd Quarter	
3rd Quarter	
4th Quarter	
TOTAL	\$8,471

New Hires/Terminations (12/1/16 - 11/30/17)				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration			1	1
Animal Contr	1			
Circuit Clerk	1		2	1
Coroner	2		1	
County Clerk				
Facilities				
Forest Pres				
Health Dept	3	1	1	
HWY	1		2	1
KenCom			1	
PBZ	1			
Probation	2		1	
Public Defender				
Sheriff	2		3	
State's Att	1		2	
Technology	1			
VAC				
Totals	15	1	14	3

BENEFITWALLET HSA FUNDING	
Date	Deposit
12/31/16	439,300
01/31/17	1,750
02/29/17	4,375
03/31/17	0
04/30/17	0
05/31/17	0
06/30/17	0
07/31/17	0
08/31/17	0
09/30/17	0
10/31/17	0
11/30/17	0
Total	\$ 445,425

Kendall County Job Description

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: May 2, 2017

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.

II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendall County Administrative Services Office in accordance with the County's organizational policies, goals and budget parameters.
- B. 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 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.
- C. Customarily and regularly directs the work of at least two or more full-time employees.
- D. 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;
 - Makes all final decisions regarding the hiring, firing, advancement, promotion, job descriptions, and any other changes of status for all employees in the Administrative Services Office.
- E. Customarily and regularly supervises and supports assigned County department heads by performing management duties including, but not limited to, the following:

Kendall County Job Description

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: HR-Admin recommendations

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.

II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendall County Administrative Services Office in accordance with the County's organizational policies, goals and budget parameters.
- B. 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 head is unable to fulfill his/her essential job duties and, on an interim basis, performs responsible for all of the essential job duties set forth in the applicable department head's job description.
- C. Customarily and regularly directs the work of at least two or more full-time employees.
- D. 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;~~
 - Makes all final decisions regarding the hiring, firing, advancement, promotion, job descriptions, and any other changes of status for all employees in the Administrative Services Office.
- E. Customarily and regularly supervises and supports assigned County department heads by performing management duties including, but not limited to, the following:

Kendall County Job Description

- ~~• Interviewing and providing recommendation for final department head candidate(s) for assigned County Departments, which recommendations are given particular weight by the County Board;~~
- Interviewing, selecting, and training department heads
- Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
- Conducting regular performance evaluations of assigned County department heads;
- Appraising department heads' productivity and efficiency;
- Handling both internal and external complaints and grievances related to assigned County department heads;
- ~~Recommending discipline for assigned department heads to County Board;~~
- Approving updates and revisions to job descriptions for employees under the supervision of assigned County department heads.

F. 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 Countywide budget;
- Monitors and authorizes expenditures for assigned departments and programs;
- ~~• Oversees and administers all insurance benefit 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 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;
- Supervises staff responsible for the administration of the County's Revolving Loan Fund and other economic development activities;
- ~~• 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;
- As assigned, monitor contracts and agreements for compliance;
- Supervises staff responsible for the efficient operation of the mailing facility of the Kendall County Office Building;
- Supervises staff responsible for grant administration for Kendall Area Transit operations.

G. 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;
- Supervise staff responsible for preparation of County Board committee agendas and minutes;

Kendall County Job Description

- 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 outside financial advisor(s) 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.

~~H. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.~~

I. Serves as a primary contact and representative for collective bargaining issues.

J. 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.

K. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

L. Maintains availability outside work hours to respond to emergencies.

M. Maintains regular attendance and punctuality.

N. Travel to and from meetings, training, conferences, and other County office locations to perform job duties;

O. Performs other duties, as required or 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.

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-excellent-knowledge of the English language, spelling and grammar;

Kendall County Job Description

- 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;

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:

While performing the duties of this job, the employee is frequently required to:

- 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, 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;
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems;
- Requires skill in operating a personal computer, facsimile machine, copier;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

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, or equivalent work experience is ~~required~~ preferred.
- A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is ~~required~~ preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

