



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**KC Office Building, 111 W. Fox Street**  
**County Board Rm 210; Yorkville**  
**Monday, November 1, 2021 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes – October 4, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Presentation: Approval of Worker Compensation, Liability, Property, and Cyber Security*
  - *Discussion and Approval of Kennel Technician Job Description*
  - *Discussion and Approval of Part-time Office Assistant (Animal Control)*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

*If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time*

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Monday October 4, 2021**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:30 p.m.

**ROLL CALL**

<b>Board Member</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

**With five members present a quorum was established to conduct committee business**

**Employees in Attendance:** Scott Koeppel, Meagan Briganti, Tina Dado

**Guest in Attendance:** Michael Wojcik and Beth Ishmael, the Horton Group

**APPROVAL OF AGENDA** – Motion made by Member Koukol second by Member Gengler to approve the agenda.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Yes

**With five members present voting aye, the motion passed by a 5-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Koukol to approve the August 2, 2021 minutes.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Administration* – Mr. Koepfel stated that all items are on the agenda.

**PUBLIC COMMENT** – None

**COMMITTEE BUSINESS**

*Discussion and Approval of Health Insurance Premium Rates FY 21-22* – Michael Wojcik presented detailed Marketing Spreadsheets, including the Contribution Exhibit and Ancillary Coverage.

Mr. Wojcik reviewed the Medical, Dental and Life renewal premiums and plan designs, describing a number of alternative plans with the committee. The 2022 negotiated rate with the Annual Employer HSA Seed Contribution is a 10.5% increase with Blue Cross Blue Shield of Illinois. The Horton Group recommends that Kendall County remain with Blue Cross Blue Shield of Illinois.

The committee was briefed on Dental, Life and Vision coverage, including additional options that are available to the County. The Horton Group recommended staying with MetLife for Dental and with Eye Med for vision. Mr. Wojcik discussed the dental rate cap for MetLife at 7% through 12/31/2022. The dental trend is between 6% - 7%. Mr. Wojcik will attempt to negotiate further with MetLife. Mr. Koepfel reported that MetLife has been the dental provider for Kendall County for 2 years and that a change of providers may disrupt the employees.

Member Vickers made a motion to forward the Health Insurance Premium Rates FY 21-22 for Final Approval to the County Board for October 19, 2021 second by Member Koukol.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Yes
Judy Gilmour	Yes

**With five members present voting aye, the motion carried by a vote of 5-0.**

*Discussion of Approval of a Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement* - Mr. Koepfel proposed that this discussion take place at the County Board meeting on Tuesday, October 5, 2021. Mr. Koepfel stated that this is a standard agreement also known as DOAP, it provides aid for the KAT Program.

Member Vickers made a motion to Approve, second by Member Koukol.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Yes
Judy Gilmour	Yes

*Approval of Amendment to the Section 5311 Grant Agreement* – Mr. Koepfel briefed the Committee that 5311 Grant Agreement is another funding source for the KAT Program.

Member Gilmour made a motion to Approve, second by Member Koukol

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Yes
Judy Gilmour	Yes

Mr. Koepfel stated in addition to the KAT discussion he is seeking signature authority to sign off on bills and agreements regarding the Kendall County Transit Program. Mr. Koepfel briefed the Committee that this would help speed up the process of getting bills paid in a timely manner. Mr. Koepfel said that Chairman Gryder agreed and is awaiting review of the signature authority from the State’s Attorney’s Office. Mr. Koepfel stated that the signature authority would remain in effect for one year.

Member Vickers made a motion to Approve, second by Member Koukol

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Yes
Judy Gilmour	Yes

*Discussion and Approval of Deputy Director of Technology Services Job Description* - Mr. Koepfel provided detailed information regarding the request to change Meagan Briganti’s current job description (GIS Coordinator) to Deputy Director of Technology Services. Ms. Briganti would continue to oversee GIS. The position is paid from the GIS Fund and will not have any effect on the

General Fund. Mr. Koeppel recommends to rewrite the job description and promote Meagan Briganti. Chair Flowers asked if there was a pay increase with this change, Mr. Koeppel responded \$90,000 yearly, starting December 1<sup>st</sup> 2021. Mr. Koeppel asked to forward to County Board for approval.

