



**COUNTY OF KENDALL, ILLINOIS  
HUMAN RESOURCES & INSURANCE**  
Kendall County Office Building, 111 W. Fox Street  
County Board Rm 209 & 210, Yorkville, IL 60560  
**Monday, April 1, 2024 at 5:30 p.m.**  
**MEETING AGENDA**

1. **Call to Order**
2. **Roll Call:** Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. **\*MOTION (VV): Approval of Agenda (Page 1-2)**
4. **\*MOTION (VV): Approval of Minutes for the March 4, 2024 Human Resources & Insurance Committee Meeting (Page 3-7)**
5. **\*MOTION (VV): Approval and Release of Minutes for the March 4, 2024 Human Resources & Insurance Committee Executive Session**
6. **Committee Reports and Updates**
  - A. Alliant Insurance Services, Inc. – Kendall County Insurance Report and Update
  - B. Monthly Benefits Report (Page 8-9)
  - C. Monthly Human Resources Department Report (Page 10-13)
  - D. Executime & Tyler Munis Update (Page 14)
7. **New Committee Business**
  - A. **\*MOTION (VV) (Forward to CB 4/16/2024 Meeting): Revised GIS Cadastral Specialist Job Description (Page 15-19)**
  - B. **\*MOTION (VV) (Forward to Budget & Finance Committee 4/11/2024 Meeting): New Human Resources Department Payroll Specialist Job Description (Page 20-24)**
  - C. **\*MOTION (VV) (Forward to Budget & Finance Committee 4/11/2024 Meeting): Revised Organizational Chart and Headcount (Page 25-26)**
8. **Old Committee Business**
  - A. **\*MOTION (VV) (Forward to CB 4/16/2024 Meeting): Revised Section 7.3 Holiday Pay Policy in the Kendall County Employee Handbook (Page 27-29)**
9. **Chairman’s Report**
10. **Public Comment**
11. **Executive Session**
12. **Items for Committee of the Whole**
13. **Action Items for County Board**
  - A. **Items for Consent Agenda**

*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.*

**B. Items under Committee Business**

**14. 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**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, March 4, 2024, at 5:30 p.m.**

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**Call to Order**

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30pm.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Ruben Rodriguez	Here		
Jason Peterson	Here		
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Here		

**With 5 members present a quorum was established.**

**Staff Present:** Leslie Johnson, Payton Karlovich, and Amanda Pazdan

**Approval of Agenda** – Member Peterson made a motion to approve the agenda, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**Approval of Minutes**- Member Kellogg made a motion to approve the February 5, 2024, minutes, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**Committee Reports and Updates** –

**A. Monthly Benefits Report**

Kendall County Deputy Treasurer provided a monthly insurance report to the Committee. (Report included in packet).

**B. Monthly Human Resources Department Report**

Human Resource Director, Leslie Johnson, updated the Committee on highlights throughout the month of February. (Report included in packet.)

HR department assisted elected and appointed offices with implementation of NeoGov Training portal. All departments have access to utilize the program.

Staff has been busy working on the 2024 Summer Internship program. Staff also attended the very first job and intern fair at Northern Illinois University on February 21, 2024. Aurora University has also invited the Human Resource Department to be part of their Career Fair on March 20, 2024.

The Employee Service awards will be presented at the March 20, 2024, County Board Meeting.

Committee discussion talking points:

- There are a few paid internships. Not all positions are paid but are eligible for school credit.

- Some County offices are allowing High School students to join in the Internship program. Yorkville High School has an internship program that their students can go through.

**C. Executime & Tyler Munis Update**

Human Resource Generalist, Payton Karlovich, updated the committee on the Time and Attendance (Executime) Phase 2 timeline. With the help of Technology Director, Matt Kinsey, Tyler Munis was able to give support to staff regarding the syncing of the test environment to the live environment. With the updated system staff are now able to move through the timeline a little faster. (Timeline provided in packet)

**New Committee Business –**

**A. \*PRESENTATION:** Kendall County Employee Benefits: Planning for 2025

Human Resource Director, Leslie Johnson, presented to the committee on brokerage services options for 2025 . A copy of the PowerPoint presentation was provided to the committee.

Kendall County is currently in contract with Horton Group, Inc since July 1, 2019. The current contract expires on June 30, 2024. The fee for the contract is \$3,693 per month. The contract has the option to renew for two additional one-year terms with a 3% increase per year.

The monthly service fee includes:

- Strategic planning and marketing insight
- Financial and benefit analytics
- Employee benefits compliance support
- Human Resource assistance
- Worksite wellness initiatives
- Employee claims, billing advocacy, and administration assistance

Ms. Johnson presented three options for planning purposes for the upcoming year.

- **Option 1:** Renew with the Horton Group, Inc-

**Pros to continue with The Horton Group:** The Horton Group would continue to provide the same services and maintain the pre-existing relationship and services. Horton will provide the County with a mid-year and annual report.

**Cons to continue with the Horton Group:** Renewing with Horton the rate increases by 3% which equals no reduction in brokerage fees. The broker offers a limited scope of services to assist the county with cost containment solutions. And no additional information is provided to the county at any other time during the year.

- **Option 2:** Issue request for proposal for employee benefits insurance brokerage services-

**Pros of issuing an RFP:** The county could receive several quotes which could result in brokerage fee savings. RFP is an opportunity to research and review the current marketplace for insurance brokers and an opportunity for the County to develop and expand its brokerage services to assist with cost containment.

**Cons of issuing an RFP:** It is unknown what quotes the County will receive so there is no guarantee of rate savings next year. There is uncertainty with a new provider, and the time and resources required to complete RFP process (preparation and issuance of RFP, vetting brokers, contract negotiations, etc)

- **Option 3:** Join a municipal insurance pool (IPBC)- IPBC is a partnership of local government entities in Illinois that are committed to the philosophy of risk pooling and working together to provide cost-effective health and related benefits to our employees and their families. IPBC was established in 1979 and has grown from 8-162 member entities, as of January 1, 2024, and covers over 20,000 employees and retirees. IPBC is open to municipalities, Counties, Special Districts, and Intergovernmental Agencies. New members are admitted by majority vote of the Executive Board for a 1-year membership term (July 1 Renewal). Members own their own cooperative. Each member appoints a delegate to the Board of Directors or sub-pool Board. IPBC members include- Boone County, Dekalb County, DuPage County Forest Preserve, Lake County, Lee County, McHenry County, Village of Montgomery, Village of Oswego, and Oswego Park District, & Village of Plainfield.

