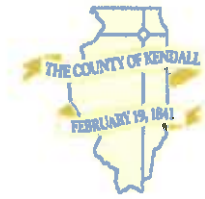


# COUNTY OF KENDALL, ILLINOIS

## Admin & HR Committee

County Office Building

County Board Rooms 209-210



Tuesday, August 23, 2016 ~ 5:30p.m.

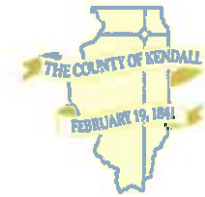
### MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Lynn Cullick (Chair), John A. Shaw (Vice Chair), Judy Gilmour, Dan Koukol, John Purcell
3. **Approval of Agenda**
4. **Approval of Minutes from August 4, 2016 Meeting**
5. **Public Comment**
6. **Department Heads and Elected Official Reports**
7. **Committee Business**
  - *Review and Recommend Approval of GIS Job Descriptions*
8. **Action Items for County Board**
9. **Public Comment**
10. **Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2 (1)**
11. **Adjournment**

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**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Thursday, August 4, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

**ROLL CALL**

Committee Members Present: Dan Koukol - here, Judy Gilmour – here, Lynn Cullick - here

*Member Purcell arrived at 9:12a.m.*

Committee Members Absent: John A. Shaw

Others present: Glenn Campos, Scott Koeppel, Jeff Wilkins

**APPROVAL OF AGENDA:** Member Gilmour made a motion to approve the agenda, second by Member Koukol. **With all in agreement, the motion carried.**

**APPROVAL OF MINUTES:** Member Gilmour made a motion to approve the July 7, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion carried.**

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

➤ *Technology Services*

- *Technology Van* – Mr. Koeppel reported that there is a need for an additional van in the Facilities Management department, and Technology doesn't currently use their van on a daily basis. Mr. Koeppel stated that he is willing to give the Technology van to Facilities Management. If technology needs a vehicle for special projects, they will be able to utilize the van being given to Facilities. **There was consensus by the committee to move the vehicle to the Facilities Management department.**
- *Current Technologies* – Mr. Koeppel updated the committee on the proposed agreement with Current Technologies to purchase a wireless link between the Sheriff's Office and the County Office Building in an amount not to exceed \$24,891.24. Motion made by Member Koukol, second by Member Gilmour to forward this item to the Committee of the Whole for additional discussion and on to the County Board for approval. **With three members present voting aye, the motion carried.**
- *Intergovernmental agreement with KC Courts and with KenCom* – Mr. Koeppel reported that there has been a request by KenCom and the Courts to have additional technology assistance. Mr. Koeppel told both entities that they are at capacity, and

would have to hire an additional person for technology. Both entities are willing to fund a new full-time, exempt position. Mr. Koeppel said that the cost for benefits and salary would be \$90,000, with half coming from each entity. There would be a 3-year agreement with the option of a two-year extension. Mr. Koeppel has met with Judge McCann and Robyn Ingemunson, and will meet with Lynette Bergeron tomorrow. There will not be one technology person specifically designated for this assistance, although this position would focus on these two entities, other technology personnel would also be available to assist as needed. Mr. Koeppel stated that he is working toward a December 1, 2016 start date. Mr. Koeppel will update the committee at the next meeting, and provide the direction for proceeding.

Member Gilmour said that KenCom has only held discussion on this topic at their Finance Committee meeting, and will discuss the issue at the Executive Board meeting on August 25, 2016.

- *Budget* – Mr. Koeppel reviewed his proposed FY2017 budget for Technology and GIS with the committee. He said he is trying to follow the zero percent increase as instructed by the Finance Committee, and has not done anything for salaries yet. The technology budget shows a decrease in several areas, and the GIS budget shows approximately \$2000 less this year.

Mr. Koeppel also reviewed the Technology Capital Request requests with the committee. Discussion on specialty software that is used by several of the offices/departments, why technology is funding these software programs and the increases of those each year, and showing the reimbursement of that software to Technology, and software costs for municipalities for the New World program. Mr. Wilkins reported there is \$35,625 budgeted in the General Fund under Technology Municipal Reimbursements.

**The committee agreed that Mr. Koeppel should present his budget to the Finance Committee at the Budget Hearings in September 2016.**

Member Purcell asked about the projected cost of \$4,800 for the Technology department cell phones. Member Koukol asked if the County could work toward getting all county cell phones under one plan to reduce costs and provide a better service. Member Purcell reminded the committee that they couldn't mandate elected officials to comply with a request to participate. Member Cullick would like to know what phones are in use in Technology, Admin Services, Animal Control, Facilities and PBZ, and if they are needed, and if they can be combined into one plan with one carrier. Jeff Wilkins will gather this information and present at a future meeting.

