

**202501-xx Reclassification of Positions 25004508 and 25004823**

McHenry County Mental Health Board  
Decision Memorandum

**Background:**

In January 2025, the Executive Director of the McHenry County Mental Health Board reviewed, in conjunction with the McHenry County Director of Human Resources, the MHB employee roster and related job descriptions. Based on the review performed, it has been determined that two position reclassifications are needed to bring the position classifications more in line with the job duties being performed and MHB personnel needs. The positions to be reclassified have been identified as follows:

Reclassification of position 25004508 Executive Assistant (Grade 10E) to Building and Operations Manager (Grade 12E).

Reclassification of position 25004823 Training Assistant (Grade 3N) from Part Time (20 hours per week) to Full Time (30 hours per week).

Per Exhibit I and II, the annual cost of these position changes will be \$17,125. A FY2025 budget adjustment is needed to accommodate the changes. See Exhibit III for the budget adjustment to support the position changes.

**Recommendation and Motion:**

The McHenry County Mental Health Board authorizes the Executive Director to take the steps necessary to work with the County Administration and Human Resources to approve changes to the MHB Roster to reclassify positions as stated above and in the attached Exhibit I and II.

**Attachments:**

Exhibit I – Position Change Form – Position #25004508

Exhibit II – Position Change Form – Position #25004823

Exhibit III – FY2025 Budget Adjustment to Support Position Changes

**COUNTY OF MCHENRY  
Budget Adjustment Request**

*This form must be completed and returned to the Finance Division for all emergency appropriations, budget line item transfers, position reclassifications and new position requests (required for position reclassification and new positions even if there is no budget impact.)*

- Emergency Appropriation                            Position Reclassification
- Budget Line Item Transfer                            New Position Request
- Budget Category Transfers (between 400's and 500's)

**REQUESTING DEPARTMENT:**                                          Dept 25 Mental Health                     

<b>Financials</b>		<b>Financials</b>	
<b>From:</b>		<b>To:</b>	
304010-30-25-2500-211	\$ 5,000.00	301010-30-25-2500-211	\$ 15,051.00
400700-40-25-2500-211	\$ 2,125.00	310510-30-25-2500-211	1,151.00
443500-40-25-2500-211	\$ 5,000.00	311010-30-25-2500-211	923.00
443800-40-25-2500-211	\$ 5,000.00		

*Please give a brief description of the budget transfer or emergency appropriation needed. For position reclassifications please state what position, why the reclassification is justified and the impact on the departmental budget (budget neutral means the department budget covers all expenses including benefits). If requesting a new position, please state the justification for the need, and how the position will be funded.*

To support salary and benefit changes related to position changes being made, budget is being moved from other admin accounts - Overtime \$5,000, Employee Tuition \$2,125, Consultants \$5000, and Special Studies \$5,000.

**Dept. Head Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*For Administration Use Only*

County Administrator Review

Associate County Administrator Review

## FY 2025 POSITION HOURS CHANGE

**ACTION REQUESTED:**

RECLASSIFICATION

SALARY ADJUSTMENT

DEPARTMENT Mental Health

DIVISION 25000

CURRENT GRADE 3N

PROPOSED GRADE 3N

CURRENT CLASSIFICATION Training Assistant Part Time (20 hours per week)

PROPOSED CLASSIFICATION/CHANGE Training Assistant Full Time (30 hours per week)

ANNUAL SCHEDULED HOURS (required for calculation):

CURRENT 1040 PROPOSED 1560

**RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY**

EMPLOYEE RECLASSIFIED: Training Assitant Full Time (30 hours per week)

<i>CURRENT CLASSIFICATION</i>		Rate of Pay			Rate of Pay	
REG	PT	\$20.70	REG	FT	\$0.00	\$21,528.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

***PROPOSED CLASSIFICATION***

REG	PT	\$0.00	REG	FT	\$20.70	\$32,292.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

ANNUAL IMPACT \$10,764.00

**ADDITIONAL SALARY COSTS**

FICA		\$823.45
IMRF		\$659.56
IMRF SLEP		\$0.00

HEALTH CARE COSTS \$0.00

ADDITIONAL COSTS (computer, phone, equipment, etc.): \$0.00

TOTAL \$12,247.01

FUNDING SOURCE: Sales Taxes

APPROPRIATE EXISTING SPACE FOR POSITION  YES  NO

**COMMENTS/JUSTIFICATION:**

Not electing to take health insurance at this time, may change in future. Potential additional cost of \$22,969.  
 Requesting an increase in weekly hours for this position to meet additional MHB staffing needs.  
 Position would take on updating service directory and other tasks as needed.

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FY 2025 POSITION HOURS CHANGE

**ACTION REQUESTED:**

RECLASSIFICATION

SALARY ADJUSTMENT

DEPARTMENT Mental Health

DIVISION 25000

CURRENT GRADE \_\_\_\_\_ 10E

PROPOSED GRADE \_\_\_\_\_ 12E

CURRENT CLASSIFICATION Executive Administrative Assistant

PROPOSED CLASSIFICATION/CHANGE Building and Operations Manager

ANNUAL SCHEDULED HOURS (required for calculation):

CURRENT 1950 PROPOSED 1950

**RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY**

EMPLOYEE RECLASSIFIED: Building and Operations Manager

<i>CURRENT CLASSIFICATION</i>		Rate of Pay			Rate of Pay	
REG	PT	\$0.00	REG	FT	\$36.65	\$71,465.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

*PROPOSED CLASSIFICATION*

REG	PT	\$0.00	REG	FT	\$38.85	\$75,752.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

ANNUAL IMPACT \$4,287.00

**ADDITIONAL SALARY COSTS**

FICA		\$327.96
IMRF		\$262.69
IMRF SLEP		\$0.00

HEALTH CARE COSTS \$0.00

ADDITIONAL COSTS (computer, phone, equipment, etc.): \$0.00

TOTAL \$4,877.64

FUNDING SOURCE: Sales Taxes

APPROPRIATE EXISTING SPACE FOR POSITION  YES  NO

COMMENTS/JUSTIFICATION:

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_