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

- Frequently sit for hours at a desk or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Vision abilities include close and distance vision, and ability to view computer monitors and screens;

Kendall County Job Description

- Occasionally walk to other County office locations;

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 staff, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

cc: personnel file, employee

Date

Kendall County Job Description

- Interviewing and providing recommendation for final department head candidate(s) for assigned County Departments, which recommendations are given particular weight by the County Board;
 - Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
 - Conducting regular performance evaluations of assigned County department heads;
 - Appraising department heads' productivity and efficiency;
 - Handling both internal and external complaints and grievances related to assigned County department heads;
 - Recommending discipline for assigned department heads to County Board;
 - Approving updates and revisions to job descriptions for employees under the supervision of assigned County department heads.
- F.** 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 Countywide budget;
 - Monitors and authorizes expenditures for assigned departments and programs;
 - Oversees and administers all insurance benefit 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 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;
 - Supervises staff responsible for the administration of the County's Revolving Loan Fund and other economic development activities;
 - 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;
 - As assigned, monitor contracts and agreements for compliance;
 - Supervises staff responsible for the efficient operation of the mailing facility of the Kendall County Office Building;
 - Supervises staff responsible for grant administration for Kendall Area Transit operations.
- G.** 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;
 - Supervise staff responsible for preparation of County Board committee agendas and minutes;
 - Work with all department heads and the Budget Committee to assure that the annual

Kendall County Job Description

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 outside financial advisor(s) 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.

H. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.

I. Serves as a primary contact and representative for collective bargaining issues.

J. 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.

K. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

L. Maintains availability outside work hours to respond to emergencies.

M. Maintains regular attendance and punctuality.

N. Travel to and from meetings, training, conferences, and other County office locations to perform job duties;

O. Performs other duties, as required or 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.

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

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:

While performing the duties of this job, the employee is frequently required to:

- 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, 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;
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems;
- Requires skill in operating a personal computer, facsimile machine, copier;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

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, or equivalent work experience is required.
- A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is required.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

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

- Frequently sit for hours at a desk or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Vision abilities include close and distance vision, and ability to view computer monitors and screens;
- Occasionally walk to other County office locations;

Kendall County Job Description

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 staff, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

cc: personnel file, employee

Date

1. **Fiscal and Budget**
 - a. **County Budget**
 - b. **Administrative Services Departments**
 - c. **A/P & A/R Technology, KAT**
 - d. **Bond Issues**
2. **Strategic & Policy Planning – Administrative Services Directors**
3. **Human Resources**
 - a. **Federal/state employment, labor laws, regulations**
 - b. **Hiring/Background Checks**
 - c. **Performance Reviews liaison – Administrative Services Directors**
 - d. **Employee Training liaison – Administrative Services Directors**
 - e. **Succession Planning**
4. **Risk Management/Insurance**
 - a. **Property/Casualty Insurance**
 - b. **Vehicle/Property Inventory**
 - c. **Background checks for motor vehicles**
 - d. **Workman's Compensation**
5. **Project Management**

Kendall County Job Description

TITLE: Budget and Research Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In Process

Commented [B1]: Lutrens also performs financial duties for other public bodies like Forest Preserve. Not sure if she does for KenCom, too. Does she have a separate job description for the duties she performs for other public bodies?

Commented [AKK2]: You will, of course, need to provide an updated approval date.

I. Position Summary:

The position is responsible for coordinating the County's annual budget process as well as measuring the County's financial performance in relation to annual and long-term long-term benchmarks, as well as developing, compiling and analyzing information, and evaluating program and funding requests.