Kendall County currently has a 6.28% increase in a 5-year trend while IPBC has a 3.50% increase (2.78% savings). IPBC estimated a savings of over \$3.7 million in a 5-year period. Committee members discussed savings for employee premium rates along with savings as a member. There would be no change to the network. Employees would still have the same options as they do now with BCBS plans. Being part of this “pool” employees would have more access to nurse case managers or additional support.

Timeline for IPBC implementation includes:

- April 11, 2024 - IPBC presenting to the Committee of the Whole
- June 30, 2024 – Deadline for Kendall County to provide requested documentation to IPBC
- July 31, 2024 – Deadline for IPBC to provide final quote to Kendall County
- August 20, 2024 – Present ordinance to Kendall County Board to join the IPBC
- September 12, 2024 – IPBC Executive Board votes to approve new members.
- September 12, 2024 - IPBC service team begins immediately after Kendall County’s membership status is approved
- Early December 2024 – Implementation is completed
- January 1, 2025 – Kendall County goes live with IPBC

**Pros to joining IPBC:** IPBC’s 5-year average premium rate increase is 3% for PPO and 2.1% for HMO which is lower than the County’s average rate increase although the rate increases depend on the entire pool’s performance. Monthly reports provided by IPBC about the member’s claims, allocated expenses, and reserves, which allows spotting of positive or negative trends. Dividends and greater purchasing power, and IPBC takes an aggressive approach to cost containment.

**Cons to joining IPBC:** There will be additional time commitment for staff to transition to IPBC and to attend membership meetings. We must stay within IPBC’s sphere of providers. There is uncertainty on how county employees will respond to IPBC’s cost containment measures.

Staff recommendation is for the Human Resources & Insurance Committee to invite IPBC to present to the next Committee of the Whole meeting for further information and to answer more specific questions. It is consensus of the committee to move forward and invite IPBC to the April 11, 2024, Committee of the Whole and for staff to work with Horton for a 6-month extension for Horton Group, INC.

**B. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Kendall County Animal Control Kennel Technician Job Description

Member Flowers made a motion to forward to the County Board meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**C. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Kendall County Animal Control Administrator/Veterinarian Job Description

Member Flowers made a motion to forward to the County Board meeting, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**D. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Employee Agreement between Kendall County, Illinois, and Dr. Gary Schlapp with an annual base salary of \$15,000/year

Member Flowers made a motion to forward to the County Board meeting, second by Member Bachmann. **With members voting aye, the motion was carried by a vote of 5-0.**

**E. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Revised Kendall County Organizational Chart and Headcount

Member Peterson made a motion to forward to the County Board meeting, second by Member Bachmann. **With members voting aye, the motion was carried by a vote of 5-0.**

**F. \*DISCUSSION:** Discussion Regarding Holiday Policy and FMLA policy

Human Resource Department has received questions from employees regarding the current Holiday and FMLA policy in the Employee Handbook.

Under Holiday Pay *“To be eligible for time off with Holiday pay, the holiday must fall on the employee’s regularly scheduled workday. Also, an eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday in order to be compensated for the holiday, unless absence on either or both days is pre-approved by their executive.”* The committee discussed possible changes to the Holiday Pay policy. Staff will put together a revised policy and present it to an upcoming Human Resources & Insurance Committee Meeting.

Under FMLA policy, *“Holiday pay will not be paid during the FMLA leave, except in those instances where the employee is on an intermittent or reduced work schedule which makes the employee otherwise eligible for holiday pay.”* It was consensus of the committee to leave the FMLA policy as is.

**Old Committee Business** – None

**Chairman’s Report** –None

**Public Comment** – None

**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 120-2/21.

Elizabeth Flowers	Yes
Jason Peterson	Yes
Matt Kellogg	No
Zach Bachmann	Yes
Ruben Rodriguez	Yes

Open Session reconvened at 6:34pm

**Items for the Committee of the Whole Meeting –**

**Action Items for County Board –**

**1. Under Consent Agenda**

- Kendall County Animal Control Kennel Technician Job Description
- Kendall County Animal Control Administrator/Veterinarian Job Description
- Employment Agreement between Kendall County, Illinois and Dr. Gary Schlapp with an annual salary of \$15,000/year
- Revised Kendall County Organizational Chart and Headcount

**2. Items for Committee Business**

**Adjournment** – Member Kellogg made a motion to adjourn, second by Member Peterson. **With 5 members present in agreement, the meeting was adjourned at 6:37pm.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant

## MONTHLY MEDICAL INSURANCE REPORT

FY 24

PLAN	EMPLOYEES		Total Enrolled		Annual ER Plan Cost
	Non-Union	Union	Mar-24	Apr-24	
HMO EE	13	11	25	24	\$8,562.78
HMO EE + SP	1	3	5	4	\$13,066.83
HMO EE + CH	2	3	5	5	\$12,710.13
HMO FAM	3	13	15	16	\$17,324.01
H.S.A. \$1600 EE	74	49	128	123	\$13,229.77 *
H.S.A. \$1600 EE + SP	8	8	16	16	\$20,899.69 *
H.S.A. \$1600 EE + CH	14	10	25	24	\$20,411.05 *
H.S.A. \$1600 FAM	25	27	51	52	\$26,731.51 *
H.S.A. \$3200 EE	2	1	1	3	\$12,056.89 *
H.S.A. \$3200 EE + SP	0	2	4	2	\$19,109.83 *
H.S.A. \$3200 EE + CH	0	1	1	1	\$18,670.03 *
H.S.A. \$3200 FAM	3	0	3	3	\$24,358.39 *
BC Options \$1600 EE	5	2	8	7	\$12,291.36 *
BC Options \$1600 EE + SP	1	0	1	1	\$19,467.72 *
BC Options \$1600 EE + CH	2	0	1	2	\$19,018.20 *
BC Options \$1600 FAM	1	4	4	5	\$24,832.98 *
BC Options \$3200 EE	0	0	0	0	\$11,001.19 *
BC Options \$3200 EE + SP	0	1	1	1	\$17,498.80 *
BC Options \$3200 EE + CH	0	0	0	0	\$17,103.04 *
BC Options \$3200 FAM	2	0	2	2	\$22,222.60 *
Total Enrolled	156	135	296	291	

