

**R E S O L U T I O N - S U P E R M A J O R I T Y**

**Resolution Adopting Reclassification and Title Changes Within the Department of Health's  
Departmental Roster (51)**

**WHEREAS**, the Department of Health must be organized to effectively and efficiently deliver mandated and essential services to protect and promote public health in McHenry County; and

**WHEREAS**, the County adopted a Salary Administration Policy which outlines the process for classification and reclassification of positions; and

**WHEREAS**, the Salary Administration Policy allows for a position re-evaluation where there has been a significant change in job duties, responsibilities and/or qualifications of a position; and

**WHEREAS**, two positions within the Department's Veterinary Public Health/Animal Control Division were presented to the Director of Human Resources for re-evaluation using the Archer System Classification and Compensation program; and

**WHEREAS**, the following classification changes are being requested to the Department's FY24 roster based on the results of the position re-evaluation:

Position	Title/Grade (current)	Title/Grade (new)
51007907	Lead Kennel Technician, 4N	Kennel Coordinator, 7N
51010207	Animal Control Officer, 5N	Internal Operations Specialist, 3N

**WHEREAS**, the anticipated net financial impact of the proposed grade change is under \$100.00 and is expected to be absorbed within the FY24 Budget due to savings from turnover and/or unfilled positions in the Department's roster; and

**WHEREAS**, the Salary Administration Policy requires reclassification done outside of the budget process be approved by the appropriate committees and the County Board; and

**WHEREAS**, these proposed changes have been reviewed by the Board of Health, Public Health and Community Services and Administrative Services committees, and are being recommended to the County Board for approval.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois that it hereby authorizes the Human Resources Department to approve the title changes and reclassification of positions as outlined herein; 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 Chief Financial Officer, the County Administrator, and the Public Health Administrator.

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

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk



**McHenry County Board**

County Board Room  
Woodstock, IL 60098

Meeting: June 18, 2024  
Department: Health Department  
Prepared By: Melissa Adamson

**RESOLUTION**

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SUBJECT: Resolution Adopting Reclassification and Title Changes Within the Department of Health's Departmental Roster (51)

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**Board / Committee Action Requested:** Approval of title change and grade change to the Department of Health's FY24 roster based on the results of the position re-evaluation process.

**Background and Discussion:** The Department of Health requested Human Resources review two positions within the Department's Veterinary Public Health/Animal Control Division for re-evaluation based on current responsibilities and operations within the Division. A Comprehensive Position Questionnaire (CPQ) was presented to the Director of Human Resources for scoring using the Archer System Classification and Compensation program.

**Impact on Human Resources:** Staff time to update the position in the system.

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** The change will be absorbed within the FY24 Budget. The combined change has an impact of \$64.28.

**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 McHenry County Salary Administration Policy.