

RESOLUTION

Resolution Authorizing the Reclassification of the EMA Chief Deputy Director (34)

WHEREAS, the McHenry County Emergency Management Agency (EMA) relies upon highly trained and qualified experts in the Emergency Management field; and

WHEREAS, the Director of McHenry County EMA has reviewed the department's positions and responsibilities to address ways of ensuring compliance to increasingly challenging state mandates (Political Subdivision Emergency Services and Disaster Agencies, 29 Ill. Adm. Code 301); and

WHEREAS, the Director of McHenry County EMA has identified the need for increased support of municipal preparedness and resiliency by the county EMA; and

WHEREAS, a need exists to increased oversight of the Local Emergency Planning Committee which has responsibilities for the Community Right to Know Act and EPCRA; and

WHEREAS, the EMA has assessed the functional requirements and determined that position #34000499, EMA Chief Deputy Director (Grade-12E), has assumed responsibilities that have extended well beyond the current classification. These new responsibilities include additional supervision of planning and resiliency efforts, new accreditation requirements pursuant to 29 Ill. Adm. Code 301; and

WHEREAS, the Director of EMA is requesting authorization to reclassify the Chief Deputy Director (Position 34000499) with a pay grade change from 12E to 14E pay grade effective 18 February, 2025, which can be absorbed into the FY25 EMA budget; and

WHEREAS, the EMA worked with the Director of Human Resources on both the reclassification of the Chief Deputy Director.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that it hereby authorizes and directs the Director of Human Resources to reclassify the Chief Deputy Director (Position 34000499) from 12E to 14E; and

BE IT FURTHER RESOLVED, that the EMA Director is requesting the reclassification of the Chief Deputy Director be effective 02/18/2025; and

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

DATED at Woodstock, Illinois, this 18 day of February, A.D., 2025.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

EmergMgt-2025-005



McHenry County Board

County Board Room
Woodstock, IL 60098

Meeting: February 18, 2025
Department: Emergency Management
Prepared By: D.A. Christensen

RESOLUTION

SUBJECT: Resolution Authorizing the Reclassification of the EMA Chief Deputy Director (34)

Board / Committee Action Requested:

The Emergency Management Agency (EMA) has increased management and coordination responsibilities for the Chief Deputy Director and therefore requests reclassification to a pay grade of 14E.

Background and Discussion:

The Chief Deputy Director position has experienced a significant increase in responsibilities over the past decade, including compliance with the more stringent requirements of the Illinois Administrative rule, Incident Action Plan reviews for major events in the county, expanded supervision duties, School Safety Act requirements for 18 school districts, and support of the 30 incorporated municipalities in 17 townships. These increased responsibilities have not been adequately reflected in compensation for this critical role.

Impact on Human Resources:

The revised job description and position survey was submitted to and reviewed by Human Resources Director. The roster will need to be updated with the changes for the position.

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

The proposed grade change will not impact the County's FY2025 Budget (revenues, expenses, or fringe benefits) FY2025: The additional costs will be absorbed by the approved EMA Departmental Budget.

The grade change will result in a total additional annual need of \$5,960. This is made up of \$5,215 for salary in EMA's personnel account, \$399 addition to FICA, and \$346 to IMRF. The Chief Financial Officer confirmed the \$399 addition to FICA and \$346 to IMRF are small enough increases that the FY2025 budget can absorb these costs with no utilization of Fund Balance. With a Feb 18, 2025 start, Utilization of Fund Balance will require 75% of the additional annual need for salary. This request equals \$4,470. The additional costs will be absorbed by the approved EMA Departmental Budget. These changes are happening now and not as part of the budget because of the recent change in responsibilities in EMA and submission by IEMA of increased requirements for local EMA's after the 2024 budget cycle and will be in place to support EMA months before the start of the 2025-2026 budget cycle. This is an ongoing personnel expense in the General Fund.

Impact on Capital Expenditures:

EmergMgt-2025-005

None

Impact on Physical Space:

None

Impact on Other County Departments or Outside Agencies:

None

Conformity to Board Ordinances, Policies and Strategic Plan:

The proposed position name and grade changes are consistent with County Ordinances and Policies.