Employees	
Dental EE	167
Dental Family	166
Total Enrolled	333

Retirees/COBRA (12/1/23 -11/30/24) (52 Retirees / 2 COBRA)			
Vision	Family	12	625.16
Vision	Single	16	525.84
Medical	Family	1	3,171.40
Medical	Single	8	19,854.28
Dental	Family	32	5,781.40
Dental	Single	18	7,832.62
<b>TOTAL</b>			<b>37,790.70</b>

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*



**FY 24 MONTHLY MEDICAL INSURANCE INVOICES**

BUDGETED \$7,144,922

43.13% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	951670	489801	474064	483544									\$2,399,078	6,230,253	38.51%
BCBS Dental Premium	39526	28294	45175	28209									\$141,204	303,332	46.55%
BCBS Life Premium	624	661	642	636									\$2,563	7837	32.71%
Health Savings Account	125	529125	3875	5500									\$538,625	600,000	89.77%
FSA Admin Fee	98	102	129	129									\$457	3,500	13.06%
<b>TOTALS</b>	<b>\$992,043</b>	<b>\$1,047,982</b>	<b>\$523,885</b>	<b>\$518,018</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,081,928</b>	7,144,922	43.13%

**FY 23 MONTHLY MEDICAL INSURANCE INVOICES**

BUDGETED \$6,430,808

95.20% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121	431875	431265	436721	433971	434132	456685	-8013	\$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	-537	\$244,800	381,879	64.10%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	\$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	\$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	\$1,204	3,500	34.40%
<b>TOTALS</b>	<b>\$496,399</b>	<b>\$1,437,320</b>	<b>\$461,033</b>	<b>\$467,675</b>	<b>\$487,303</b>	<b>\$463,941</b>	<b>\$462,764</b>	<b>\$468,681</b>	<b>\$432,882</b>	<b>\$464,230</b>	<b>\$486,633</b>	<b>-\$6,575</b>	<b>\$6,122,288</b>	6,430,808	95.20%

**FY 22 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	415868	423977	418344	406923	411574	412983	412883	-4843	\$4,903,995
Met Life Dental Premium	56127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	\$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	\$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	\$591,375
FSA Admin Fee	0	792	98	105	105	201	98	102	102	105	102	98	\$1,906
<b>TOTALS</b>	<b>\$479,415</b>	<b>\$1,022,872</b>	<b>\$830,850</b>	<b>\$406,831</b>	<b>\$457,083</b>	<b>\$455,203</b>	<b>\$450,499</b>	<b>\$442,493</b>	<b>\$443,651</b>	<b>\$446,000</b>	<b>\$442,589</b>	<b>-\$3,629</b>	<b>\$5,873,857</b>

**FY 21 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,830,200) \*94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27247	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	555000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
<b>TOTALS</b>	<b>\$977,143</b>	<b>\$416,314</b>	<b>\$416,363</b>	<b>\$424,448</b>	<b>\$425,743</b>	<b>\$415,749</b>	<b>\$408,928</b>	<b>\$407,691</b>	<b>\$409,247</b>	<b>\$400,778</b>	<b>\$382,474</b>	<b>\$408,649</b>	<b>\$5,493,529</b>



## **KENDALL COUNTY HUMAN RESOURCES DEPARTMENT REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE April 1, 2024**

Here are a few highlights from the Human Resources Department for the month of March 2024:

### **COMPLIANCE & RISK MANAGEMENT:**

- Began process to transfer all paper personnel records to electronic records management system (Laserfiche) by building out online file management organizational system for Human Resources Department.
- Rolled out annual cybersecurity and bloodborne pathogens training to County department staff.
- We have begun providing FMLA assistance to elected offices who utilize the County's Employee Handbook.
- Updated supervisors and developed initial drafts of organizational charts in Munis.
- Conducted annual claims review meeting on March 5, 2024.
- Obtained insurance for EMA's drone.
- Safety inspection audit with IPMG's risk management consultant is scheduled for April 9, 2024.

### **RECRUITMENT, ONBOARDING & OFFBOARDING:**

- Attended a job and internship fair at Aurora University on March 14, 2024.
- Preparations underway for attendance at Kendall County Job Fair on April 5, 2024.
- Recruitment efforts began for a new part-time Deputy Treasurer position.
- Recruitment continues for vacant Deputy County Clerk and internship positions available.