Member Vickers made a motion to forward the Approval of the Deputy Director of Technology Services Job Description to County Board for Approval on October 19, 2021, second by Member Gengler.

## **ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Aye
Judy Gilmour	Yes

*Discussion of a GIS Intern to Assist with Transition to NG-911* – Meagan Briganti briefed the Committee regarding her ongoing discussions with Western Illinois University Internship Program for the Next Generation 911 Service. Ms. Briganti provided details regarding “Next Generation-911”. Traditionally, 911 is based off of landlines. (Not many landlines exist). Meagan briefed to the Committee that Next Generation-911 will work off of cell phone data, pinging off towers. This will locate the caller faster. Next Generation-911 callers can send pictures and videos to dispatch. Mr. Koeppel stated that the internship would be at no cost to the county.

Member Gilmour made a motion to forward to County Board for final Approval on October 19, 2021, second by Member Gengler.

**With five members present voting aye the motion carried by a 5-0 vote.**

**EXECUTIVE SESSION** – *Chair Flowers briefed the Committee of the need for Executive Session* – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Member Gilmour made a motion for Executive Session, second by member Gengler.

**With five members present voting aye the Committee entered into Executive Session at 6:18 p.m.**

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

**ACTION ITEMS FOR THE OCTOBER 5 COUNTY BOARD MEETING**

- *Approval of a Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Agreement*
- *Approval of Amendment to the Section 5311 Grant Agreement*

**ACTION ITEMS FOR THE OCTOBER 19 COUNTY BOARD MEETING**

- *Approval of the Horton Annual Health Insurance Renewal*
- *Approval of the Deputy Director of Technology Services Job Description*
- *Approval of a GIS Intern to assist with Transition to NG-911*
- *Approval granting immediate signature authority to County Administrator to enter into contracts regarding the Kendall County Transit Program*

**ADJOURNMENT** – Member Gengler made a motion to adjourn meeting, second by Member Koukol. **With five members present voting aye the meeting adjourned at 6:40 p.m.**

Respectfully Submitted,

Tina Dado  
Human Resource Specialist and Recording Secretary



## Insurance Proposal

Presented by:

Dane Mall, MPA, ARM, AIC, CEAS  
Lead Public Entity Risk Advisor  
Account Executive

Samantha Shock, CISR, AINS  
Account Manager

Daniel Mackey  
Senior Vice President

October 20, 2021

Services may be provided by Mesirow Insurance Services, Inc., an Alliant-owned company, and Alliant Insurance Services, Inc.  
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## Executive Summary

The Public Entity Professionals of Alliant Insurance Services, Inc. are thankful for the opportunity to present the December 1<sup>st</sup>, 2021 to 2022 property and casualty insurance renewal proposal to Kendall County. In 2021, the world experienced the highs and lows of the pandemic. While the widespread availability of COVID-19 vaccines in the U.S. resulted in swift loosening and reopening of businesses, government and economies, this has been coupled with the deflated expectations as a result of increased public health restrictions due to COVID-19 surges across the state of Illinois and country. That said public entities, like Kendall County, are achieving progress toward true normalcy through the continuation of county operations and services to the residents of the County.

### State of the Insurance Marketplace

The impact of the COVID-19 pandemic, civil unrest and distrust of law enforcement, cyber threats and continued severe global weather-related property losses are having a prolonged impact on the insurance marketplace for public entities. Most directly, the intersection of societal influences, pandemic uncertainty, economic turmoil and claims experience has led to a shrinking appetite for public entity liability risks. The challenging market conditions that began in 2019 have grown progressively worse over the last couple of years and have resulted in arguably the hardest insurance market in history—rivaled only by the insurance crisis of the mid-1980s.