*Administrative Services* – Jeff Wilkins briefly reviewed the Administrative Services budget with the committee and wanted direction on how to proceed. Mr. Wilkins said that over the years they've always wanted flexibility with part-time personnel. Mr. Wilkins explained the possibility of a part-time employee or paid intern to work in Administrative Services to provide coverage in multiple departments filling in for vacations, absences, and also to serve as a "floater" as needed. Member Cullick asked where this person would be home-based, and what

the person would do when they weren't needed in other departments. Mr. Wilkins stated the person could be housed in Administrative Services, and could do minutes, answer phones, and other administrative projects.

**After discussion, the committee agreed to remove the Codification project from the budget.**

**There was consensus by the committee to have Mr. Wilkins to present his budget to the Finance Committee at the budget hearings in September.**

- *Public Safety Center & Courthouse Security System Bids* – Mr. Koeppe updated the committee on the bidding progress and what the next steps will be. There will be a meeting of County personnel and Dewberry to review the submitted bids in detail next week. Mr. Koeppe informed the committee about the three alternates, Alt 1 is Conduit, Alt 2 is Cable and piping, and Alt 3 is new locks in the courthouse. Discussion on the costs of each and the overall projected cost of the project.
- *Recommend Approval of Job Descriptions* – item tabled until the State's Attorney's Office has completed their review.

**ITEMS FOR COMMITTEE OF THE WHOLE - None**

**ACTION ITEMS FOR COUNTY BOARD – *Approval of Agreement with Current Technologies to purchase Wireless Link at an amount not to exceed \$24,891.24***

**PUBLIC COMMENT – None**

**EXECUTIVE SESSION** – Member Gilmour made a motion to enter into Executive Session for the purpose of collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2 (c) 2), second by Member Koukol.

**ROLL CALL:** Member Gilmour -- yes, Member Koukol - yes, Member Purcell - yes, Member Cullick - yes

With four members present voting aye, the committee entered into Executive Session at 10:50a.m.

Member Gilmour made a motion to reconvene in Open Session, second by Member Koukol. With four members voting aye, the committee reconvened in Open Session at 11:11a.m.

**ADJOURNMENT** – Member Gilmour moved to adjourn the meeting at 11:14a.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary

## Kendall County Job Description

**TITLE:** GIS Coordinator  
**DEPARTMENT:** Geographic Information Systems (GIS)  
**SUPERVISED BY:** Director of Technology  
**FLSA STATUS:** Exempt  
**APPROVED:** In Process

### I. Position Summary:

The GIS Coordinator customarily plans, directs and coordinates the field and office activities of the Kendall County Geographic Information Systems (GIS) Department.

### II. Essential Duties and Responsibilities:

A. Primary duties are to supervise, manage and direct the operation and maintenance of the Kendall County GIS Department including, but not limited to the following duties:

1. Responsible for the overall management of Enterprise GIS, ensuring the orderly and technically sound development and operation of the system and that the needs of the stakeholders and users of the Enterprise GIS are adequately met.
2. Assists Technology Services Director with development and management of GIS program budget.
3. Procures project management of consultants, vendors, and staff supporting the GIS department.
4. Directs the definition and the technical review of database(s) and application designs.
5. Manages the technical development and quality assurance of the Enterprise GIS database and coordinates the creation or revisions of existing maps and charts as relative to county and intergovernmental projects.
6. Responsible for problem resolution, software and hardware contract maintenance.
7. Compiles data required for land record map preparation or revision, including aerial photographs, survey notes, records, reports, and original maps to ensure completeness and accuracy.
8. Develops and oversees all public relations for the GIS Department including but not limited to development, administration and maintenance of the GIS Department's website to ensure information is current and accurate.
9. Recommends changes to GIS software, CAD software, hardware, network and database organizations in order to maximize efficiencies for better service to GIS users, which recommendations are given significant weight by the final decision-makers.
10. Serves as the GIS Department's liaison with Kendall County's elected officials, department heads and local community leaders.
11. Issues work orders for necessary maintenance within the GIS Department.

B. Customarily and regularly directs the work of at least two (2) or more full-time employees (or their equivalent) working in the Kendall County GIS Department.

C. Customarily and regularly performs supervisory/management duties at the Kendall County GIS Department including, but not limited to the following:

1. Interviews, selects and trains GIS Department staff.
2. Sets and adjusts employees' hours of work.
3. Provides recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker.