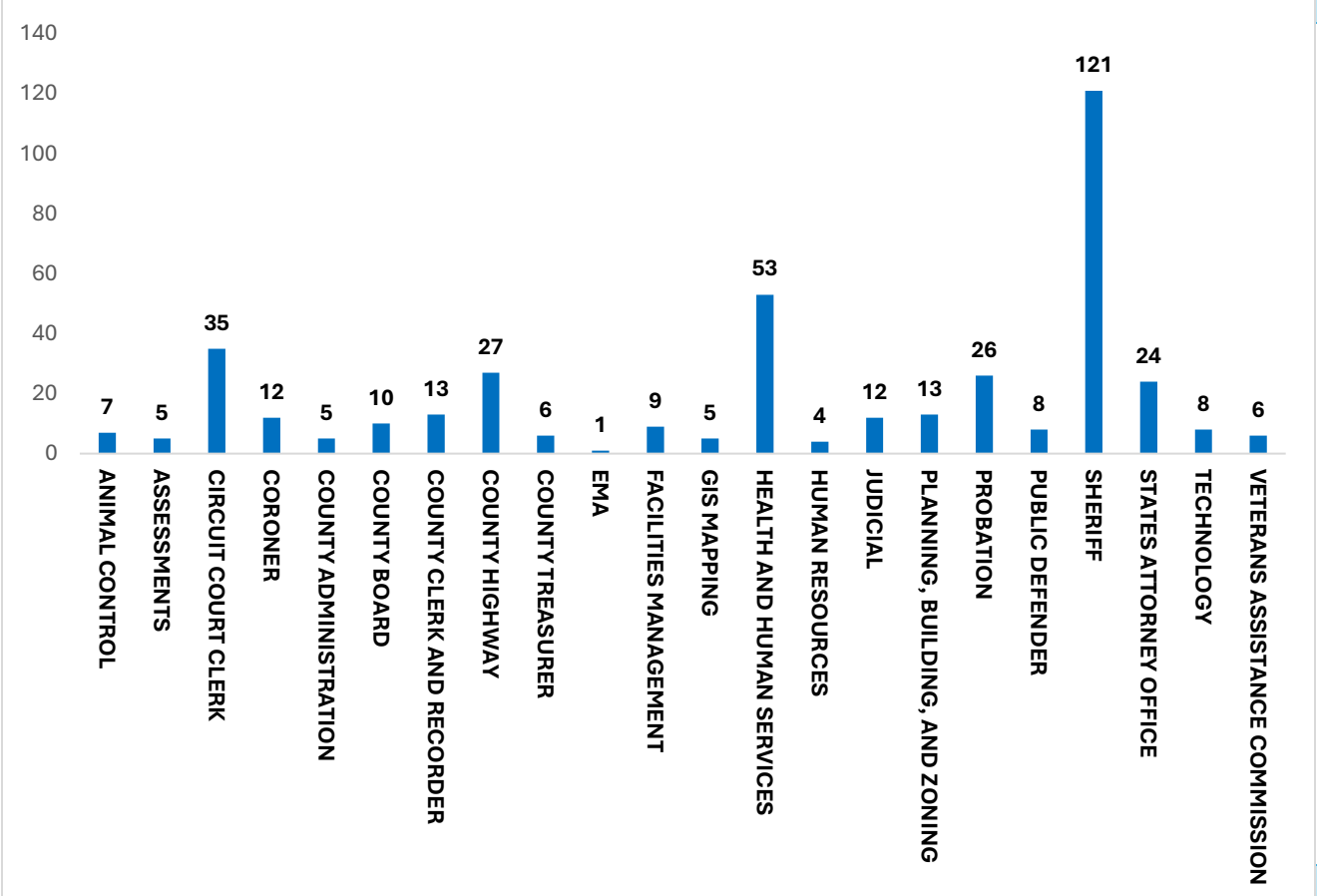
### **EMPLOYEE ENGAGEMENT:**

- Completed employee service award presentations on March 20th.
- Published the next edition of *The County Connection*.
- Completed a presentation at the Kendall County Health Department's All Staff Meeting on March 15<sup>th</sup>.

### **LABOR RELATIONS:**

- Union negotiations ongoing for Patrol Deputies (FOP)
- Continue preparations for upcoming union negotiations with other four FOP units whose contracts expire November 30, 2024.

**Current Headcount by Department/Office as of 03/25/2024**



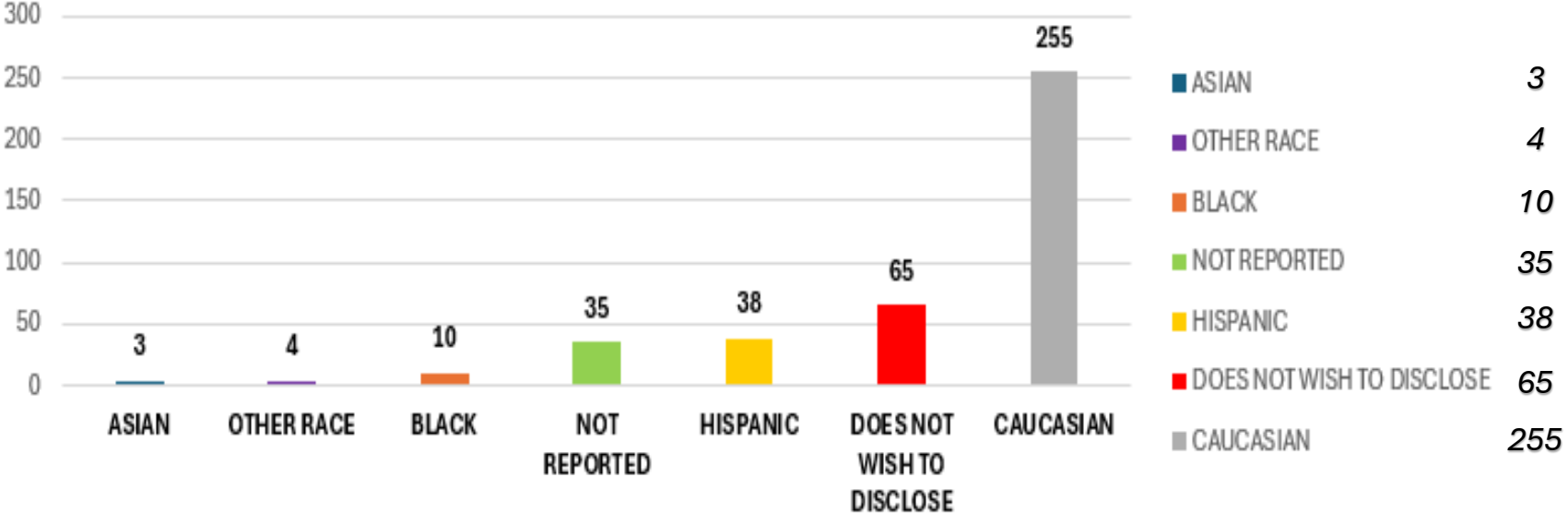
Department/Office	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	35
CORONER	12
COUNTY ADMINISTRATION	5
COUNTY BOARD	10
COUNTY CLERK AND RECORDER	13
COUNTY HIGHWAY	27
COUNTY TREASURER	6
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	5
HEALTH AND HUMAN SERVICES	53
HUMAN RESOURCES	4
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	13
PROBATION	26
PUBLIC DEFENDER	8
SHERIFF	121
STATES ATTORNEY OFFICE	24
TECHNOLOGY	8
VETERANS ASSISTANCE COMMISSION	6
<b>Grand Total</b>	<b>410</b>

