MEETING AGENDA

1. Call to Order
2. Roll Call: John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Bob Davidson, Matthew Prochaska
3. Approval of Agenda
4. Approval of Minutes from March 28, 2017 Meeting
5. Department Head and Elected Official Reports
6. Public Comment
7. Committee Business
   - Review of County Administrator Job Description
   - Employee Handbook Revisions/Update
8. Executive Session
9. Items for Committee of the Whole
10. Action Items for County Board
11. Adjournment
CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:32p.m.

ROLL CALL

<table>
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<tr>
<th>Attendee Name</th>
<th>Status</th>
<th>Arrived</th>
<th>Left Early</th>
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<tbody>
<tr>
<td>Judy Gilmour</td>
<td>Present</td>
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<tr>
<td>Matthew Prochaska</td>
<td>Present</td>
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<tr>
<td>Lynn Cullick</td>
<td>Present</td>
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<tr>
<td>Bob Davidson</td>
<td>Present</td>
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<tr>
<td>John Purcell</td>
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<td>5:36p.m.</td>
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With four members present, a quorum was established to conduct committee business.

County Personnel Present: Glen Campos, Jill Ferko, Scott Koeppel, Jeff Wilkins

APPROVAL OF AGENDA

Motion: Member Prochaska
Second: Member Gilmour
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – March 6, 2017

Motion: Member Prochaska
Second: Member Gilmour
RESULT: Approved with a Unanimous Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration – Jeff Wilkins reviewed the monthly Human Resources reports with the committee.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- Recommend for Approval the Recertifying Resolution for the Participation of Elected Officials in IMRF – Motion made by Member Purcell, second by Member Prochaska. With five members voting aye, the motion carried.
Proposal to raise the cap on IMRF hours from 600 to 1000 – Discussion on providing health insurance to any employee that works 30 hours or more per week if the hours are increased to 1000 when the County recertifies with IMRF. **There was consensus by the committee to leave the hours at 600 for part-time employees at this time, and to review the item again in the future.**

Electric Aggregation Process and Timeline - Chris Childress, Progressive Energy provided a Historical Review of the Kendall County Aggregation Program, Resident choices and usage profile, the average total savings of $82.66 to residents for the three years, and the total program Kendall County savings of $783,368, and the tentative Aggregation timeline for 2017.

Distribute County Board Rules of Order with revision approved March 7, 2017 – Member Prochaska to review the Rules for accuracy, check with the State’s Attorney’s Office to see if final approval of the amendment is needed, and include on the April 18, 2017 Board agenda if necessary.

County Administrator Job Description – Member Cullick stated that it is imperative that the County Board ensures that all job descriptions are updated and reviewed by the Admin HR committee as well as the State’s Attorney’s office prior to final approval by the County Board. Member Cullick asked the committee to review the proposed job description and bring any changes or suggestions to the April 3, 2017 Admin HR meeting. The five Administration employee job descriptions will be ready for review for the April 3, 2017 meeting as well.

**ITEMS FOR COMMITTEE OF THE WHOLE – Electric Aggregation Process and Timeline**

**ACTION ITEMS FOR COUNTY BOARD**

- Approval of the Recertifying Resolution for the Participation of Elected Officials in IMRF
- Approval of County Board Rules of Order with revision approved on March 7, 2017
- Electric Aggregation Process and Timeline (April 18th Board agenda)

**EXECUTIVE SESSION** – Not needed

**ADJOURNMENT**

Motion: Member Prochaska  
Second: Member Purcell  
RESULT: With a Unanimous Voice Vote, this meeting was adjourned at 6:36p.m.

Respectfully Submitted,

Valarie McClain  
Recording Secretary
KENDALL COUNTY JOB DESCRIPTION

DEPARTMENT/OFFICE: Administrative Services

POSITION TITLE: County Administrator

REPORTS TO: Chairman of the Kendall County Board or his designee

SUMMARY OF POSITION:

The County Administrator is at the center of the coordination of all activities of the County Board and its committee structure. The position must frequently serve as the point of contact with the County Board, residents, and elected and appointed department heads. Additionally, the County Administrator has multiple intergovernmental relations responsibilities. The County Administrator also coordinates the creation of the county budget and county economic development activities. The County Administrator also oversees health & liability insurance, personnel, planning, zoning, facilities management, technology, and animal control.

