

RESOLUTION - SUPERMAJORITY

Resolution Adopting Reclassification of the Fiscal Operations Manager 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 Fiscal Operation Manager (position 42002621) was established to assist the Trial Court Administrator and the Chief Circuit Judge in the coordination and administration of court fiscal operations; and

WHEREAS, the Court Administration Office is responsible for coordinating interpreter services to ensure that individuals with limited English proficiency are able to meaningfully participate in court proceedings consistent with the Illinois Supreme Court Language Access Policy; and

WHEREAS, the responsibilities associated with these functions have developed into a single professional administrative position responsible for managing both the court's Language Access Program and the fiscal coordination of Court Administration activities; 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 Fiscal Operations Manager 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;

<u>Position</u>	<u>Title/Grade (current)</u>	<u>Title/Grade (new)</u>	<u>Financial Increase</u>
42002621	Fiscal Operations Manager 10E	Fiscal/Language Access Manager 11E	\$872.35 FY26

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 21st day of April, A.D., 2026.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

CourtAdmin-2026-008

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Adopting Reclassification of the Fiscal Operations Manager Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

Board / Committee Action Requested:

Resolution Adopting Reclassification of the Fiscal Operations Manager Position

Background and Discussion:

The Court Administration office of the 22nd Judicial Circuit provides administrative support for court operations and assists the Chief Circuit Judge in ensuring the effective administration of justice. As part of these responsibilities, Court Administration coordinates the delivery of interpreter services to individuals who require language assistance in order to meaningfully participate in court proceedings. These services are provided in accordance with the Illinois Supreme Court Language Access Policy and standards established through the Administrative Office of the Illinois Courts Court Interpreter Program.

The Court Administration office is also responsible for coordinating the fiscal administration of its operational activities. This includes oversight of financial documentation, monitoring operational expenditures, processing accounts payable and receivable documentation, and coordinating grant development and reporting associated with court programs.

Over time, these responsibilities have evolved into a single administrative position responsible for both language access program management and fiscal coordination within Court Administration. The position coordinates interpreter assignments for court proceedings, maintains records of interpreter credentials, monitors interpreter utilization, and assists in ensuring compliance with language access standards. At the same time, the position manages financial documentation related to court operations, including invoice review, payment processing coordination, financial tracking, and grant-related reporting.

The position also plays a significant role in the financial administration of Court Administration operations, assisting with monitoring expenditures associated with interpreter services and other operational activities with a combined annual budget exceeding \$4 million dollars.

To accurately evaluate the scope of responsibilities associated with this position, a Comprehensive Position Questionnaire developed by the Archer Company was completed. The evaluation confirms that the duties performed reflect a professional administrative role

responsible for coordinating both program operations and financial management functions within Court Administration.

Based upon this evaluation, the reclassification of the position to Language Access and Fiscal Coordinator appropriately reflects the current scope of responsibilities and organizational impact of the position. The proposed reclassification is supported by the Chief Circuit Judge, the Trial Court Administrator, and the Deputy Trial Court Administrator and will ensure that the classification of the position accurately reflects the work performed in support of the administration of justice in the 22nd Judicial Circuit.

Impact on Human Resources:

Position reclassification

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

The impact on budget is \$872.35 and will be absorbed within the Court Administration FY26 Budget.

Salary Increase: \$759.82
IMRF \$ 54.40
FICA \$ 58.13
Total: \$872.35

Position Reclassification or Regrade, please address the following:

Based upon that evaluation, reclassification of the Fiscal Operations Manager 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
42002621	Fiscal Operations Manager 10E	Fiscal/Language Access Manager 11E	\$872.35 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