*Data provided through Tyler Munis Report run on 03/25/2024.*

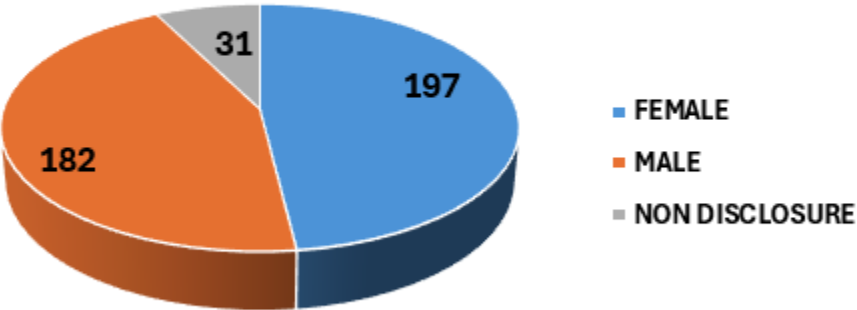
**Data provided through Tyler Munis Report run on 03/25/2024.**

DEPARTMENT/OFFICE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
ANIMAL CONTROL	7	7	7	X	7	7	7
ASSESSMENTS	5	5	5	X	5	5	5
CIRCUIT COURT CLERK	34	37	38	X	35	34	35
CORONER	11	11	11	X	11	11	12
COUNTY ADMINISTRATION	4	5	5	X	5	5	5
COUNTY BOARD	10	10	10	X	10	10	10
13COUNTY CLERK & RECORDER	12	13	13	X	12	13	13
COUNTY HIGHWAY	24	23	26	X	26	26	27
COUNTY TREASURER	6	6	6	X	6	6	6
EMA	1	1	1	X	1	1	1
FACILITIES MANAGEMENT	9	9	9	X	9	9	9
GIS MAPPING	3	3	4	X	5	5	5
HEALTH AND HUMAN SERVICES	54	55	53	X	54	54	53
HUMAN RESOURCES	3	3	3	X	3	4	4
JUDICIAL	12	12	12	X	12	12	12
PLANNING, BUILDING, AND ZONING	11	13	13	X	13	13	13
PROBATION	26	26	26	X	26	26	26
PUBLIC DEFENDER	8	8	8	X	8	8	8
SHERIFF	114	115	115	X	120	121	121
STATES ATTORNEY OFFICE	21	21	23	X	25	24	24
TECHNOLOGY	7	6	8	X	8	8	8
VETERANS ASSISTANCE COMMISSION	6	6	6	X	6	6	6
TOTALS	388	395	402	X	407	408	410

### ETHNICITY

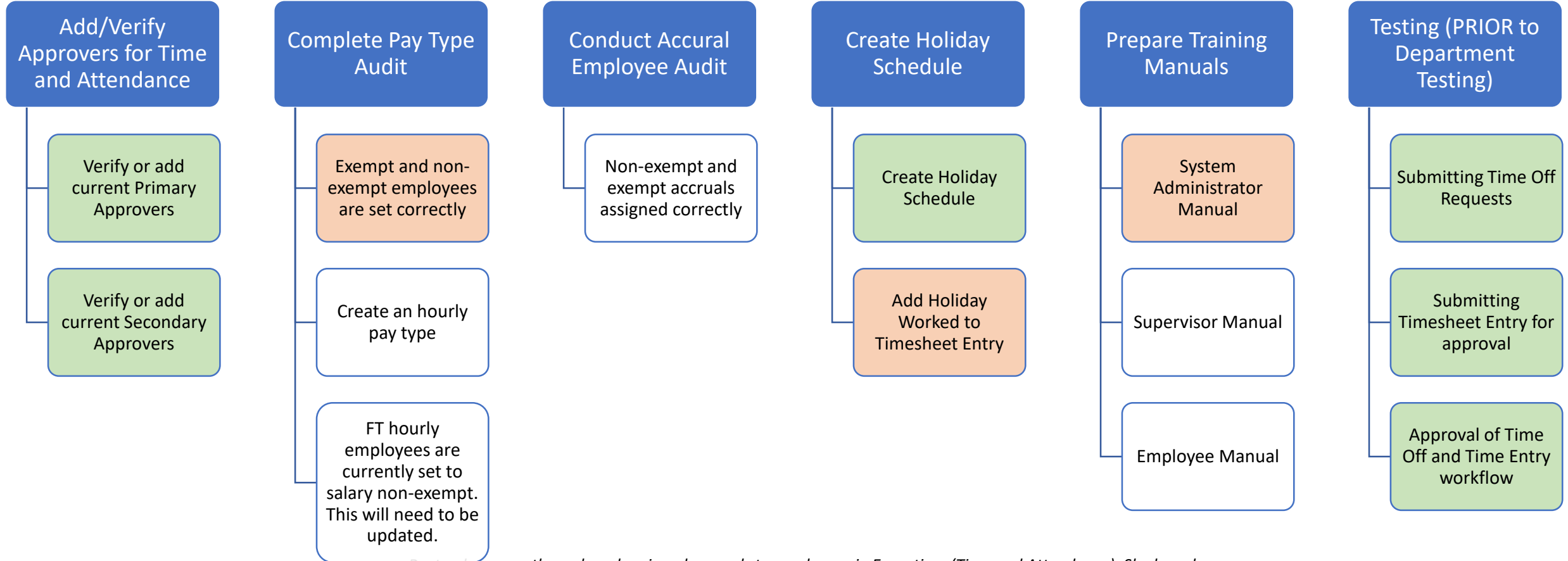


### GENDER



Data provided through Munis Report run on 03/25/2024.