## Kendall County Job Description

4. Prepares and maintains production and operations records for use in supervision and control of the GIS Department's services.
5. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status.
6. Handles employee complaints and grievances.
7. Provides recommendations regarding personnel policies and procedures applicable to GIS Department staff, which recommendations are given significant weight by the final decision-maker.
8. Provides recommendations regarding the hiring, firing and discipline of GIS Department staff, which recommendations are given significant weight by the final decision-maker.
9. Apportions the work among GIS Department employees.
10. Plans, organizes, and supervises the activities of GIS Department staff.
11. Develops and implements training program for GIS Department staff.

D. Performs other duties and responsibilities 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:

#### A. Skills, Knowledge and Abilities:

- Knowledgeable of GIS software and technology, and familiar with a variety of the field's concepts, practices, and procedures.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Relies on extensive experience and judgment to plan and accomplish goals; a wide degree of creativity and latitude is expected.
- Ability to build teamwork, organizes, prioritize, and perform multiple tasks in a timely manner.
- Ability, skill and knowledge necessary to effectively supervise and manage the GIS Department.
- Ability to deal tactfully and courteously with the public.
- Ability to analyze a variety of complex working procedures.

#### B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Complies with all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.
- Proven time management skills.
- Maintains confidential records including but not limited to personnel records, budget and long term strategy planning records, etc.

#### C. Education and Experience:

- This position requires a minimum of either a Bachelor's Degree from an accredited institution or ten (10) or more years of increasingly responsible experience in the design, development, implementation, and administration of a geographical information system.

## Kendall County Job Description

- Experience in database administration and implementation related to ArcGIS and enterprise databases is required.
- Proven understanding of land records, legal descriptions, surveys, tract and parcel maps is required.
- Working knowledge of GIS and cartographic standards is required.

#### IV. 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 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;
- Travel independently to other County office locations and to GIS-related business meetings and conferences.

#### 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:

- Occasionally work outside as required to perform work related tasks.
- 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.

**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**



Leslie has indicated that in most job descriptions, we have added all of the below skills, too. Committee should decide if adding the additional skills listed below are essential.

**A. LANGUAGE SKILLS:**

- Ability to research, read and interpret documents such as governmental regulations and legal documents.
- Ability to write documents, reports and correspondence.
- Ability to speak effectively with the public, employees, law enforcement agencies, and the court.
- 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.

## Kendall County Job Description

**TITLE:** GIS Analyst  
**DEPARTMENT:** Geographic Information Systems (GIS)  
**SUPERVISED BY:** GIS Coordinator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

### I. Position Summary:

Utilizes Geographic Information System (GIS) techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Provides maps and data sets to clients to supplement analysis. Utilizes programming languages to automate repetitious processes, provides technical support for other users and provides feedback/results to staff members of other departments involved in current projects. Knowledgeable of ESRI GIS software and technology and of commonly-used concepts, practices, and procedures within a particular field.

### II. Essential Duties and Responsibilities:

- A. Assists coordinator with GIS data including layer development, data conversion and deployment.
- B. Designs, creates and analyzes special products including maps, digital data, reports and statistics, and researches and recommends ways to improve the mapping process.
- C. Imports GIS data from other sources; converts GIS data from one coordinate system to another, and creates other data formats from existing data.
- D. Scans, rectifies, and uses images to create maps for departmental and county use.
- E. Gathers and verifies field data for utilization in mapping applications.
- F. Prepares routine reports, correspondence, updates, and special project maps as required
- G. Performs other duties and responsibilities 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:

#### A. Skills, Knowledge and Abilities:

- The ability to present information and communicate effectively both orally and in writing with staff, county officials, law enforcement officials, and the general public.
- Ability to build teamwork, organize, prioritize and perform multiple tasks in a timely manner.
- Operates variety of office equipment including computer, plotter, scanner, etc.
- Ability to become familiar with industry specific terminology and cartographic standards.
- Ability to understand and explain GIS procedures and policies.
- Represents department with professionalism and confidence.

#### B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Adheres to all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.
- Proven time management skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.

## Kendall County Job Description

- Work with diverse populations.

### C. Education and Experience:

- A minimum of an Associate's Degree from an accredited institution or equivalent work experience with 2 or more years GIS experience utilizing ESRI ArcGIS desktop applications is required.
- Knowledge of GIS software, such as ArcGIS desktop suite is preferred.
- Knowledge of relational database concepts and skills in creating and maintaining relational databases and linking them with GIS is preferred.
- Knowledge of Python, Visual Studio, or other GIS related programming language a plus is 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 desk or in meetings;
- 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 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:

- Inside environmental conditions.
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