

RESOLUTION - SUPERMAJORITY

Resolution Adopting Reclassification of Four Positions Within the 22nd Judicial Circuit of McHenry County Court Administration Roster (42)

WHEREAS, the 22nd Judicial Circuit of McHenry County, Court Administration Office must be organized to effectively and efficiently deliver mandated and essential services to protect and promote public trust and confidence in the judicial branch of government; and

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

WHEREAS, four positions within the 22nd Judicial Circuit of McHenry County, Court Administration were presented to the Director of Human Resources for re-evaluation using the Archer System Classification and Compensation Program; and

WHEREAS, with the exception of position 42001712, these changes should be effective retroactively to July 1, 2024 to coincide with the McHenry County Compensation Study; and

WHEREAS, changes to position 42001712 would be effective on the date of adoption by the McHenry County Board; and

WHEREAS, the following classification changes are being requested to the 22nd Judicial Circuit, Court Administration's FY2024 roster based on the results of the re-evaluation process:

<u>Position</u>	<u>Title/Grade (current)</u>	<u>Title/Grade (new)</u>	<u>Financial Increase</u>
42002317	Senior Case Manager, 5N	Senior Case Manager, 6N	\$0.86 hr./\$ 645.00 FY24
42000999	Senior Case Manager, 5N	Senior Case Manager, 6N	\$1.74 hr./\$1,305.00 FY24
42000699	Administrative Specialist II, 3N	Administrative Specialist III, 4N	\$1.40 hr./\$1,050.00 FY24
42001712	Case Manager, 4N	Clinical Case Manager Supervisor, 6N	\$2.22 hr./\$ 832.50 FY24
		Total:	\$3,832.50 FY24

WHEREAS, it is anticipated the net financial impact of the proposed grade changes is anticipated to be absorbed within the FY2024 Court Administration budget; and

WHEREAS, these proposed changes have been reviewed by the Law and Government Committee, and Administrative Services Committee, 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 Services Department to approve the title changes and reclassification contained herein; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Judge of the 22nd Judicial Circuit, Court Administrator, Director of Human Resources, Chief Financial Officers and the County Administrator

DATED at Woodstock, Illinois, this 17th day of September, A.D., 2024.

Michael Buehler, Chairman

ATTEST:

Joseph J. Tirio, County Clerk



RESOLUTION

SUBJECT: Resolution Adopting Reclassification of Four Positions Within the 22nd Judicial Circuit of McHenry County Court Administration Roster (42)

Board / Committee Action Requested:

Approve the reclassification of four positions within the 22nd Judicial Circuit of McHenry County, Cout Administration roster

Background and Discussion:

The McHenry County Department of Human Resources completed a market analysis in 2024, which resulted in several employees questioning whether they were in the appropriate grade. Comprehensive Position Questionnaires (CPQs) for two senior case manager positions, administrative specialist II position, and clinical case manager position with in the Office of Special Projects were completed. These CPQ's were delivered to the Director of Human Resources for review and grading. The Director of Human Resources using the Archer Compensation System Classification and Compensation Program determined that reclassification was warranted based upon the duties performed and recommended the following:

Table with 4 columns: Position, Title/Grade (current), Title/Grade (new), Financial Increase. Rows include positions 42002317, 42000999, 42000699, 42001712 and a Total row.

Impact on Human Resources:

Four individuals will be moved to new pay grades, and two titles will be changed based upon the functions and duties performed and pursuant to the established McHenry County Salary Administration Policy.

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

The reclassification of these four positions, results in moving the employees to the appropriate pay grade, which will result in increased salary costs, however these costs will be absorbed within the FY2024 Court Administration budget.

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