Primary factors driving market conditions include:

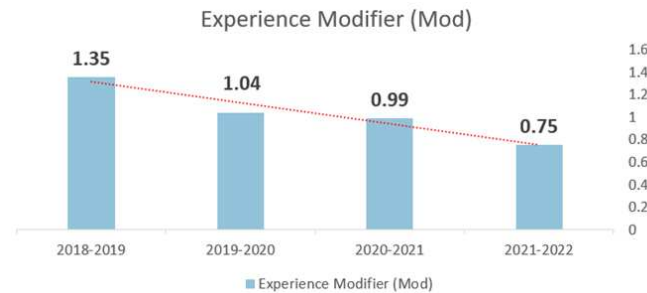
- **Excess Liability** impacted by social inflation is driving costs (e.g., legal advertising, litigation funding, expanding class-action lawsuits, public distrust of defendants, millennial jury impact, etc.) and limited capacity of carriers that are willing to underwrite public entity liability exposures.
- **Law Enforcement Liability** claims continue to rise and settlements seem to increase as public trust in law enforcement seems to be at an all-time low. Police professional liability claims are increasingly difficult to win at trial. Continued pressure to erode and/or remove immunities are creating uncertainty.
- **Employment-Related Liability** the fluid pandemic employment landscape is creating additional challenges while also seeing an increase in misconduct lawsuits including the #MeToo movement, diversity in the workplace lawsuits and return-to-work challenges due to the pandemic.
- **Cyber Liability** marketplace wide, cybercrime has grown from a \$2 trillion annually in losses in 2019 to a projected \$6 trillion annually in losses by 2021. Of the cyber-type crime, ransomware is the fastest growing cause of loss in both frequency and severity of claims. Public Entity has been the most successfully targeted sector in terms of penetration by the attackers and the frequency of attacks. COVID-19 pandemic has posed concerns for carriers as the work-from-home employees expanded and security of remote access.
- **Property** The challenging market conditions that began in 2018 have continued into the 2021. We do believe the market may be close to peaking (assuming no major catastrophe events). While the market has not experienced a single catastrophe event on par with Hurricane Katrina in 2005 over the past few years, natural catastrophe losses such as Hurricanes Harvey, Irma and Maria in 2017, California Wildfires in 2018, 2019 and 2020, Winter Storm Uri in 2021, and the Coronavirus Pandemic are key drivers of continuing rate pressure. These catastrophes along with increased attritional losses resulted in another unprofitable year for most property insurers. Lack of profitability has resulted in carriers continuing to re-evaluate their books of business and seeking increased pricing and reduced terms and conditions.

### Insurance Renewal

Despite the above factors, the County's incumbent insurance carrier the Illinois Counties Risk Management Trust (ICRMT) provided a pre-renewal premium indication to be less than a 5% increase from the expiring premium. We communicated this projection to County staff on August 13. Unlike many other commercial public entity insurance carriers, ICRMT is well-positioned to weather this challenging insurance environment given their understanding of the Illinois public entity landscape (insuring over 50% of Illinois counties). In light of this commitment, insurance market conditions and the ICRMT's continued fairness and consistency of premium pricing and services, no additional insurance market alternatives were pursued. Alliant worked closely with the County's incumbent insurance carrier, Illinois Counties Risk Management Trust (ICRMT), to convey the needs of our ICRMT clients and the negative financial and operational impact that these challenging times are having on public entities, like Kendall County. Our open communication channels with ICRMT and market leverage resulted a positive renewal for the County.

As one of the largest intermediaries with ICRMT, we were successful in obtaining competitive pricing resulting in a slight increase of \$10,043 (1.46%) in total premium cost for the ICRMT property and liability coverage, in comparison to the 12/1/2020 to 12/1/2021 policy term. It is important to note that decreases in premium pricing in today's insurance marketplace are extremely rare. Overall loss experience remains favorable across all lines of coverage. Exposure-driven factors that influence the renewal, most notably, are the following.

- Property Values- flat building values and a 4% decrease in contents values due recent demolitions.
- Inland Marine- equipment values decreased by 4%
- Workers' Compensation- Payroll Increase of 4% (\$883,398)
- Workers' Compensation- The County's experience modification rate has decreased in consecutive years due to favorable employee injury experience and favorable claim development. (see below)



- Auto Liability- The County's fleet increased from 145 to 151 vehicles (4%).

Included is a summary of the renewal results with the proposal containing more detailed highlights of the County's insurance as well as the ICRMT renewal quotation.

- Tower illustration for recommend renewal program
- Premium summary and comparison
- ICRMT renewal proposal/quotation

### **Workers' Compensation**

The 2020-2021 policy term provides insurances terms that are identical to the expiring program outlined in this proposal. Therefore, the self-insured retention (SIR) remains at \$250,000 for the workers' compensation coverage. The SIR of \$250,000 is the "out of pocket" amount that the Village pays on each loss/claim and expenses. If or when a claim's paid amount exceeds a \$250,000, the carrier pays the amount above the retention. ICRMT's Third Party Administrator Division, IPMG, manages and administers the claims and provides loss control services.