## Time and Attendance (Executime): Phase 2\*



Key
White: Not started
Orange: Started but Pending Completion
Green: Completed

*Payton has gone through and assigned accruals to employees in Executime (Time and Attendance). She has also been testing the HR department with the clock in/out function, auto deduction of lunches, timesheet entry, and requesting and approving time off. She also assigned everyone to a primary clock in/out pay type so there could be more than one option for time keeping.*

*Updates to Phase 2 steps have been made based upon additional needs discovered in the last month.*



## Kendall County Agenda Briefing

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**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 4/1/2024  
**Subject:** Revised Job Description for GIS Cadastral Specialist position  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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**Action Requested:**

Review and approval of revised job description for the GIS Cadastral Specialist position

**Board/Committee Review:**

None

**Fiscal impact:**

None

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**Background and Discussion:**

The attached is a revised job description for the GIS Cadastral Specialist position, which is currently held by Amanda Wolfe. The purpose of this job description revision is to update the supervisor's title from GIS Director to Deputy Director of Information and Communication Technology, which is Meagan Briganti's current job title.

**Staff Recommendation:**

Approval of the revised job description for the GIS Cadastral Specialist position.

**Attachments:**

1. Revised job description for the GIS Cadastral Specialist position

## Kendall County Job Description

**TITLE:** GIS Cadastral Specialist  
**DEPARTMENT:** Information and Communication Technology  
(Geographic Information Systems (GIS) Division)  
**SUPERVISED BY:** Deputy Director of Information and Communication Technology  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** June 18, 2019 (revised – TBD)

### I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects and maintain related documentation.

### II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- Scans, rectifies, and uses images to create maps for departmental and county use.
- Gathers and verifies field data for utilization in mapping applications.
- Maintain GIS Datasets as assigned.
- Maintain documentation of GIS Datasets and GIS Applications as assigned.
- Explains and interprets division activities and policies to the general public.
- Uses GIS work station to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- Performs other duties and responsibilities as assigned.
- Prepares routine reports, correspondence, updates, and special project maps as required.
- Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds.
- Creates new and edits existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- Interfaces directly with clients to determine their needs and make recommendations.
- Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- Researches for property boundaries and title verification.
- Performs area calculations as required using a variety of methods; Makes mathematical computations to calculate bearings, distances, areas, and closures.
- Assures quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- Serve as a liaison for the GIS function with other County departments and elected



## Kendall County Job Description

offices.

- Create and maintain documentation of GIS Datasets, GIS Applications, GIS Solutions, and Cadastral base workflow, as assigned.
- Provide training and support of GIS Users that use the interactive GIS Systems as assigned.
- Provide technical expertise and assistance to meet the needs and requests of other government agencies and the general public related to the GIS system.
- Assists in the inventory/upgrading/configurations of supplies, hardware, and software.
- Handles confidential matters daily relating to all functions of the Information and Communication Technology Department and GIS Division and maintains confidentiality of such information.
- Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, and the public.
- Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- Provides quality results and is customer focused.
- Maintains regular attendance and punctuality.
- Performs other duties, as assigned.

### III. **Qualifications:**

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

#### **A. Language Skills:**

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents and correspondence.
- Ability to present information and communicate effectively both orally and in writing with County staff, County officials, and the general public.
- Requires proficient knowledge of the English language, spelling and grammar, and ability to alphabetize.

#### **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 percentages.
- Ability to assist with preparation and analysis of statistical data/reports.

#### **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 understand and explain GIS procedures and policies.

## Kendall County Job Description

- Ability to read, understand, and apply cadastral standards and legal descriptions.

### **D. Certificates, Licenses, and Registrations:**

- Current and valid driver's license is preferred.

### **E. Other Skills, Knowledge and Abilities:**

- 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.
- Ability to operate a variety of office equipment including, but not limited to, computer, scanner, printer, copier, etc.
- Ability to build teamwork; organizes, prioritizes, and performs multiple tasks in a timely manner.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Ability to use a GIS system in creating or updating maps showing property boundaries, political subdivisions, and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Reads and interprets complex or detailed data, policies, or legal descriptions related to title searches and the preparation of cadastral maps.
- Plot maps from legal descriptions, deeds, survey data, tract descriptions, and existing maps and utilize a data management computer system.
- Reviews legal descriptions of real property, understand, and interpret government codes, legislation, or legal provisions to cadastral mapping or boundary issues.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions, map projections, geographic coordinate systems, and data formatting.
- Maintain appropriate trade and professional contacts, memberships, and review of trade literature to keep abreast of developments in GIS equipment and software for potential use by GIS.

### **F. Education and Experience:**

- A minimum of a Bachelor's Degree from an accredited institution or equivalent work experience.
- Three (3) or more years of professional GIS experience utilizing ESRI ArcGIS desktop applications.
- Experience related to Microsoft Office suite.
- Prior work experience and/or knowledge of Cadastral Standards / Legal Descriptions.

### **IV. Physical Demands:**

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

- Frequently sits for long periods of time at desk or in meetings;
- Occasionally lifts and/or moves up to 40 pounds;
- Uses hands to finger, handle, or feel;

## Kendall County Job Description

- Reaches, pushes and pulls with hands and arms;
- Bends over at the waist and reach with hands and arms;
- Talks and hears in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception, and ability to work on computer for long periods of time; and
- Travels 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:

- Mostly inside environmental conditions.
- 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's Receipt of Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

cc: personnel file, employee



# Kendall County Agenda Briefing

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**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 4/1/2024  
**Subject:** Payroll Specialist Job Description (Human Resources Department)  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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**Action Requested:**

Review and approval of new Payroll Specialist Job Description for the Human Resources Department

**Board/Committee Review:**

None

**Fiscal impact:**

To be determined. The fiscal impact will be determined by the Budget & Finance Committee.

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**Background and Discussion:**

The attached is a new job description for a Payroll Specialist in the Human Resources Department. This position will assist with the transition of payroll services from the Kendall County Treasurer's Office to the Human Resources Department. This position will also be responsible for developing, updating, and implementing Kendall County's payroll and time and attendance systems. This position is a proposed full-time position, which would replace the part-time Human Resources Assistant position that is currently vacant.

