

# RESOLUTION

## Resolution Approving the Reclassifications of Two Positions Within the Human Resources Department (09)

**WHEREAS**, the current Director of Human Resources has done an assessment of staff, services, skills, and needs of the Human Resources Department; and

**WHEREAS**, it has been determined that two (2) reclassifications of current positions would best serve the needs of the County and the employees of the County,

- 09000399 Benefit Specialist (Grade 08E) – reclassified to Benefits and Operations Manager (Grade 13E) – effective 7/1/2024.
- 09000719 Administrative Specialist I (Grade 2N) – reclassified to HR and Wellness Coordinator (Grade 7E), effective immediately; and

**WHEREAS**, these reclassifications will result in an annual wage (base, FICA, IMRF) increase of approximately \$12,000. However, due to the Administrative Specialist position remaining unfilled for 45 days and the new Director of Human Resources decrease in salary based on the former Director of Human Resources salary this will not have an adverse effect on the 2024 Fiscal Year Budget.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby authorizes the reclassifications of the Benefits Specialist to a Benefits and Operations Manager effective 07/01/2024, and the Administrative Specialist to HR and Wellness Coordinator effective upon signing of this resolution; and

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

**DATED** at Woodstock, Illinois, this 20<sup>th</sup> day of August, A.D., 2024.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

## RESOLUTION

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**SUBJECT:** Resolution Approving the Reclassifications of Two Positions Within the Human Resources Department (09)

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**Board / Committee Action Requested:**

Authorize the reclassifications of the Benefit Specialist to a Benefits and Operations Manager effective 7/1/2024, and the Administrative Specialist I to HR and Wellness Coordinator effective upon signing of this resolution

**Background and Discussion:**

The Director of Human Resources have done an assessment of staff, services, skills, and needs of the Human Resources Department, and have determined that two (2) reclassifications of current positions would best serve the needs of the County and the employees of the County,

- 09000399 Benefits Specialist (Grade 8E) – reclassified to Benefits and Operations Manager (Grade 13E) – effective 7/01/24.
- 09000719 Administrative Specialist I (Grade 2N) – reclassified to HR and Wellness Coordinator (Grade 7E), effective upon signing of this resolution.

**Impact on Human Resources:** Better and Expanded Services

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** NA

**Impact on Capital Expenditures:** N/A

**Impact on Physical Space:** N/A

**Impact on Other County Departments or Outside Agencies:** N/A

**Conformity to Board Ordinances, Policies and Strategic Plan:** Yes