

RESOLUTION - SUPERMAJORITY

Resolution Establishing Interpreter Classification and Compensation Based on Administrative Office of the Illinois Courts (AOIC) Interpreter Classification Status (42)

WHEREAS, the 22nd Judicial Circuit Court of McHenry County utilizes three (3) Spanish speaking court interpreters to ensure meaningful access to court proceedings for individuals who are not proficient in the English language; and

WHEREAS, interpreter services are governed by standards established by the Illinois Supreme Court and the Administrative Office of the Illinois Courts Language Access Program, which recognize increasing levels of professional proficiency through interpreter registration and certification status; and

WHEREAS, the responsibilities and professional expectations associated with court interpreter positions vary based upon credential status, including basic qualification, registered interpreter status, certified interpreter status, and supervisory responsibilities; and

WHEREAS, Court Administration completed a Comprehensive Position Questionnaire provided by the Archer Company evaluating the duties, responsibilities, and professional requirements associated with Spanish interpreter positions within the 22nd Judicial Circuit; and

WHEREAS, that evaluation supports the establishment of a structured interpreter classification system reflecting increasing levels of professional qualification, certification, and supervisory responsibility; and

WHEREAS, establishing a multi- tier interpreter classification system will promote professional development, align interpreter positions with statewide and national credentialing standards, and provide a clear framework for advancement as interpreters obtain higher levels of qualification; and

WHEREAS, the proposed interpreter classification structure consists of the following levels:

Grade 5	Interpreter I	Non Registered / Non Certified
Grade 6	Interpreter II	Registered
Grade 7	Interpreter III	Certified
Grade 8	Interpreter IV	Interpreter Supervisor

WHEREAS, interpreters employed by the 22nd Judicial Circuit shall advance through these classifications upon successful completion of registration, certification, or appointment to Interpreter Supervisor status; and

WHEREAS, movement between interpreter classifications shall occur upon verification of credential status and shall be applied retroactively to the date the registration, certification, or promotion is granted; and

WHEREAS, upon Registered status, an Interpreter I shall move to the bottom of Grade 6, with a minimum increase of 6%; and

WHEREAS, upon Certified Status, and Interpreter II shall move to the bottom of Grade 7, with a minimum increase of 10%, and

WHEREAS, upon promotion, the Interpreter Supervisor shall move to the bottom of Grade 8, with a minimum increase of 6%; and

WHEREAS, the McHenry County Human Resources Department shall verify credential status and place interpreters into the appropriate classification and pay grade; and

WHEREAS, this classification structure is supported by the Chief Circuit Judge and the Trial Court Administrator and is intended to ensure that interpreter compensation appropriately reflects professional qualifications and responsibilities.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the following interpreter classification structure within Court Administration for the 22nd Judicial Circuit:

Grade 5	Interpreter I	Non Registered / Non Certified
Grade 6	Interpreter II	Registered
Grade 7	Interpreter III	Certified
Grade 8	Interpreter IV	Interpreter Supervisor

BE IT FURTHER RESOLVED, upon Registered status, an Interpreter I shall move to the bottom of Grade 6, with a minimum increase of 6%; and

BE IT FURTHER RESOLVED, upon Certified Status, and Interpreter II shall move to the bottom of Grade 7, with a minimum increase of 10%, and

BE IT FURTHER RESOLVED, upon promotion, the Interpreter Supervisor shall move to the bottom of Grade 8, with a minimum increase of 6%; and

BE IT FURTHER RESOLVED, that the McHenry County Human Resources Department is authorized to place current interpreters into the appropriate pay grade upon verification of credential status and apply such classification changes retroactively to the date the registration, certification, or promotion was granted; and

BE IT FURTHER RESOLVED, that once this classification structure is established, no further action of the McHenry County Board shall be required for individual employee movements between interpreter classifications; and

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

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

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

CourtAdmin-2026-007

RESOLUTION

SUBJECT: Resolution Establishing Interpreter Classification and Compensation Based on Administrative Office of the Illinois Courts (AOIC) Interpreter Classification Status (42)

Board / Committee Action Requested:

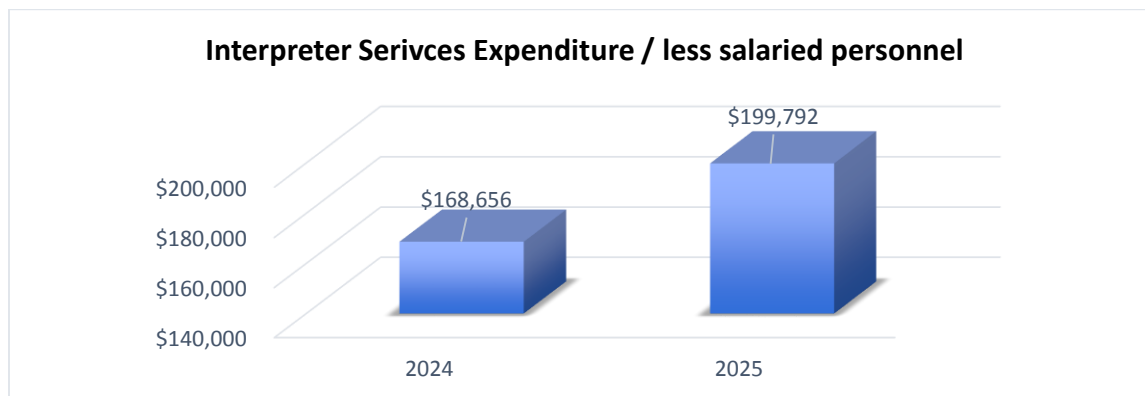
Establish an Interpreter Classification and Compensation System based on the AOIC Interpreter Classification Status.