The County's estimated payroll is \$22,237,876 for 2021-2022. For the 2021-2022 term, the annual workers' compensation premium is \$121,947, representing a 10% decrease (\$14,034) and is subject to audit upon completion of the policy term. As sated, the County has recorded another year of a lower experience modification rate, decreasing from .99 to .75 due to favorable employee injuries and claim development.

### **Liability**

This coverage category includes Automobile Liability, General and Products Liability, Employee Benefits Liability, Employment Practices Liability, Law Enforcement Liability, Public Officials Liability and Excess Liability.

The County maintains varying deductible levels for liability coverage as are illustrated in tower illustration of the proposal. Alternative deductible options were also quoted and presented to staff for the County's consideration. Options were provided at the \$25,000 and \$50,000 deductible levels across general liability, public officials' liability, employment practices liability, auto liability and property. It was determined by the County Administrator that the premium savings did not justify the County assuming higher retention levels.

For the 2021-2022 term, the annual combined property and liability premium is \$574,127. This amount represents a 4.4% increase (\$24,077) from the 2020-2021 policy period.

Of note, due to the COVID pandemic the 2021-2022 excess liability policy (\$10 million excess of \$1,000,000 primary) now excludes claims arising out of the actual or alleged transmission of a communicable disease or virus. Of note, ICRMT is still one of the few carriers that provides \$1,000,000 of communicable disease or virus coverage.

### **Property including Inland Marine, Equipment Breakdown and Business Income and Crime**

This coverage category includes Property (Buildings/Contents), Inland Marine, Equipment Breakdown and Business Income and Crime. The building and contents (including EDP) values utilized for this renewal are \$111,691,072, which is essentially flat given recent County property demolitions. The deductible remains at \$10,000.

### **Cyber Liability Coverage**

The County's expiring Cyber Liability insurance coverage is placed with BCS Insurance with a \$3,000,000 limit of liability and a \$25,000 deductible. In 2019, Alliant conducted a comprehensive assessment of the most competitive options at the time. The County stayed with the incumbent carrier last year. However, with the challenging cyber marketplace County staff and Alliant agreed that it was prudent that we seek competitive alternatives for the 2021-2022 policy term. At this time, we are still waiting for pricing for the County's expiring cyber terms (\$3,000,000 limit / \$25,000 deductible) from BCS and other carriers. Contrary to previous years, obtaining quotations for a \$3,000,000 limit requires additional underwriting approval causing a slight delay in the pricing process. As a result, we cannot recommend a cyber liability option until the quotations are received. Pricing will be available within the next 7 days with ample time before the 12/1/2021 expiration date.

### **Conclusion**

As always, County staff were very helpful in organizing and providing underwriting data to enable a quick and timely renewal proposal. Meetings throughout the year with staff and committee are collaborative and productive.

The County's continued insurance carrier partnership with ICRMT continues to be advantageous over the short and long-term with respect to coverage, services and pricing when most public entities, in Illinois and across the country, are experiencing significant increases and significant limitations of coverage.

Thank you so much for the opportunity to present the renewal results. We at Alliant Insurance Services, Inc. are very pleased with the renewal results in light of the extremely challenging and unprecedented economic and society times. We are very excited for the coming year to service Kendall County's property & casualty insurance needs, and look forward to our annual stewardship meeting to share the 2021 year-in-review.

We welcome discussion regarding this proposal and thank you for the privilege of partnering with Kendall County.

