

RESOLUTION - SUPERMAJORITY

Resolution Authorizing the Reclassification of Position 25004508 Executive Assistant 6E to 10E Within the McHenry County Mental Health Board Roster (25)

WHEREAS, McHenry County Mental Health Board's authorization and mandated responsibilities are set forth in the Community Mental Health Act (the Act), Illinois Compiled Statutes, Chapter 405, Act 20, Section 0.1 et.seq.; and

WHEREAS, the Act provides McHenry County Mental Health Board (MHB) with statutory power to employ, establish compensation for, and set policies for its personnel; and

WHEREAS, upon recent reorganization, McHenry County Mental Health Board has reviewed its roster and certain job duties and has determined that a position reclassification is necessary to allow MHB to carry out its mandates of the Act and to bring the position classification more in line with duties being performed; and

WHEREAS, the reclassification of position 25004508 Executive Assistant from a 6E to 10E to be effective retroactively on December 17, 2022 has been analyzed in accordance with the Archer System Classification and reviewed in consultation with the McHenry County Director of Human Resources; and

WHEREAS, the McHenry County Mental Health Board has reviewed and approved, the annual change to personnel expenses for this position reclassification (per Position Change Form, Exhibit I).

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that it hereby authorizes the position reclassification and salary change as outlined within this resolution and shown on the attached required Exhibit I, Position Change form (attached hereto and made part hereby) and directs the Director of Human Resources to make the related updates to the McHenry County Mental Health Board departmental roster effective retroactively with the pay period beginning December 17, 2022; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Director of Human Resources, the Deputy County Administrator, the Chief Financial Officer, the County Administrator, and the Mental Health Board Executive Director.

DATED at Woodstock, Illinois, this 17th day of January, A.D., 2023.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Reclassification of Position 25004508 Executive Assistant 6E to 10E Within the McHenry County Mental Health Board Roster (25)

Board / Committee Action Requested:

To approve the Mental Health Board (MHB) request of authorization of the reclassification of position 25004508 Executive Assistant (6E) to (10E) effective retroactively December 17, 2022 after County Board approval in January 2023

Background and Discussion:

MHB has been notified of a personnel related matter that was unknown while developing its FY23 budget. Due to the nature of the event, the MHB's personnel roster and FY23 budget were properly amended with the resolution passed in December 2022.

MHB's current Deputy Director has resigned, and position was reclassified and amended to Compliance and Operations Manager; however, not all duties were appropriate for the COM position. The facilities management and supervisory duties of the Administrative/Accounting Assistant have now been added to the Executive Assistant and overall EA position has been reclassified to a 10E. See Exhibit I for required position change form.

The position reclassification will result in a personnel expense increase of \$9,960 which is within our current budget as we had a savings from reclassification of DD to COM and from savings related to unfilled positions.

Impact on Human Resources: The Director of Human Resources has reviewed related necessary documents, discussed with MHB's Executive Director and agreed to the reclassification of the Executive Assistant to a 10E. She will also need to update MHB's roster accordingly.

Impact on Budget (Revenue: Expenses, Fringe Benefits):

No impact on budget, savings due to earlier position reclassification and unfilled positions will cover the increase in personnel expenses related to this reclassification.

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: Conforms to the Mental Health Board Salary Administration Policy, and by properly classifying and compensating skilled and valued employees, supports the McHenry County Strategic Plan, Organization Advancement and Services, Goal 1: Promote McHenry County Government as a good place to work, Objective A: Attract and Retain High Quality Staff/Workforce.

ATTACHMENT:

- Exhibit I – Position Change Form (PDF)
- Exhibit II – Proposed Organization Chart (PDF)