Background and Discussion:

The 22nd Judicial Circuit Court provides interpreter services to ensure that individuals with limited English proficiency can fully understand and participate in court proceedings. Presently the Court employs 3 full time Spanish court interpreters.

Accurate interpretation is essential to protecting due process, maintaining the integrity of the court record, and ensuring that all parties receive equal access to the judicial system regardless of language barriers. Court interpreters serve as neutral language professionals who provide complete and impartial interpretation of courtroom communication so that litigants, attorneys, judges, and court employees can communicate effectively during proceedings.

Interpreter services are governed by standards established through the Illinois Supreme Court and the Administrative Office of the Illinois Courts Language Access Program. These standards establish a credentialing system that recognizes increasing levels of professional proficiency and accountability, including Registered Court Interpreter and Certified Court Interpreter status.



Registered and Certified Court Interpreters are in demand. As displayed in the graph above, costs related to contracted court interpreters have increased by more than 18% over just 2 years. The Court has taken steps to curb these costs to the extent that it can, however, these are necessary costs. Contracted interpreters are for the most part are providing interpreting services for CourtAdmin-2026-007

languages other than Spanish with hourly rates ranging from \$75.00 to \$125.00 per hour, with a minimum number of billable hours, plus mileage.

The current interpreter classification structure does not reflect the professional distinctions associated with these credential levels. As interpreters obtain additional qualifications through registration, certification, and supervisory responsibilities, the complexity of their duties, level of responsibility, and professional expectations increase. Establishing a structured classification system aligned with these credential levels more accurately reflects the professional nature of the work performed and provides a clear advancement pathway for interpreters within Court Administration. Additionally, this structure helps retain the qualified personnel that we have. If the Court were to lose a single certified interpreter, the cost per week for a contracted interpreter would exceed \$3,700.00. In FY 2025, the total cost for the 3 interpreter positions cost \$222,589.00. If the court were to only utilize contracted interpreters, that cost would exceed \$585,000 just for Spanish interpreting, with an additional \$200,000 costs for other languages.

The combined cost for this reclassification at present in FY2026 is only \$11,220.00. This includes costs related to salary, IMRF, and FICA. The Court is not seeking an emergency appropriation or additional funding. Rather the Court commits that the difference shall be paid from present appropriations and if a transfer is required from Contractual line items the Court consents. It is more fiscally responsible to make these classification changes than to utilize contract interpreters. It is becoming increasingly difficult to hire for these positions because of the skill set and the hourly amounts that a contract interpreter can charge. While paying the salary of a new interpreter during the training period, it will take at least 3 months, providing the interpreter is able to demonstrate skill at a minimum level. During this training period the court will need to contract for services and will require the expenditure of nearly \$45,000 for the contracted interpreter, while the newly hired interpreter is being trained.

To evaluate the responsibilities associated with the interpreter position, a Comprehensive Position Questionnaire developed by the Archer Company was completed. The questionnaire confirms that court interpreters perform specialized work requiring advanced language proficiency, knowledge of legal terminology, strict adherence to professional ethics, and the ability to make real-time interpretation decisions during court proceedings. Only three positions under the umbrella of McHenry County or the 22nd Judicial Circuit perform this type of work, making it difficult to compare these positions with other County or Court personnel.

Based on this evaluation, the Chief Circuit Judge and Trial Court Administrator desires to establish a four-tier interpreter classification structure consisting of Interpreter I (Basic Qualification), Interpreter II (Registered Interpreter), Interpreter III (Certified Interpreter), and Interpreter IV (Interpreter Supervisor). Further, upon Registered status, an Interpreter I shall move to the bottom of Grade 6, with a minimum increase of 6%, Upon Certified Status, an Interpreter II shall move to the bottom of Grade 7, with a minimum increase of 10%. Upon promotion, the Interpreter Supervisor shall move to the bottom of Grade 8, with a minimum increase of 6%. This structure aligns compensation with professional credential status and supervisory responsibility while encouraging interpreters to pursue professional registration and certification. This creates incentive, while also encouraging retainment.

Under this structure, interpreters will move through the classifications upon successful completion of the applicable credentialing milestones. Upon verification of registration, certification, or promotion to Interpreter Supervisor status, the McHenry County Human Resources Department will place the employee into the appropriate classification and pay grade effective on the date the credential or promotion is granted. Once this structure is established, no additional action by the McHenry County Board will be required for individual interpreter movements between classifications.

Establishing this classification structure allows the Court to recognize professional interpreter credentials, support the development of qualified language professionals within the judicial system, support and retain qualified personnel and ensure that the Court continues to provide reliable and effective language access services to the public.

Impact on Human Resources:

Place interpreter in correct pay grade upon registration or certification status upon verification and apply any retroactive pay as needed.

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

The Court commits that the difference shall be paid from present appropriations and if a transfer is required from Contractual line items the Court consents.

Position Reclassification or Regrade, please address the following:

HR was consulted on the reclassification, a CPQ was completed and the below structure was created for these positions based off HR's recommendations:

Grade 5	Interpreter I	Non Registered / Non Certified
Grade 6	Interpreter II	Registered
Grade 7	Interpreter III	Certified
Grade 8	Interpreter IV	Interpreter Supervisor

The total cost of the increases is \$11,220.00 and will be absorbed from present appropriations. The pay rates will be effective as of the change in Interpreter status of Registered, Certified or Interpreter Supervisor. This structure aligns compensation with professional credential status and supervisory responsibility while encouraging interpreters to pursue professional registration and certification. This creates incentive, while also encouraging retainment.

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.