RESOLUTION

ELIMINATION AND RECLASSIFICATION OF ETSB POSITIONS

WHEREAS, expanded scopes in the Emergency Telephone System Board (ETSB) responsibilities have prompted a re-examination of the current structure; and

WHEREAS, the ETSB is continually evaluating the staffing needs of the department positions responsibilities, the compensation grade classification for the position, and the needs of the department; and

WHEREAS, the ETSB Director and Director of Human Resources have re-evaluated the Administrative Specialist III position and recommends a reclassification of position #29000405 from Administrative Specialist III (4N) to Administrative Coordinator (6N) based on expanded scope of the position, and to ensure fair compensation for the increased responsibilities; and

WHEREAS, the ETSB Director and Director of Human Resources have re-evaluated the ETSB Technology Specialist position and recommends a reclassification of position #29000507 from ETSB Technology Specialist (9N) to ETSB Technology Specialist (10N) based on expanded scope of the position, increased responsibilities, and to ensure fair compensation for the added responsibilities; and

WHEREAS, the ETSB Director worked with the Director of Human Resources, and the County Administrator, who support these re-classifications; and

WHEREAS, the ETSB has eliminated position #29000610 ETSB PC Specialist; and

WHEREAS, the requested change decreases the full time equivalents of the ETSB department, and results in a projected savings of $48,000 annually; and

WHEREAS, the McHenry County ETSB affirmatively voted at the February 20, 2020 meeting to approve the re-classifications, starting wages, and elimination of said positions; and

WHEREAS, the Law & Government/Liquor, Finance & Audit, and Administrative Services Committees have reviewed the recommendations.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that it hereby supports McHenry County ETSB, and approves, authorizes and directs the Director of Human Resources to reclassify and update position #29000405 from Administrative Specialist III (4N) to Administrative Coordinator (6N) with a starting wage of $23.78/hr and #29000507 from ETSB Technology Specialist (9N) to ETSB Technology Specialist (10N) starting wage of $31.54 effective December 1, 2019 to meet the McHenry County ETSB needs; 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; the County Auditor; the Director of Finance; and the County Administrator.

DATED at Woodstock, Illinois, this 16th day of March, A.D., 2020.
Jack D. Franks, Chairman  
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

ATTACHMENTS:

• ETSB Resolution Increases (PDF)
TO:    McHenry County Board  
FROM:  Tiki Carlson  
DATE:  March 16, 2020  
SUBJECT: Elimination and Reclassification of ETSB Positions

Board / Committee Action Requested: Request support from County Board of McHenry County ETSB’s approval of re-classification of two (2) positions, and elimination of one (1) position within the departmental roster.

Background and Discussion: The re-classification of these positions is based on the re-evaluation process and review of the Comprehensive Position Questionnaire (CPQ) for two (2) positions, and helps ensure the integrity of the system, which grades positions based on specific criteria. Director of ETSB met with the Director of Human Resources who supports the re-classifications based on increased responsibilities and expanded scope of positions.

Impact on Human Resources: Staff time to update positions in the system.

Impact on Budget (Revenue; Expenses, Fringe Benefits): The current positions salary adjustments and benefits are included in the FY20 budget, and the elimination of the PC Specialist position will result in a projected savings of $48,000 annually.

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: Conforms to the McHenry County Salary Administration Policy; and by properly classifying positions, supports the McHenry County Strategic Plan, Organization Advancement and Services, Goal 1: Promote McHenry County Government as a good place to work, Objective A: Attract and Retain High Quality Staff/Workforce.

Attachments / Appendices:

- ETSB Resolution Increases (PDF)

HISTORY:
- 02/25/20 Law & Government/Liquor RECOMMENDED
- 03/04/20 Administrative Services RECOMMENDED