

RESOLUTION

Resolution authorizing the reclassification of position #32001499 from Administration Assistant III 6N to Sheriff's Executive Coordinator 9E (32)

WHEREAS, the McHenry County Sheriff as a County wide elected official, runs a professional office of 373 full-time equivalent employees providing services that span from Corrections and civilian to Operations; and

WHEREAS, the Sheriff reviews staffing levels and organizational structure periodically and makes recommendations for change, additions and deletions according to support of the Sheriff's Office; and

WHEREAS, the Sheriff's Office worked with the Human Resources team to reclass position #32001499 from Administrative Assistant III 6N to the Sheriff's Executive Coordinator 9E; and

WHEREAS, the position will remain in the Sheriff's Administration Office and report directly to the Sheriff.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the reclassification of position #32001499 from Administrative Assistant III 6N to Sheriff's Executive Coordinator 9E; and

BE IT FURTHER RESOLVED, this position will continue to be funded in budget line item 100-32-3200-301010 with an increase of \$5,730 which will be absorbed in the Sheriff's approved budget; and

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

DATED at Woodstock, Illinois, this 18th day of June, A.D., 2024.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution authorizing the reclassification of position #32001499 from Administration Assistant III 6N to Sheriff's Executive Coordinator 9E (32)

Board / Committee Action Requested:

Approval of reclassification of the said position from 6N to 9E.

Background and Discussion: This position was retitled during the recent compensation study but was not able to be reclassified until the Sheriff's Office and Human Resources created a new position description and completed the Archer questionnaire. The Sheriff is currently looking at reorganization opportunities to support current departments, programs and the new training facility. During this process it was determined that the Sheriff and Undersheriff needed a position that could coordinate and support not only their executive offices but their special projects and events. The current position that provided support reported to the Business Manager and had clerical responsibilities that accounted for 50% of the position. This reclassification meets the needs of the executive office and is long overdue.

Impact on Human Resources: Yes.

Impact on Budget (Revenue; Expenses, Fringe Benefits): \$5,730 +fica increase to budget line item 100-32-3200-301010. No additional increase to healthcare benefits. Sheriff's Office budget will absorb increase.

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: Yes