MAJOR DUTIES AND RESPONSIBILITIES

The duties for this office shall include, but not be limited to, the following:

1. Oversee the activities and staff of the Office of Administrative Services, Technology Services, Facilities Management, Planning, Building & Zoning, and Animal Control.

2. Preparation and submittal of the annual budgets for the functioning of the Office of Administrative Services.

3. Provide full administrative, secretarial, and research assistance as directed, for the Chairman and other Board members.

4. Represent the Kendall County Board, as directed, on designated Commissions, Boards, or ventures and assume a leadership role in other departments on an interim basis as directed. Be prepared to take over as Acting department head in the event said Department Head is unable to fulfill his/her duties. This would be at the direction of the County Board until a resolution of the problem was found.

5. Oversee the administration of the Employee Health, Accident, Dental and Life Insurance Programs and any other benefit program enacted and approved by the Kendall County Board.

6. Oversee the mailing facility for the Kendall County Office Building.

7. Oversee the administration of the Kendall County public liability and property insurance programs, assuring that all county functions are properly and adequately covered.

8. Research potential funding assistance sources for all functions of the County government.
9. Conduct, monitor and account for all expenditures from the Kendall County Board budget line items.

10. Monitor and assure that all County Board contracts, agreements and directions are properly followed as directed and agreed.

11. Administratively monitor and conduct the duties and responsibilities of the Kendall County Liquor Commission, preparing and monitoring license application, renewals, bonding and dissemination of required information.

12. Attend all meetings of the County Board Committee-of-the-Whole, Human Resources & Administration Committee, Budget & Finance Committee, Judicial/Legislative Committee, Economic Development Commission, Technology Committee, Employee Relations Committee, Revenue Committee, and Elected Official/Department Head meetings. Take and prepare committee minutes as required and prepare meeting agendas. Attend other Committee meetings as appropriate.

13. Run advertisements for personnel recruitment

14. Attend all budget meetings and hearings, providing administrative support to the committee. Work with all Department Heads, the committee and the auditor to assure that the annual budget is properly and timely presented to the Kendall County Board for adoption. Working with the auditor, assure that the county audit is proper and timely in its presentation to the Kendall County Board.

15. Prepare and distribute monthly county schedules of meetings and events, monitoring the usage of meeting rooms and facilities for the various committees.

16. Maintain mail boxes and information disbursement facilities for all County Board members and department heads.

17. Provide liaison and distribution for requests, information and directives between the Kendall County Board and Kendall County departments.

18. Serve as a communication contact person with municipalities, townships and other governmental entities and groups as directed by the Board.

19. Develop and conduct communications links between County Board and departments, including Department Head meetings, Employee Relations committee meetings, Employee newsletter and other methods.

20. Monitor and maintain inventory system of county equipment in cooperation with County Board and departments.

21. Prepare and issue news releases to media when appropriate.
22. Monitor County Economic Development Commission Revolving Loan Fund and other economic development responsibilities as assigned.

23. Serve as the County Board’s principal contact and representative on all collective bargaining issues.

24. Any other duties as assigned.
Title: Kendall County Job Description – revised 021517

Department: County Administrator
Reports To: Administrative Services
FLSA Status: Exempt
Approved: In Process

I. Position Summary and Primary Purpose:
The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services Office. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues, and strategic planning within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator. The position must frequently serve as the point of contract with the County Board, residents, and elected officials and appointed department heads. Additionally, the County Administrator has multiple intergovernmental responsibilities. The County Administrator also has many management and coordination duties, such as the administration of the county budget process, the county's economic development program, risk management, and the health care benefit program administration.

IV. Essential Duties and Responsibilities:
A. Primary duty is to manage the Kendall County Administrative Services Office and Planning, Building and Zoning (PBZ) Department, in accordance with the County's organizational policies, rules, and budget parameters.
B. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) hired by the County's Administrative Services and PBZ Department.
C. Customarily and regularly performs management duties in the Kendall County Administrative Services Office, including, but not limited to, the following:
   - Developing, selecting, and training all employees in the Administrative Services Office;
   - Setting and adjusting employees' hours of work;
   - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
   - Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
   - Conducting periodic performance evaluations of all employees in the Administrative Services Office;
   - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
   - Handling both internal and external complaints and grievances related to the Administrative Services Office;
   - Disciplining employees;
   - Assigning the work among employees assigned to Administrative Services Office;
   - Providing for the safety and security of the employees and County property; and

Consulted [AKCS]: This will, of course, need to be updated

Consulted [JK]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement.