## Premium Summary

### Expiring Program Structure

	Expiring Annual Premium 12/1/2020 to 12/1/2021	Renewal Premium 12/1/2021 to 12/1/2022	Incr/Dec

### Premium - Annualized

<b>Property &amp; Liability Package Premium</b>	<b>\$ 550,050</b>	<b>\$ 574,127</b>	<b>4.377%</b>
<b>Workers Comp Premium</b>	<b>\$ 135,981</b>	<b>\$ 121,947</b>	<b>-10.32%</b>
<b>ICRMT- Sub-Total Premium</b>	<b>\$ 686,031</b>	<b>\$ 696,074</b>	<b>1.46%</b>
<b>Cyber Liability</b>	<b>\$ 9,332</b>	<b>Pending</b>	<b>Pending</b>
<b>Total Program Premium</b>	<b>\$ 695,363</b>	<b>\$ 696,074</b>	<b>0.10%</b>

\* One Time COVID Credit 2020-2021 (53,981)

\$ 711

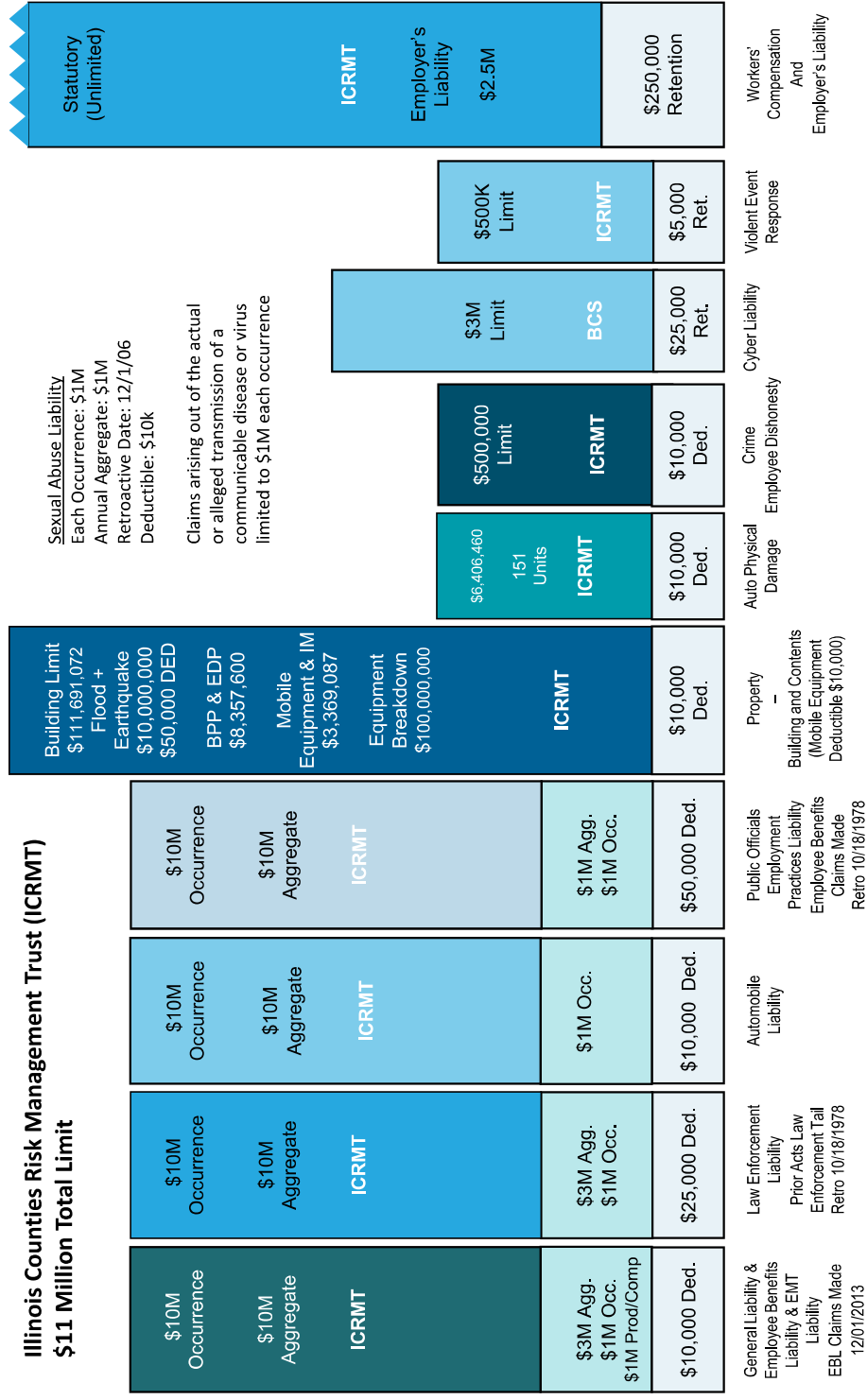
### Exposure Changes

			Incr/Dec
<b>Building Values</b>	<b>\$ 111,463,467</b>	<b>\$111,691,072</b>	<b>0.20%</b>
<b>Contents</b>	<b>\$ 8,715,300</b>	<b>\$ 8,357,600</b>	<b>-4%</b>
<b>Total Values</b>	<b>\$ 120,178,767</b>	<b>\$120,048,672</b>	<b>0%</b>
<b>Inland Marine (Equipment)</b>	<b>\$ 3,562,169</b>	<b>\$ 3,369,087</b>	<b>-5%</b>
<b>Payroll</b>	<b>\$ 21,354,478</b>	<b>\$ 22,237,876</b>	<b>4%</b>
<b>Vehicles</b>	<b>145</b>	<b>151</b>	<b>4%</b>
<b>Experience Modifier</b>	<b>0.99</b>	<b>0.75</b>	<b>-24%</b>

# Kendall County Program Structure 12/1/2021 – 12/1/2022



## Illinois Counties Risk Management Trust (ICRMT) \$11 Million Total Limit



All coverages and exclusions are not included on this page. Please refer to policy for all applicable terms and conditions. Additional limits and/or changes may be available after review and acceptance by insurer. Chart is not to scale.

## Named Insureds

	ICRMT	Cyber
Kendall County	X	X

### NAMED INSURED DISCLOSURE

- Named Insured(s) should match State of Incorporation filing. Inform Alliant if there is a difference or change.
- The First Named Insured policy status granted includes certain rights and responsibilities. These responsibilities do not apply to other Named Insureds on the policy. Some examples for First Named Insured status include; (1) being designated to act on behalf of all insureds for making policy changes, (2) receiving of correspondence, (3) distributing claim proceeds, and (4) making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act.



## Cyber Coverage

### Kendall County Cyber Liability Quote Premium Comparison 12/01/2021 to 12/1/2022

General Policy Limit	Deductible/Retention	BCS (Expiring)	ICRMT
		Premium	Premium
\$3,000,000	\$25,000	Pending	Not Available
\$3,000,000	\$10,000	Pending	Not Available
\$3,000,000	\$5,000	Pending	Not Available
\$2,000,000	\$15,000	\$17,920	Not Quoted
\$2,000,000	\$10,000	\$19,366	\$16,920