II. Essential Duties and Responsibilities:

A. Perform primary duties requiring office or non-manual work directly related to the management or general business operations of the County, including, but not limited to the following:

1. Plan and coordinate all phases of the budgeting process, including preparation of the annual budget document and preparing revenue and expenditure forecasts.
2. Act as a resource to County departments regarding budget issues. Assist and advise departments in formulating budgetary goals and determining budgetary objectives.
3. Develop, maintain, and update the County's short- and long-term forecast models for budget policies, employment, and debt service.
4. Prepare policy language, spreadsheets, correspondence, reports, charts, graphs and presentations, and exercise discretion and judgment to develop organizational systems, programs, and policies for efficient performance.
5. Create and update an instructional manual on the budget process to assist County departments who have a role in the budgeting process.
6. Develop budget benchmarks systems, perform cost center analysis, and prepare and present budgetary information for public hearings and other County meetings.
7. Assist and advise department heads and elected officials in identifying alternative solutions to complex budgetary problems and funding requests.
8. Perform financial analysis of policies, and assist in implementing approved budget-related policies and procedures.
9. Compose grant applications and monitor grant funds and expenditures, as needed.
10. Study fiscal impacts of changes to employee compensation and benefits.

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A.

B. Attend budget hearings, capital improvement planning sessions, and County Board meetings, as assigned, both during and after work hours and prepare and present budgetary information as needed.

C. Act as a resource to County departments on budget issues and assist departments in formulating goals and determining objectives.

D. Develop, maintain, and update the County's short and long term forecast models for budget policies, employment and debt service.

E. Prepare policy language, spreadsheets, correspondence, reports, charts, graphs and presentations and develop organizational systems, programs and policies for efficiency performance and creating instruction manual on budget processes.

F. Compose, create and update a manual on the budget process to assist County departments who have a role in the budgeting process.

G. Develop budget benchmarks systems, perform cost center analysis and prepare and

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Kendall County Job Description

present budgetary information for public hearings.

H.C. ~~Oversee the physical production of the budget document to meet standards set by Government Finance Officers Association.~~

D. ~~Facilitate with department heads and elected officials alternative solutions to complex problems and funding requests, and~~

E. ~~perform financial analysis of policies and assist in the implementation of approved policies and procedures.~~

J.F. ~~Monitor special project expenditures and the progress of the capital improvement plan and associated debt issuance.~~

K.G. ~~Serve. Complete State-mandated training and serve as a Freedom of Information Act (FOIA) Officer, preparation, and processing of requests for Administrative Services.~~

L.H. ~~Serve as the County's liaison and interact with the County's financial advisors and underwriters during the bond issuance process.~~

M. ~~Compose grant applications and monitor grant funds and expenditures as needed.~~

N. ~~Study fiscal impacts of changes to employee compensation and benefits.~~

I. ~~Create Animal Control accounting and monthly reports.~~

J. ~~Handle and maintain confidentiality of confidential matters relating to budgetary functions of Administrative Services, the Kendall County Board, and all other County committees, departments, and offices.~~

K. ~~Work effectively with County personnel and local elected officials.~~

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, and the Illinois Local Records Act.~~

M. ~~Comply with all applicable policies and procedures regarding or relating to assigned job duties.~~

O.N. ~~Maintain regular attendance and punctuality.~~

P.O. ~~Perform Aesets with other duties and responsibilities as assigned by Supervisor.~~

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.

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 elected officials and department heads 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.
- Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis to issues in public organization and public policy.

Commented [AKK3]: Does this position act as account manager for any county contracts?

Kendall County Job Description

- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.

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, read, and understand information and ideas, and work effectively with departmental county personnel and local elected officials.
- Requires the ability to independently work to project completion and follow guidance.
- Knowledge of principles and practices of local government structure and services.
- Knowledge of government budgeting, forecasting, financial accounting systems and procedures, preferably knowledge of Questica Budget Software.
- Proficient knowledge of MS Word, Excel, Outlook, Power-Point is required.
- Ability to gather and analyze complex data utilizing statistical methods and cost center analysis as well as
- interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis to issues in public organization and public policy.

A. 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.
- Maintains strict confidence of personal and proprietary information.
- Follow standards and guidelines which include, but are not limited to Illinois State Statutes, Federal regulations and directives, departmental standard operating procedures, policies established by the County Board and guidance provided by Government Finance Officers Association.

