

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

**Resolution to Authorize Reclassification of Position #051001699 from Assistant Director of Nursing to the Director of Community Health (51)**

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

**WHEREAS**, the proposed personnel changes support the Department's efforts to meet workforce needs, including current and future deliverables, balance workloads, provide pathways to advancement, and retain qualified, experienced staff; and

**WHEREAS**, the County adopted a Salary Administration Policy which outlines the process for classification and reevaluation of positions where there has been a significant change in job duties, responsibilities and/or qualifications of a position; and

**WHEREAS**, a Comprehensive Position Questionnaire (CPQ) was presented to the Director of Human Resources for grading through the Archer Classification and Compensation system and supports the reclassification of position 051001699 from Assistant Director of Nursing-Community Health (16E) to Director of Community Health (18E); and

**WHEREAS**, the anticipated financial impact of the proposed staffing change is \$5,816.22 and is expected to be absorbed within the Department's existing FY24 budget due to savings from turnover and/or unfilled positions; and

**WHEREAS**, the County Salary Administration Policy requires reclassification done outside of the budget process be approved by the appropriate committees and the County Board, and has been reviewed by the Board of Health, Public Health and Community Services, and Administrative Services committees, and is being recommended to the County Board for approval.

**NOW, THEREFORE IT BE RESOLVED**, by this County Board of McHenry County, Illinois that the Director of Human Resources is hereby directed and authorized to make the requested personnel change to the McHenry County Department of Health's departmental roster to be effective July 1, 2024; and

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

**DATED** at Woodstock, Illinois, this 16th day of July, A.D., 2024.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

Health-2024-012



**McHenry County Board**

County Board Room  
Woodstock, IL 60098

Meeting: July 16, 2024  
Department: Health Department  
Prepared By: Melissa Adamson

**RESOLUTION**

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**SUBJECT:** Resolution to Authorize Reclassification of Position #051001699 from Assistant Director of Nursing to the Director of Community Health (51)

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**Board / Committee Action Requested:** Authorize personnel changes to the Department of Health's FY2024 roster effective July 1, 2024.

**Background and Discussion:** The Public Health Administrator is restructuring the Department and creating a new division to respond to changing demands in community health deliverables, address workforce needs, balance workloads, provide pathways to advancement, and retain qualified, experienced staff.

**Impact on Human Resources:** None

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** No impact. Cost expected to be absorbed within the Department's existing FY24 budget.

**Impact on Capital Expenditures:** None

**Impact on Physical Space:** Reorganizing existing space

**Impact on Other County Departments or Outside Agencies:** None

**Conformity to Board Ordinances, Policies and Strategic Plan:** Supports the Department of Health's Strategic Plan, Priority 2: Ensure a Sustainable, Skilled, and Competent Workforce; Priority 3: Cultivate Public Health 3.0; and County Strategic Plan, Organizational Advancement, Strategic Goal 3