Consulted [JK]: Technically, the County Administrator job description should be separate from the Planning, Building and Zoning Director job description. These are two different departments. The Administrator is only serving as the "Interim Planning, Building & Zoning Director." As I, I would recommend the two titles be split into two separate job descriptions. You already have a section without this title (see Item 27) about the Administrator taking on another department head's job duties on an interim basis. I think that would cover the Administrator taking on PBZ Department head duties on an interim basis. If you are comfortable with Item 27, then you can delete all references to PBZ in the remainder of the County Administrator's job descriptions as it covers the basics and refers you to the PBZ Director's job description for more details about that position's essential job duties.

If you are going to split the job duties, the County Administrator permanently becomes the head of PBZ and simply manages the two County Departments. I have included some of the management duties here for PBZ. However, I would suggest you review and revise the job description further to include all other job duties for the PBZ Director, as well as just parented personnel staff. Also, if permanently merging two positions/departments, I would recommend you review all County Building and Zoning Ordinances to address this permanent merger of these departments.
Kendall County Job Description – revised 021517

- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the Administrative Services Office.

D. Serves as the Interim Director of the PBZ Department and customarily and regularly performs management duties in PBZ Department including, but not limited to, the following:
   - Interviewing, selecting and training all employees in PBZ Department;
   - Setting and adjusting employees' hours of work;
   - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
   - Maintaining production and operations records for use in supervision and control of PBZ Department;
   - Conducting regular performance evaluations of all employees in PBZ Department;
   - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
   - Handling both Internal and external complaints and grievances related to PBZ Department;
   - Disciplining employees;
   - Assigning the work among employees assigned to PBZ Department;
   - Providing for the safety and security of the employees and County property; and
   - Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.

Supervise the services and staff of the Office of Administrative Services and the Planning, Building and Zoning Department.

E. Customarily and regularly supervises and supports all County department heads by performing management duties, including, but not limited to, the following:
   - Interviewing, selecting and training all County department heads;
   - Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
   - Maintaining production and operations records for use in supervision of all County department heads;
   - Conducting regular performance evaluations of all County department heads;
   - Appraising department heads' productivity and efficiency;
   - Handling both Internal and external complaints and grievances related to County department heads;
   - Disciplining County department heads; and
   - Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all County department heads.

F. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event said--thea Department head is unable to fulfill his/her essential job duties and, on an interim basis.
Kendall County Job Description - revised 021517

basis, performs all of the essential job duties set forth in the applicable department head's job description.

G. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:

- Preparation and submittal of the annual budgets for multiple departments and programs.
- Monitors and authorizes expenditures for multiple departments and programs.
- Oversees administration of all insurance benefits programs offered by the County including, but not limited to, the County's Employee Health, Accident, Dental, and Life Insurance programs, and any other benefit program offered by the County.
- Oversees and administers the County's risk management by performing duties including, but not limited to, risk management planning, risk management policy development and administration, and safety and liability insurance activities.
- Oversees and administers the County's public-liability and property insurance programs and ensures that all county property and functions have adequate insurance coverage properly and adequately covered.
- Oversees and monitors the administration of the County's Revolving Loan Fund and other economic development responsibilities.
- Supports the County Emergency Management Systems in preparedness, response and recovery efforts.
- Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of the Kendall County Board, and its committees.
- Negotiates and enforces contracts, agreements and monitor them for compliance.
- Ensure efficient operation of the mail room of the Kendall County Office Building.
- Ensures all duties of the County are carried out in a responsible, lawful and efficient manner.

H. Acts as the County Administrator and the County Board’s liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:

- Provide administrative support and research assistance to the County Board.
- Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours.
- Prepare County Board committee agendas and minutes, as needed.
- Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Committee.

Commented [AKC1]: This is a little vague. Which departments are included?
Commented [AKC2]: Also, if the County Administrator is proposing and submitting other County departments’ budgets, this will further undercut the other department heads’ FLSA exempt status.
Commented [AKC3]: employee
Commented [AKC4]: Again, if the County Administrator is proposing and submitting other County departments’ budgets, this will further undercut the other department heads’ FLSA exempt status.