B.A. Education and Experience:

- A minimum of a Bachelor's degree in Accounting, Finance, or related field, along with three years of progressive experience in finance or budgeting, is required.
- A Master's degree in Accounting, Finance, or related field is preferred, in Accounting, Finance or related field along with three years of progressive experience in a financial, budgeting.
- Previous governmental budgeting experience is preferred plus.

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Commented [AKK4]: I reorganized this to clarify it. Please make sure it is consistent with your educational/experience requirements.

Kendall County Job Description

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);
- Regularly use computers and other electronic equipment to perform assigned job duties.;
- 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; and,
- Travel independently to other County office buildings and to other locations throughout the Chicago region, to perform job duties.
- Specific vision abilities include close and distance vision, as well as depth perception.

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:

- ~~inside~~ Mostly inside environmental conditions, except when outside travelling between various buildings/locations in Kendall County and the Chicago region 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, as needed.

Commented [AKKS]: 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?

Commented [D6]: Is this the essential job duties?

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
cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Economic Development & Special Projects Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: 12/2/2014
DATE REVISED: In Process

Commented [L34]: Will need to be updated with new revised date.

I. Position Summary:

Responsible for the coordination of ~~Kendall the county's~~ County's ("County") economic development programs and assisting the County Administrator on special administrative projects as assigned.

II. Essential Duties and Responsibilities:

- A. Coordinate meetings and special projects with local economic development corporations, known as the Kendall Economic Development Alliance (KEDA).
- B. Coordinate Business Retention, Expansion, and Attraction activities in conjunction with KEDA partners.
- C. Update County's Economic Development webpage with news, events, relevant demographic information, economic indicators, and web portals for property search, and/or other products listing available industrial / office properties and building space.
- D. Utilize social media to promote County economic development and administrative programs.
- E. Organize annual economic development events including, but not limited to business resource roundtables, economic forecasts, and business legislative forums.
- F. Implement and update County's Economic Development Plan including industrial market analysis with other organizations.
- G. Coordinate County Economic Development Committee meetings by performing tasks, including, but not limited to providing monthly reports and identifying legislation regulations related to economic development, responsible for, posting agendas, and drafting meeting minutes.
- H. Process applications for real estate property tax abatement program.
- I. Administer County's Revolving Loan Fund program and preparing semi-annual reports to the Department of Commerce & Economic Opportunity.
- J. Participate in regional economic development meetings, including meetings held by the Metropolitan Economic Growth Alliance (MEGA), the Chicago Metro Metals Consortium (CMMC), and the Metro Chicago Exports (MCE).
- K. Attend tradeshows, create marketing materials such as brochures, handouts, information cards, and maps, and update existing marketing tools to attract business and development to Kendall County.
- L. Track and report relevant legislation at the state level that will have an impact on County related functions.
- M. Work with Planning staff to track transportation infrastructure projects in and around the County.
- N. Serve as Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program. Prepare and submit quarterly PCOM reports to the Illinois Department of Transportation.
- O. Serve as alternate for processing and maintaining all new liquor licenses for unincorporated portions of the County as well as renewal license applications.
- P. Attend County Board and County Board committee meetings, as assigned, both during and after regular business hours.

Commented [AKK2]: Corporations is plural yet you only list one organization. Do the corporations join together to make up the KEDA? If so, you should rephrase this accordingly. If there are corporations besides KEDA, they you may want to say "such as" rather than "known as."

Commented [L35]: Took out the word "annual" What if County decides it wants to do one of these meetings more than once a year?

Commented [AKK4]: This is unclear. What do you mean by "with other organizations"? Also, I don't understand "including industrial market analysis." Does this mean they are supposed to implement and update the industrial market analysis? How do you implement an analysis?

Commented [AKK5]: This seems a little broad. Is this individual responsible for tracking all legislation that could impact County related functions or just economic development related legislation?

Commented [AKK6]: PBZ staff, economic planning staff, facilities planning staff? Please clarify.

Commented [L37]: Does the County Board need to take any specific action to appoint employee as PCOM? I believe they did for one employee but don't know if they did for new hire.