\$2,000,000	\$25,000	\$15,031	\$16,214
\$1,000,000	\$25,000	\$9,432	\$11,183
\$1,000,000	\$10,000	\$12,141	\$11,688

Other Markets Approached
At-Bay
Coalition
Chubb
Celerity Pro
Hiscox
Axis
Beazley
CFC

## Request to Bind Coverage

### Kendall County

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
ICRMT Package	<input type="checkbox"/>
Cyber Liability	<input type="checkbox"/>
- ICRMT	<input type="checkbox"/>
- BCS	<input type="checkbox"/>

---

*This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.*

---

**Signature of Authorized Representative**

---

**Date**

---

**Title**

---

**Printed / Typed Name**

***This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. The actual terms and conditions of the policy will prevail.***

## Kendall County Job Description

**TITLE:** Kennel Technician  
**DEPARTMENT:** Animal Control  
**SUPERVISED BY:** Animal Control Director  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

**I. Position Summary and Primary Purpose:**

Under the supervision of the Director, this position is responsible for maintaining the cleanliness and security of the Animal Control facility and for the care and handling of animals in the custody of the Kendall County Animal Control.

**II. Essential Duties and Responsibilities:**

The duties for this position shall include, but are not limited to the following:

- A. Cleans and maintains animal shelter.
- B. Performs routine maintenance of animals such as cleaning, feeding and watering.
- C. Handles and controls impounded animals including, but not limited to difficult to handle and potentially dangerous animals.
- D. Administers vaccines, medications, and microchips to animals.
- E. Assists with intake, adoptions and reclaiming of animals.
- F. Answers telephones and performs other customer service related activities such as replying to inquiries and questions concerning animal control adoptions, rabies tag orders, fees, and lost animals/pets.
- G. Performs behavioral assessments including temperament testing of animals.
- H. Reports to the Animal Control Director or veterinarian any potential health and/or behavioral problems involving the animals in Kendall County's care.
- I. Data entry.
- J. Prepares and maintains records regarding or relating to impounded animals.
- K. Drafts routine correspondence and other Animal Control documents.
- L. Assists with 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:**

- Possess good verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to follow instructions and meet deadlines.
- The ability to work independently as well as a team.