**Staff Recommendation:**

Approval of the full-time Payroll Specialist job description for the Human Resources Department.

**Attachments:**

1. Payroll Specialist job description

**TITLE:** Payroll Specialist  
**DEPARTMENT:** Human Resources  
**SUPERVISED BY:** Human Resources Director  
**FULL TIME/PART TIME:** Full Time  
**FLSA STATUS:** Exempt  
**APPROVED/REVISED:** TBD

**I. Position Summary:**

Under the supervision of the Human Resources Director, the Payroll Specialist will oversee all facets of preparing, maintaining, and processing Kendall County's payroll. The Payroll Specialist will operate in a team environment, working under tight deadlines, with confidentiality and discretion to be maintained at all times.

**II. Essential Duties and Responsibilities:**

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

- A. Serves as the subject matter expert in the development, implementation, and administration of Kendall County's payroll and time and attendance systems.
- B. Implements, maintains, reviews, and updates payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- C. Oversees the processing of bi-weekly and special payrolls.
- D. Ensures accurate and timely processing of payroll updates including new hires, terminations, deductions, and changes to pay rates and benefits.
- E. Processes a variety of special payroll transactions such as retroactive pay, garnishments, overpayments, underpayments, overtime, late timecards, final paychecks, dues, benefit audits and reimbursements.
- F. Prepares, reviews, maintains, and updates payroll related records and reports.
- G. Researches, recommends, and implements solutions to payroll system issues.
- H. Prepares, reviews, and verifies the accuracy of all required local, state, and federal reports and filings, including W-2s, quarterly filings, and monthly filings for IMRF and unemployment.
- I. Monitors and ensures compliance with payroll related policies, employment agreements, union contracts, and state and federal laws pertinent to payroll.
- J. Oversees the payroll related work of other staff to ensure the accuracy of that work.
- K. Prepares, revises, and maintains all County Board approved job descriptions.
- L. Responsible for tracking paid time off and preparing reports, as necessary.
- M. Assists with the reconciliation and balancing of payroll ledgers.
- N. Provides records and other requested information to auditors.
- O. Serves as a technical resource to County personnel and others concerning assigned payroll functions and set up; respond to inquiries and provide technical information concerning transactions, salaries, deductions, records, policies and procedures.
- P. Performs the duties of Human Resources Generalist position, as needed, to support the Human Resources Department.
- Q. Responsible for filing documents, pulling documents from storage, and putting

## Kendall County Job Description

- files away in storage.
- R. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- S. Researches, prepares, and revises correspondence, reports, and any other documentation, as needed, to perform assigned job duties.
- T. Must be able to work on-site to perform the above essential job duties.
- U. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- V. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- W. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- X. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- Y. Maintains regular attendance and punctuality.
- Z. Performs other duties as assigned.

### III. **Qualifications:**

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

#### **A. Language Skills:**

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. 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.
4. Requires proficient knowledge of the English language, spelling, and grammar.

#### **B. Mathematical Skills:**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical and payroll related data and reports.

#### **C. Reasoning Ability:**

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

#### **D. Certificates, Licenses, and Registrations:**

1. Current and valid Driver's License

## **Kendall County Job Description**

2. Current Society of Human Resource Management (SHRM) certification and/or other payroll and/or human resources certifications are preferred.
3. Any and all other certificates and registrations as required for the specific duties performed.

**E. Other Skills, Knowledge and Abilities:**

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Proficiency with Human Resource Information Systems (HRIS) is preferred.
8. Proficiency with or the ability to quickly learn Kendall County's payroll and time and attendance systems.
9. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
10. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

**F. Education and Experience:**

1. A minimum of a Bachelor's degree in Accounting, Business Administration, Human Resources, or a related field is required.
2. At least two (2) years of prior bookkeeping, payroll, or accounting experience.

**IV. Physical Demands:**

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

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

## 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:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. 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 Agenda Briefing

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**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 4/1/2024  
**Subject:** Revised Organizational Chart and Headcount  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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**Action Requested:**

Review and approval of Revised Organizational Chart and Headcount

**Board/Committee Review:**

None

**Fiscal impact:**

To be determined. The fiscal impact will be determined by the Budget & Finance Committee.

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**Background and Discussion:**

The attached is a proposed Revised Organizational Chart and Headcount. The revised chart reflects the proposed replacement of the part-time, vacant Human Resources Assistant position with a new full-time Payroll Specialist position. The Payroll Specialist position will assist with the transition of payroll services from the Kendall County Treasurer's Office to the Human Resources Department. This position will also be responsible for developing, updating, and implementing Kendall County's payroll and time and attendance systems.