Commented [AKK8]: As an alternate to who? Also, "an alternate" can lead to some ambiguity as to whom that person is supposed to "step in" and fill that function I would suggest "Assist with" instead.

Commented [L39]: Also, does the County's Liquor Ordinance allow this position to perform duties as "alternate" for processing liquor licenses?

Kendall County Job Description

- ~~P.Q. Serves Complete State-mandated training and serve as a Freedom of Information Act (FOIA) Officer for Administration, preparation, and processing of requests.~~
~~R. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.~~
~~S. 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, and the Illinois Local Records Act.~~
~~T. Complies with all applicable policies and procedures regarding or relating to assigned job duties.~~
~~Q.U. Assists staff and department with~~ Performs other duties as needed or assigned by supervisor.

Commented [AKK10]: This language was modified to be consistent with the Administrative Assistant job description language. If you want the "preparing and processing" language, make sure you put it in both job descriptions

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

III.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.

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 elected officials, in both one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

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. Certificates, Licenses, and Registrations:

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

Commented [ANK11]: 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.

A.E. Other Skills, Knowledge and Abilities:

- The person should have strong organization and multi-tasking 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 county personnel, department heads, and elected officials.
- Requires the ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

Commented [LJ12]: Does this position require IL Notary Public certification to notarize docs? Or, does Admin's secretary do that?

Commented [LJ13]: What about public speaking skills? I would assume this person will have to give presentations and have good public speaking skills, correct?

Kendall County Job Description

- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems
- Skills in operating a personal computer, facsimile machine, copier and typewriter.

A. Work Standards and Best Practices 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.
- Maintains strict confidence of personal and proprietary 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.

Commented [AKK14]: I moved all of this into other sections.

B.F. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited college or university is required, prefer areas of study are public management, public policy, or real estate.
- 2 years of experience in economic development preferred.
- Valid Illinois Driver's License.
- Requires knowledge of state and federal tax incentive programs.

Commented [AKK15]: This belongs in the "Other Skills, Knowledge and Abilities" section unless you are requiring formal experience or education regarding these programs.

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 locations throughout Kendall County and the Chicago region to perform assigned job duties.

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:

- Inside ~~Mostly~~ inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region 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 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.

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Commented [AKK16]: 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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Kendall County Job Description

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
cc: personnel file, employee

Date

DRAFT

Kendall County Job Description

TITLE: Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non Exempt
APPROVED: In Process

Commented [LJ1]: Needs to include approved date

I. Position Summary:

Provides assistance in all areas of administrative services, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the County Administrator in implementing functions, procedures, and responsibilities.

II. Essential Duties and Responsibilities:

A. Serve as the administrative assistant to the County Administrator and Kendall County Board members.

Commented [LJ2]: Is driving an essential function of the job?

A.B. Provide administrative assistance to the County Administrator with the general affairs of the department and special assigned projects, as assigned by the County Administrator and/or County Board members.

Commented [LJ3R2]: What about attendance? Is regular attendance and punctuality an essential function of this job? If you don't include this job duty here, it may be difficult later to argue that regular attendance and punctuality are essential functions for ADA purposes.

B.C. Answer incoming telephone calls for Administration and calls to the County Office Building's general extension, and appropriately respond to public inquiries by mail or phone.

Commented [LJ4]: Does this position serve only as admin assistant to County Administrator? Or, does she perform administrative duties for ALL staff working in Administrative Services? If the latter, then this will need to be updated to reflect that.

D. Provide general information to the public.

C.E. Complete state-mandated training and serve as Freedom of Information Act Officer for Administration, County Board, and certain departments reporting to County Administrator.

Commented [AKK5]: Does this mean there are departments reporting to the County Administrator for which the Administrative Assistant wouldn't serve as FOIA Officer? If so, I suggest you identify the specific offices.

D.F. Coordinate administrative tasks for County Board committee meetings, including, but not limited to, typing and posting agendas, compilation and distribution of meeting packets, notifying the media, and communications with board members for attendance and agenda topics, and update county web calendar.

