

# Human Resources

**Mission Statement:** *"Dedicated to serving McHenry County by developing and supporting our most important resource....our people."*

**Department Created By:** *Resolution R-9810-12-235 of the McHenry County Board*

## Classification – General Government

**Background:** The Human Resources Department provides assistance to elected officials, department heads, employees and applicants in understanding employment, benefits, and policies in McHenry County. Human Resources continually monitor the programs and benefits offered by the County, making recommendations for suggested improvements in order to have the best workplace possible. The department is responsible for personnel records, benefits, employee relations, recruitment and selection, compliance with Federal, State and County personnel/employment regulations, compensation, and the wellness program. The Human Resources Director also serves as the County's representative for all labor contract negotiations and hearings.

## Functions:

- **Labor Relations:** The Human Resources Director is the County's representative at all collective bargaining negotiations, grievance processing/dispute resolution.
- **Recruitment and Placement:** Human Resources works in concert with requested departments, reviews and edits job descriptions, advertises for open job positions, reviews and categorizes submitted applications, provides skill testing of applicants, schedules physical examinations, and conducts new employee orientations.
- **Training & Development:** Provides career planning and development, skills training, management training and assessment development and design. Training made available to all employees of the County includes EEOC, Anti-Harassment, ADA, Anti-Discrimination, and other training to keep the organization in compliance with local, state and federal laws.
- **Benefit Administration:** Administers the Employee Benefit Programs including: Group Health Insurance; the Flexible Spending Accounts; the High Deductible Savings Accounts; the Illinois Municipal Retirement Program; the Tax Deferred 457 Plan; the Employee Assistance Program; and the optional Employee Life, Dental, Vision and Accident Insurance Programs, Family Medical Leave, Military Leave, and other leaves of absence.
- **Administration:** Develops and updates policies (Personnel Policy Manual, Salary Administration Policy, etc.); maintains employee records; ensures legal compliance with federal and state labor laws; maintains the County's Board-approved positions, including position titles, salary grades, hours worked, actual salaries/wages, and benefit selections/costs in the Human Resources software database; performs wage and salary analysis and administration, classification determination, job analysis, job descriptions and job evaluations.

# Employee Benefit Fund (850)

**Funded By: Employee and County Contributions**

**Mission Statement:** *"Dedicated to serving McHenry County by developing and supporting our most important resource....our people."*

**Fund Created By:** *Action of the County Board*

## **Classification – General Government**

**Background:** Under the umbrella of the Human Resources Department, the Employee Benefit Fund is reported as an internal service fund and accounts for the costs of health benefits (medical, dental, prescriptions, the employee assistance program and the employee wellness program) provided to the employees of the county. On March 22, 2017, the County Board passed Resolution R-201703-09-058, authorizing the transition of the County's self-funded healthcare and prescription insurance programs to the Intergovernmental Personnel Benefits Cooperative (IPBC).

## **Functions:**

- **Health Insurance:** The Human Resources Department is responsible for the enrollment, updates/edits, cancellations and billing of employee health insurance. The County currently offers three (3) medical coverage types; HMO, PPO, High Deductible PPO, in addition to two (2) dental plans, the basic plan and the select plan. All contribution rates are factored into member only, member plus 1 and member plus 2. Employee contributions are collected twice a month through the payroll process. The employer contributions for all departments are transferred once a month to the employee benefit fund once the monthly reconciliation has taken place.
- **Employee Wellness Program:** In January 2009, the County Board approved the implementation of a County wellness program to educate and promote healthy lifestyle choices to the employees and their family members.

## 2025 Highlights

- Added a Wellness Coordinator to our HR Staff that focuses on the well-being of our employees.
- Since this addition, we have experienced a significant increase in employee engagement in Wellness Activities.
- Increased number of Annual Wellness Screenings to 75% of insured employees. Which advanced our level within IPBC.
- Completed an Insurance Dependent Audit (required by IPBC every 5 years).
- Created New Manager Training, completed first successful class.
- Resolved complex employee issues.
- Created new tier levels within the Benefit Structure which resulted in cost savings for the County and employees.