**Staff Recommendation:**

Approval of the Revised Organizational Chart and Headcount

**Attachments:**

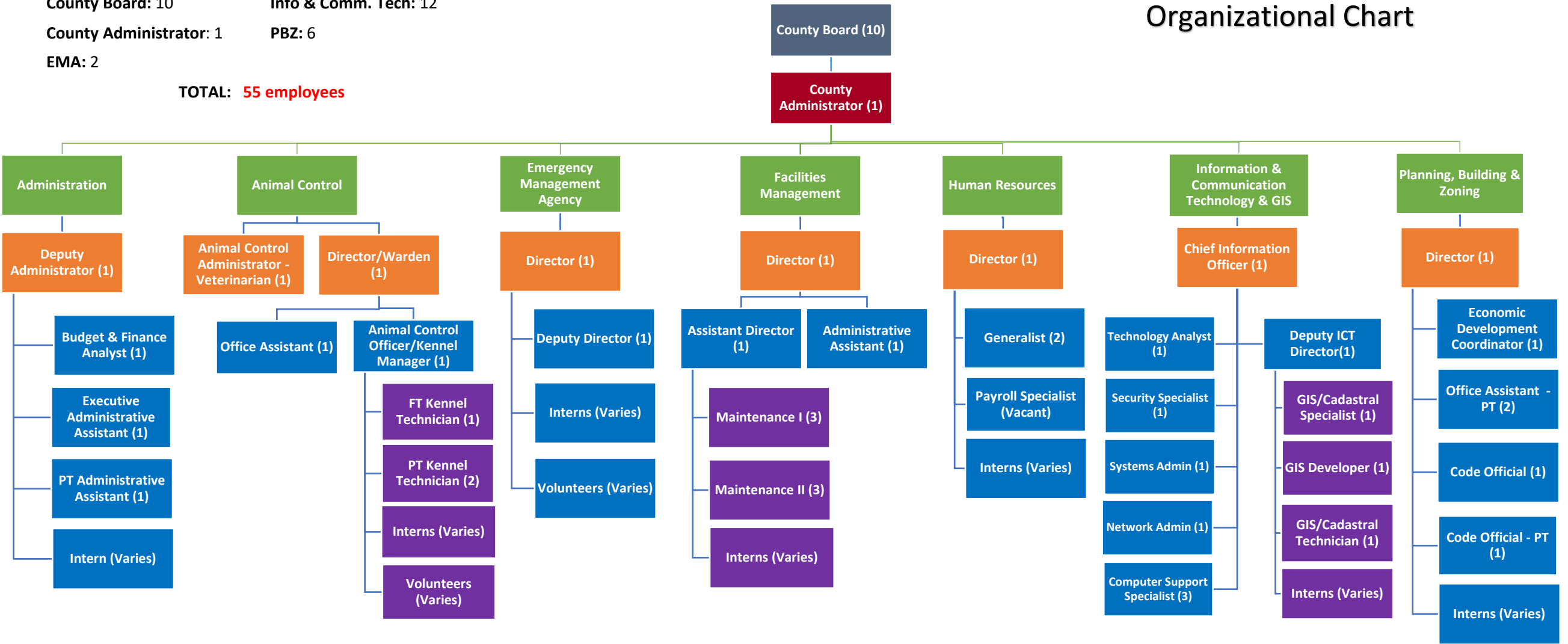
1. Revised Organizational Chart and Headcount

**APPROVED HEADCOUNT**

Administration: 4      Facilities: 9  
 Animal Control: 7      Human Resources: 4  
 County Board: 10      Info & Comm. Tech: 12  
 County Administrator: 1      PBZ: 6  
 EMA: 2

**TOTAL: 55 employees**

# Kendall County, Illinois Organizational Chart



All positions listed are full-time unless otherwise noted above.



# Kendall County Agenda Briefing

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**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 4/1/2024  
**Subject:** Revised Section 7.3 Holiday Pay Policy  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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**Action Requested:**

Review and approval of revised Section 7.3 Holiday Pay Policy in the Kendall County Employee Handbook.

**Board/Committee Review:**

None

**Fiscal impact:**

None

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**Background and Discussion:**

Per the direction of the Human Resources & Insurance Committee, the attached revised Holiday Pay Policy (Section 7.3) for the Kendall County Employee Handbook clarifies that a supervisor must approve (rather than pre-approve) an employee's absence on the last scheduled workday before the holiday and/or the first scheduled workday after holiday, for the employee to be compensated for the holiday. This change will allow employees who call in sick on either of these dates to be eligible for holiday pay, provided their absence is approved by their supervisor. Also, the attached policy was revised to cross-reference existing holiday pay eligibility language for employees on FMLA leave, which can be found in the County's FMLA Policy, so there is no confusion or inconsistencies between the two policies.

**Staff Recommendation:**

Approval of the attached revised Section 7.3 Holiday Pay Policy.

**Attachments:**

1. Revised Section 7.3 Holiday Pay Policy

<b>Section 7.3</b>	<b>Holiday Pay</b>
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> <b>TBD</b>	

## **Section 7.3 HOLIDAY PAY**

All eligible employees will receive time off with pay or will receive holiday pay if required to work on designated holidays. Designated holidays are established annually by the Kendall County Board for non-court related departments/offices and by the Chief Judge for court-related departments/offices. Designated holidays may be adjusted from year to year as deemed necessary by the Kendall County Board and/or Chief Judge for their applicable departments/offices.

Full-time and part-time employees who are budgeted to work a minimum of twenty (20) hours per workweek may be eligible for holiday pay. Temporary employees, seasonal employees, interns, and volunteers are not eligible for holiday pay.

Employees must be working (i.e., on active paid status) to be eligible for holiday pay. Employees on an unpaid leave of absence are not eligible for holiday pay. Also, holiday pay will not be paid during FMLA leave, except in those instances where the employee is on an intermittent or reduced work schedule, which makes the employee otherwise eligible for holiday pay.

To be eligible for time off with holiday pay, the holiday must fall on the employee's regularly scheduled workday. Also, an eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after holiday, in order to be compensated for the holiday, unless absence on either or both days is ~~pre~~-approved by their Executive. When a holiday falls during an eligible employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay.

Employees on an unpaid leave of absence are not eligible for holiday pay.

An eligible full-time employee will be paid for the scheduled holiday at the employee's regular rate of pay as computed for one (1) workday (if the designated holiday is a full workday) or one half (1/2) day (if the designated holiday is a half of a workday). Assuming the holiday falls on the employee's regularly scheduled workday, an eligible part-time employee will receive holiday pay proportionate to the average number of hours the employee would normally work on the holiday (e.g., if the employee normally works four (4) hours a day, the employee will receive four (4) hours of holiday pay).

If an eligible FLSA non-exempt employee works on a designated holiday, the employee will receive holiday pay plus wages at one and one-half times their regular rate of pay for the hours the employee worked on the holiday.

~~When a holiday falls during an eligible employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay.~~

~~Employees must be working (i.e., on active paid status) to be for holiday pay. Employees on an unpaid leave of absence are not eligible for holiday pay.~~

Employees who observe a religious holiday on days which do not fall on a designated holiday should use accrued vacation, personal days, or compensatory time (if any). However, if the employee does not have accrued time available, such religious holidays may be taken without pay, provided the employee has obtained the written approval of the employee's Executive. An employee requesting to take unpaid time off to observe a religious holiday must submit their request in writing to their immediate supervisor at least fourteen (14) calendar days prior to the proposed absence.