Commented [LJ6]: Is it just County Board committee meetings? Or, does she provide assistance for County Board meetings, too?

G. Attend County Board and County Board committee meetings, as assigned, both during and after regular business hours.

E.H. Electronically record and prepare minutes for County Board's various committee meetings; store and categorize recordings and minutes.

F.I. Prepare, maintain and update list of County Board's appointments to outside boards, commissions, and special districts.

G.J. Type, send and file formal letters and correspondence on behalf of the County Administrator and County Board members.

H.K. Update various County Informational lists for public and organizational distribution.

L. Draft updates to certain County website pages including, but not limited to, the homepage, calendar and pages for Administration, County Board, employment, and volunteer opportunities and others.

J.M. Responsible for manage all inter-office and outgoing mail functions for County Administrative Office Building.

K.N. Manage and record petty cash register, process administration's accounts payable claims, track invoice payments and certain contracts for budget purposes and review certain budget line items of Administration and County Board.

L.O. Order and manage administration office supplies and inventory.

M.P. Assist with the collection and presentation of data, developing reports, completing special projects, and assist in reviewing the budget activities.

Kendall County Job Description

~~N.Q. Organize assigned department files and process records disposal applications to the Local Records Commission.~~

Commented [AK17]: This is pretty vague, can you clarify?

~~R. Coordinating/Coordinate special department functions.~~

Commented [LJ6]: This is vague. Can you clarify this, too?

~~S. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board and its committees and maintains confidentiality of said information. Maintains strict confidence of personal and proprietary information.~~

~~T. Complies with all applicable federal and state laws, rules, 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, and the Illinois Local Records Act.~~

~~Q.U. Complies with all applicable standards, policies and procedures regarding or relating to assigned job duties which include, but are not limited to, State and Federal laws, rules and regulations, departmental standard operating procedures, and policies and requirements established by the Kendall County Board.~~

~~P.V. Assists with/Perform other duties and responsibilities as assigned by Supervisor.~~

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

III.V. 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.

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 elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

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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.

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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. Skills, Knowledge and Abilities:

- The person should have strong organization and multi-tasking 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 county personnel and elected officials.
- Requires the ability to independently complete projects and follow guidance.
- Computer Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

Commented [LJ9]: Please confirm if this position requires familiarity with any other computer programs.

Kendall County Job Description

- Knowledge of office practices, principles of modern record keeping, setup and maintaining filing systems.
- May require skill in the use of Dictaphones and transcribing equipment.
- Requires skill in operating a personal computer, facsimile machine, copier, and typewriter.

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.
- Maintains 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.

C.E. Education and Experience:

- A minimum of an Associate's Degree from an accredited college or university is required.
- A minimum of at least five (5) years of experience as an Executive Secretarial or Administrative Assistant is required.

Commented [LJ10]: Please confirm if this is required or preferred. If preferred, you should also include what is minimum required (e.g., High School diploma or GED).

IV.V. Physical Demands:

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

- Frequently sit for long periods of time at 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 buildings and other locations in Kendall County to perform assigned job duties.

V.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 environmental conditions except when outside traveling between various buildings/location in Kendall County 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 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 [AKK11]: 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.

Kendall County Job Description

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

DRAFT

Kendall County Job Description

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 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 [I2R1]: 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,

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 issues? 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

Commented [D7]: 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 [I9]: Is it "department" or "office"? We've seen it both ways.

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

Commented [D11]: Is it just attendance? Or, will this person have to prepare minutes, too?

Kendall County Job Description

~~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 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.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 a position with the County.

Commented [112]: 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

~~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?

~~I-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.~~

~~Q. 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 its committees.~~

~~P. Ensure the County complies 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 Records 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:~~

~~This job has no supervisory responsibilities.~~

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

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 [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.

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

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 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.
- 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.
- ~~Requiree~~ 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.~~
- ~~Maintains 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.~~

C.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

- 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:

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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.

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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.