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

- Display a positive, cooperative, and team oriented attitude, committed to working in a safe and quality environment.
- Comply with all applicable state and federal laws and regulations.
- Comply with all applicable State and County policies and procedures .
- Must be a team player committed to working in a quality environment.
- Maintains best practices for animal handling skills, animal behavior and animal care.

## Kendall County Job Description

- Can work well under pressure and in stressful situations.

### C. Education and Experience:

- High school diploma or GED equivalent.
- General computer knowledge.
- Minimum of one (1) year animal sheltering experience.
- Minimum of one (1) year animal medical experience.
- Thorough knowledge of animal handling skills, animal behavior and animal care.

### D. Physical Demands:

While performing the essential duties of this position, the employee must be able to do the following:

- Frequently sit for more than two (2) hours;
- Reach with hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- Bend over at the waist and reach with hands and arms;
- Use hands to finger, handle or feel;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception;
- Occasionally lift and/or move up to 50 pounds.

### VII. 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 regularly exposed to the following work conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.
- The Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- The employee will be continuously exposed to animals, animal noises, hair/dander, and smells.

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:** Part-time Office Assistant  
**DEPARTMENT:** Animal Control  
**REPORTS TO:** Animal Control Director  
**FLSA STATUS:** Non- Exempt  
**REVISED:** In Process

### **Position Summary and Primary Purpose:**

Under the supervision of the Animal Control Director this position provides administrative and accounts receivable/payable support in the areas of financial record keeping, data entry, answering phones, greeting customers and general office procedures. This position requires driving a Kendall County vehicle or personal vehicle on behalf of the county; therefore, the incumbent is required to possess and maintain a valid driver's license.

### **I. Essential Duties and Responsibilities:**

- A. Direct contact and liaison for the Animal Control department including greeting customers and answering phone calls.
- B. Reply to inquiries for rabies tag orders, fees, lost animals / pets.
- C. Complete weekly deposit and submit documentation to Treasurer's office.
- D. Handle cash and reconcile weekly and daily transactions.
- E. Enter rabies tags and rabies certificates into Chameleon Software System.
- F. Coordinate rabies tag orders with local veterinary offices.
- G. Record, balance and deposit fees and donations, track receipts to appropriate account numbers, including maintaining spreadsheets for such financial transactions.
- H. Create and maintain accounting records using Chameleon Software Products and Tyler Munis (ERP System).
- I. Monitor level of office supplies and manage the ordering process, accounts payable vouchers and inventory tracking.
- J. Update various Animal Control informational lists for public and organizational distribution.
- K. Ensures the accuracy and completion of employee timesheets.
- L. Responsible to submit employee timesheets to payroll located in the Treasurer's Office.
- M. Responsible for all inter-office and outgoing mail.
- N. Performs other duties and responsibilities as assigned by Supervisor.

### **II. Skills, Knowledge and Abilities:**

- A. Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences.
- B. Demonstrated ability to work independently and within a team environment to project completion.
- C. Ability to follow directions provided by management.
- D. Must possess excellent time management and task prioritization skills.
- E. Proficient knowledge of MS Word, Excel, Outlook.
- F. Must be comfortable around animals.

**III. Work Standards and Best Practice Guidelines:**

- A. Display a positive, cooperative, and team oriented attitude, committed to working in a safe and quality environment.
- B. Comply with all State and County policies and standard operation procedures.

**IV. Education and Experience:**

- A. High School diploma or equivalent
- B. Two years' general office experience including accounts payable and receivables.
- C. Must possess and maintain valid driver's license with a good driving record.
- D. Applicant must be 18 years or older.

**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
- 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;
- Stand, walk, Stoop, kneel, crouch, and/or crawl;
- 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.

**VII. Primary and Secondary Workstation:**

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 inside environmental conditions, such as noise, animal dander/smells and those associated with hazards related to being around hyperactive pets and animals.

**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**