## 2026 Goals

- In 2026, Human Resources will focus on building a strong workforce by prioritizing talent acquisition, employee engagement, and well-being, while also leveraging technology and adapting to a changing work environment.
- Key areas include developing leadership skills, optimizing talent acquisition, strengthening employee engagement, and promoting continuous learning and development.

## Full Time Equivalents

### 08/09 Human Resources/Benefits

Position	FTEs FY 2023/2024	FTEs FY 2024/2025	FTEs FY 2025/2026
Director of Human Resources*	1.00	1.00	1.00
Benefits and Operations Mgr***	1.00	1.00	1.00
Fiscal Operations Mgr**	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00
Recruiting Specialist	1.00	1.00	1.00
Human Resources Generalist II**	1.00	1.00	1.00
HR/Wellness Coordinator***	1.00	1.00	1.00
Percent of Position funded by Benefit Fund (850) in FY26			
* 25%			
** 50%			
*** 70%			
<b>Total full time equivalents</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

## Organizational Chart



County of McHenry  
2026 Proposed Budget  
08/09 - Benefits/Human Resources

Category	FY2023 Actual	FY2024 Actual	FY2025 Appropriated	FY2025 Actual (YTD)	FY2026 Budgeted	FY2026 Supplemental Request
<i>General Fund - Human Resources</i>						
30 - Personnel	272,263	362,466	423,346	274,699	366,350	14,785
40 - Contractual	31,770	71,704	81,635	28,909	81,625	
50 - Commodities	4,775	4,709	9,450	5,423	9,550	
Expense	308,808	438,879	514,431	309,031	457,525	14,785

<i>General Fund</i>		
<i>Benefit Expense</i>	<i>FY2026 Budget</i>	<i>Supplemental</i>
FICA	29,787	1,131
IMRF	27,393	983
Health Ins	74,124	
	131,304	2,114

Category	FY2023 Actual	FY2024 Actual	FY2025 Appropriated	FY2025 Actual (YTD)	FY2026 Budgeted
<i>Benefits Fund</i>					
95 - Interest Income	75,097	77,925	70,000	43,514	70,000
98 - Operating Trnsfrs	16,286,714	17,650,692	16,393,098	12,027,414	16,887,058
91 - Utilization of Fund Balance	-	-	2,669,022	-	3,508,093
Revenue	16,361,811	17,728,617	19,132,120	12,070,928	20,465,151
30 - Personnel	179,253	206,192	148,650	147,346	270,519
40 - Contractual	15,225,147	17,070,426	18,978,420	14,892,117	20,190,682
50 - Commodities	3,348	320	5,050	1,462	3,950
Expense	15,407,748	17,276,938	19,132,120	15,040,925	20,465,151

	FY25	FY26
Salary	119,158	205,378
Fringe	29,492	65,141

To View Interactive Budget (both Financial and Non Financial Information)

Total Salary	542,504	571,728	(29,224)	-5.39%
--------------	---------	---------	----------	--------

<https://mchenrycountyil.openbook.questica.com/#/spotlight/0619b0ad-cc24-418d-8d11-cad0ed7abe74>

## MCHENRY COUNTY GOVERNMENT FY2026 BUDGET REQUESTS

Fund Desc	Department	Account	Main Account	Description	New Position*	Personnel - Salary**	NonPersonnel	FICA	IMRF	Health Ins	GrandTotal	Justification
General Fund	Human Resources	301010	Regular Salaries Non Union	Rename and Regrade Benefits and Operations Manager grade 13 to Assistant HR Director grade 15	No	14,785		1,131	983		16,899	This position is needed in next year's budget
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
<b>Total Requests</b>						<b>14,785</b>	-	<b>1,131</b>	<b>983</b>	-	<b>16,899</b>	