RESOLUTION

RESOLUTION AUTHORIZING THE RECLASSIFICATION OF POSITION #32013999 FROM RECORDS COORDINATOR TO OFFICE MANAGER AND POSITION #32021399 FROM CORRECTION OFFICER TO CORPORAL AND ELIMINATION OF POSITION #32010199 IN THE SHERIFF'S DEPARTMENTAL ROSTER

WHEREAS, the McHenry County Sheriff is responsible for maintaining records, issuing warrants and processing civil papers of which duties fall under the Records Coordinator; and

WHEREAS, the Sheriff has evaluated the Records Coordinator position which has been recently vacated, and has determined that a reclassification of this position #32013999 from a Coordinator to an Office Manager, which will assume the CALEA manager supervisory responsibilities, will adequately meet supervisory needs for the department; and

WHEREAS, the Sheriff also recommends the reclassification of position #32021399 from a Correction Officer to a Corporal, which will report to Internal Affairs in order to meet the department needs; and

WHEREAS, the Sheriff recommends the reclassification of position #32013999 and position #32021399 December 17, 2019, to best meet staffing needs for the department; and

WHEREAS, the Sheriff also recommends the elimination of position #32010199, a Process Server, after performing a staffing analysis in the Civil Process division; and

WHEREAS, the Sheriff's Office worked with the Director of Human Resources on both reclassifications; and

WHEREAS, the Law & Government/Liquor and Finance & Audit Committees have reviewed the said request.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that it hereby approves, authorizes and directs the Director of Human Resources to reclassify and update position #32013999 from a Records Coordinator 7N to Office Manager 9E and position #32021399 from Correction Officer to Corporal effective December 17, 2019 to meet the Sheriff's Office needs; and

BE IT FURTHER RESOLVED, that the County Board of McHenry County, Illinois authorizes and directs the Director of Human Resources to eliminate position #32010199 from the Sheriff's roster.

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Sheriff; the Director of Human Resources; the County Auditor; the Director of Finance; and the County Administrator.

DATED at Woodstock, Illinois, this 17th day of December, A.D., 2019.

______________________________
Jack D. Franks, Chairman
McHenry County Board
ATTEST:

_________________________________
Joseph J. Tirio, County Clerk
TO: McHenry County Board  
FROM: Sandra Salgado  
DATE: December 17, 2019  
SUBJECT: Resolution Authorizing the Reclassification of Position #32013999 from Records Coordinator to Office Manager and Position #32021399 from Correction Officer to Corporal and Elimination of Position #32010199 in the Sheriff's Departmental Roster

**Board / Committee Action Requested:** Authorizing the reclassification of Position #32013999 and Position #32021399, and elimination of a Process Server position #32010199 in the County Sheriff's departmental roster.

**Background and Discussion:** The Records Coordinator position, #32013999, was recently vacated and the Sheriff has evaluated this position and the needs of the department, and recommends reclassifying this position to an Office Manager (7N to a 9E). The Sheriff also recommends reclassifying position #32021399 from a Correction Officer to a Corporal which remains in Corrections but falls under the supervision of the Internal Affairs. The Corporal position will be paid five (5) percent above the to the top paid Correction Officer.

**Impact on Human Resources:** To reclassify position #32013999 and position #32021399 in the HR and Payroll Systems of the County and eliminate position #32010199.

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** This is ultimately a savings to the County, as the increase in reclassification for both positions is coming from the elimination of the Process Server position #32010199 (the Sheriff is analyzing further use of remaining savings).

**Impact on Capital Expenditures:** N/A

**Impact on Physical Space:** N/A

**Impact on Other County Departments or Outside Agencies:** N/A

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

**HISTORY:**
- 11/25/19  Law & Government/Liquor  RECOMMENDED
- 12/05/19  Finance & Audit  RECOMMENDED