

# RESOLUTION

**Resolution authorizing the elimination of position #32091906: reclassification of #32024399, #32019499, #3202779: title changes for #32013199, #32000404, #32011999; and a re-grade of #32014099 (32)**

**WHEREAS**, the McHenry County Sheriff's Office has over thirteen (13) divisions with a combined 382 employees providing law enforcement services and/or support services to law enforcement internal and external agencies throughout McHenry County; and

**WHEREAS**, the McHenry County Sheriff takes the opportunity to review division and department needs when retirements or terminations occur throughout the year to make any adjustments deemed necessary for efficient and effective operations within the Sheriff's Office; and

**WHEREAS**, the Sheriff's Office has experienced several retirements and vacancies created by employees leaving the office in the first quarter of FY26. After review of these vacancies, the Sheriff and Command Team have identified areas that need to be addressed. The Sheriff has worked with the Director of Human Resources on new position descriptions and has determined that it is in the Sheriff's Office best interest to reclassify, re-title and regrade positions; and

**WHEREAS**, these changes will better align staff in divisions with needs and provide titles appropriate and in line with duties and responsibilities.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby authorizes the elimination of position #32091906(Admin Specialist II), reclassification of position #32024399 (Corrections Sgt) to Dispatch Assistant Supervisor, reclassification of position #32019499 (Admin III 4N) to Payroll Analyst(9E), reclassification of position #3202779 (Court Security Officer) to Court Security Sergeant, change in title of position #32013199 from Office manager to Financial Analyst, change in title of position #32000404 from Chief to Deputy Chief, change in title in position #32011999 from Deputy Chief to Sergeant and re-grade of position #32014099 (Business Manager) from 18E-20E; and

**BE IT FURTHER RESOLVED**, that funding for these adjustments with the addition of a position elimination are in the FY26 approved budget for Sheriff personnel. There is no negative financial impact for this resolution; and

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

**DATED** at Woodstock, Illinois, this 21st day of April, A.D., 2026.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

Sheriff-2026-010

## RESOLUTION

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**SUBJECT:** Resolution authorizing the elimination of position #32091906: reclassification of #32024399, #32019499, #3202779: title changes for #32013199, #32000404, #32011999; and a re-grade of #32014099 (32)

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**Board / Committee Action Requested:**

Elimination of an Assistant II, reclassification of three positions, title change of three positions and one re-grade.

**Background and Discussion:**

The Sheriff has a practice of doing a division review when there are retirements and vacancies created by staff leaving the office. In the first quarter of 2026, the Sheriff's Office saw a number of vacancies created and therefore did a staff and responsibility analysis to realign efficiently and effectively with division needs. The Sheriff found that office needs will best be met with these changes.

**Impact on Human Resources:** Yes. The Sheriff's Office worked with Human Resources on job descriptions and re-grading.

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

- There is no negative financial impact to the Sheriff's Personnel budget for FY26. All changes are absorbed within the budget through position elimination and reclassifications. Net impact is a reduction in annual personnel expense of \$17,415.
- These changes cannot wait until next budget as the Sheriff's Office has the most employees and is constantly addressing changes in legislation and community needs. The recent retirements and vacancies presented the Sheriff's Office with the opportunity to address areas of need within divisions and strengthen positions that have additional responsibilities.

**Position Reclassification or Regrade, please address the following:**

- The Sheriff's Office worked with the Director of Human Resources on the reclassifications, job descriptions and re-grading.
- No Cost increase.
- Department can absorb the funding.

**Impact on Capital Expenditures:**

**Impact on Physical Space:**

**Impact on Other County Departments or Outside Agencies:**

**Conformity to Board Ordinances, Policies and Strategic Plan:**