

# RESOLUTION - SUPERMAJORITY

## Resolution Adopting Reclassification of the Deputy Trial Court Administrator Position within the 22nd Judicial Circuit Court 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**, the position of Deputy Trial Court Administrator (position 42000206) was established to assist the Trial Court Administrator and the Chief Circuit Judge in the coordination and administration of court operations; and

**WHEREAS**, over time the scope of the position has expanded to include operational oversight of court functions, supervision of court administration staff, coordination of court initiatives and administrative projects, and the implementation of administrative orders and policies issued by the Chief Judge; and

**WHEREAS**, the Deputy Trial Court Administrator routinely exercises independent administrative judgment in coordinating court operations, addressing operational issues affecting the judiciary, and translating policy directives into practical procedures that support efficient court operations; and

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

**WHEREAS**, based upon that evaluation, reclassification of the Deputy Trial Court Administrator position is justified and appropriate pursuant to the Salary Policy of McHenry County, and is being requested by the Chief Circuit Judge and the Trial Court Administrator based upon the results of the re-evaluation process:

Position	Title/Grade (current)	Title/Grade (new)	Financial Increase
42000206	Dep. Trial Court Admin. 16E	Dep. Trial Court Admin. 18E	\$0.00

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby authorizes the Human Services Department to approve the reclassification contained herein for the Deputy Trial Court position 42000206; 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 21 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

## RESOLUTION

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**SUBJECT:** Resolution Adopting Reclassification of the Deputy Trial Court Administrator Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

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**Board / Committee Action Requested:**

Reclassification of the Deputy Trial Court Administrator Position.

**Background and Discussion:**

The 22nd Judicial Circuit Court maintains a Court Administration office responsible for supporting the daily operations of the court and assisting the Chief Judge in the administration of justice. The Deputy Trial Court Administrator position was originally established to assist the Trial Court Administrator with administrative coordination and operational support.

Over time, the responsibilities of the Deputy Trial Court Administrator have expanded significantly as the operational demands placed upon the judicial branch have increased. The position now plays a central role in the day-to-day management of court operations, coordination between judges and justice system partners, supervision of court administration staff, and implementation of administrative orders and operational policies issued by the Chief Judge.

In addition to assisting with operational oversight of court functions, the Deputy Trial Court Administrator coordinates administrative initiatives, assists in the implementation of procedural changes, and works with multiple justice partners including the Circuit Clerk, State's Attorney, Public Defender, Probation, law enforcement agencies, and other stakeholders to ensure that court services operate efficiently and consistently across divisions.

As the scope of responsibilities associated with this position has grown, the role has evolved into a professional administrative position that requires a high level of independent judgment, operational knowledge of court systems, and the ability to translate policy directives into practical administrative procedures. The Deputy Trial Court Administrator also provides direct supervision and guidance to members of the Court Administration team and assists in managing projects and operational initiatives that support the work of the judiciary.

To properly evaluate the current responsibilities of the position, a Comprehensive Position Questionnaire developed by the Archer Company was completed. The evaluation confirms that the duties and responsibilities currently performed by the Deputy Trial Court Administrator reflect a level of responsibility and organizational impact beyond the position's current classification.

Based upon this evaluation, and consistent with the Salary Policy of McHenry County, the reclassification of the Deputy Trial Court Administrator position is appropriate. The proposed reclassification is supported by the Chief Circuit Judge and the Trial Court Administrator and is intended to align the classification of the position with the scope and professional level of work currently being performed.

Reclassification of the position will ensure that the Court Administration organizational structure accurately reflects the operational responsibilities required to support the efficient administration of justice in the 22nd Judicial Circuit.

**Impact on Human Resources:**

Change of Grade 16E to Grade 18E for Deputy Trial Court Administrator position.

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

None, the current Deputy Court Administration has 20 plus years of employment with McHenry County is currently earning a wage within Grade 18.

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

HR was consulted on the reclassification, a CPQ was completed, and the below adjustment was recommended from HR:

<u>Position</u>	<u>Title/Grade (current)</u>	<u>Title/Grade (new)</u>	<u>Financial Increase</u>
42000206	Dep. Trial Court Admin. 16E	Dep. Trial Court Admin. 18E	\$0.00 FY26

**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.