

RESOLUTION

Reclassification of Procurement Specialist II from Grade 5N to Grade 7N and one Mail Clerk from Grade 3N to Grade 5N with title change to Mail Center Supervisor (6)

WHEREAS, work duties and responsibilities have changed over time in the Purchasing Department and Mail Center, and the Director of Purchasing completed updated Comprehensive Position Questionnaires for one Mail Clerk and Purchasing Specialist II positions; and

WHEREAS, The Director of Purchasing and Director of Human Resources analyzed the position updates in the County's Archer Classification System; and

WHEREAS, the Archer Classification system placed the Procurement Specialist II into Grade 7N from Grade 5N and one Mail Clerk into Grade 5N from Grade 3N, with title change to Mail Center Supervisor; and

WHEREAS, the new grade for the Procurement Specialist II results in a new pay scale and the Salary Administration Policy allows up to 6% wage adjustment resulting in an annual increase of \$3,345.50 for salary, \$203.41 for IMRF, and \$255.93 for FICA; and

WHEREAS, the new grade for the Mail Center Supervisor results in a new pay scale and the Salary Administration Policy allows the promotion of the employee currently in the position to be brought to the start of the new grade, resulting in an annual increase of \$9,357.27 for salary, \$568.92 for IMRF, and \$715.83 for FICA; and

WHEREAS, these changes require a budget adjustment of \$10,835.15 for FY2023 as follows:

\$9,527.08	099100-91-90-9000-100 Utilization of Fund Balance transferred to Purchasing payroll account 301010-30-06-0600-100, and;
\$728.82	099100-91-99-9900 Utilization of Fund Balance transferred to FICA account 310510-30-99-9900-202, and;
\$579.25	099100-91-99-9900 Utilization of Fund Balance transferred to IMRF account 311010-30-99-9900-201; and

WHEREAS, these changes have been reviewed by Administrative Services and Finance & Audit Committees; and

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes reclassification of Procurement Specialist II from Grade 5N to Grade 7N and one Mail Clerk from Grade 3N to Grade 5N with title change to Mail Center Supervisor, effective March 1, 2023; and

BE IT FURTHER RESOLVED, that utilization of fund balance of \$10,835.15 be distributed as described above for the remainder of FY2023; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute certified copies of this Resolution to the Director of Purchasing, Director of Human Resources, Chief Financial Officer, and County Administrator.

DATED at Woodstock, Illinois, this 21st day of February, A.D., 2023.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Reclassification of Procurement Specialist II from Grade 5N to Grade 7N and one Mail Clerk from Grade 3N to Grade 5N with title change to Mail Center Supervisor (6)

Board / Committee Action Requested:

Approve Reclassification of Procurement Specialist II from Grade 5N to Grade 7N and one Mail Clerk from Grade 3N to Grade 5N with title change to Mail Center Supervisor (6)

Background and Discussion: Responsibilities in Purchasing have changed over the past three years including increased contract management, program management, and Fixed Asset reporting. The responsibilities of the Procurement Specialist II have increased in all these areas. In addition, the Purchasing Specialist II holds certification from a national procurement accreditation organization and has taken on additional countywide training responsibilities outside of Purchasing.

A Mail Center Coordinator position was downgraded to Mail Clerk in 2018. Since then, turnover and added responsibilities have fallen to one employee in the Mail Center. These include coordinating and overseeing the operations of the Mail Center and loading dock, a need for closer supervision of the Mail Clerk than the Purchasing Director can provide, installing new hardware and software in the Mail Center, and implementing new technologies for cost saving and package tracking.

Impact on Human Resources: None

Impact on Budget (Revenue; Expenses, Fringe Benefits): These position changes result in an additional need of \$12,702.77 in Purchasing personnel account, \$971.76 in the County FICA expense account, and \$772.33 to the County IMRF expense account. The FY2023 request of \$10,835.15 represents 75% of annual costs based on March 1, 2023 implementation.

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies: None

Conformity to Board Ordinances, Policies and Strategic Plan: These changes conform to the County's position classification system and Salary Administration Policy.