Commented [AKC5]: "Administer" seems such a passive responsibility. Do you need this clause? Contact loan recipients, communicate with the Board about the receivables, agreements, and status of the Board?
Commented [AKC6]: What are the “other economic development responsibilities”? That should be set out in more detail here. This is very vague and open to much interpretation.

Commented [AKC7]: I believe the County Administrator plays a role in the County’s emergency response plans/evacuations. Thus, I have included a proviso here. However, if that is not accurate, please correct.

Commented [AKC8]: Does the administrator who serve as a SDCA officer?

Commented [AKC9]: Is there a way to make this more specific? Is it only certain types of contracts? Are you assigned to monitor the contracts by the Board?

Commented [AKC10]: Does County Administrator have any role with grants? EAV?
Kendall County Job Description – revised 021517

- Work with all Department Heads and the Budget Committee to assure that the annual budget is properly and timely presented to the Kendall County Board for adoption.
- Coordinate with outside auditor to assure that the annual audited financial statements are presented to the Kendall County Board.
- Coordinate the auditor selection process, as directed by the County Board.
- Coordinate with outside financial advisors as approved by the County Board regarding the issuance and refinancing of bonds.
- Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board.
- Coordinate research and acts as lead for specific projects as assigned by the Board Chairperson and/or County Board.
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the Board to exercise its statutory powers and duties.
- Represent the Kendall County Board on various intergovernmental committees, boards, committees and working groups, as directed by the County Board.
- Serve as a primary contact and direct liaison on behalf of the County, with municipalities, townships, and other governmental entities and groups.
- Prepare and issue news releases to media, when appropriate and as directed by the County Board.

B. Monitor, negotiate, constitute and agreements and monitor them for compliance.
C. Ensure administrative support to for the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.
D. Prepare and issue news releases to media, when appropriate, and as directed by the Board.
E. Monitor Revolving Loan Fund and the economic development responsibilities.
F. Serve as a primary contact and representative for collective bargaining issues.
   - Ensure efficient operation of the mail system at the Kendall County Office Building.
   - Maintain and maintain confidentiality of confidential information, including information that is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Illinois Freedom of Information Act.
   - Comply with all federal, state, and local laws and regulations regarding or relating to assigned job duties, including but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act.
M. Comply with all applicable policies and procedures regarding or relating to assigned job duties.
N. Maintain the ability to respond to emergencies, exercises and other related activities.
G. Maintain regular attendance and punctuality.
P. Any other duties as required, needed or assigned by the County Board.

III. Supervisory Responsibilities:
This job has the following supervisory responsibilities:

IV. Qualifications:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.
Kendall County Job Description – revised 2019

A. Language Skills:
- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County’s department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

B. Mathematical Skills:
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rates, ratios, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Other Skills, Knowledge and Abilities:
- The person should have above average organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team oriented attitude.
- The ability to learn, understand information and ideas, and work effectively with departmental, county personnel, local elected officials, and local economic development officials.
- Knowledge of principles and practices of local government structure and services.
- Requires the ability to independently work to project completion and follow guidance.
- Computer Proficiency- Knowledge of Microsoft Word, Excel, Outlook, Power Point.

B. Work Standards and Best Practice Guidelines:
- Adheres to all work and work-related policies.
- Follows standards and guidelines which include, but are not limited to, Illinois State Statute, Federal Regulations and directives, departmental standard operating procedures, and policies established by the Kendall County Board.

C.E. Education and Experience:
- A minimum of a Bachelor’s Degree and Master’s Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related field is required.
- A minimum of seven years of increasingly responsible professional experience in public or business administration, including at least four years in a management position, is required.

D.F. Certificates, Licenses, and Registrations:
- Valid Illinois Driver’s License.
- Any and all other certificates and registrations as required for the specific duties performed.
Kendall County Job Description - revised 021517

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:
   - Frequently sit for long periods of time at a desk or in meetings;
   - Occasionally walk to other offices in the County Office Building and other County
     buildings (e.g., Kendall County Courthouse);
   - Occasionally lift and/or move up to 40 pounds;
   - Use hands to finger, handle, or feel;
   - Reach, push, and pull with hands and arms;
   - Bend over at the waist and reach with hands and arms;
   - Talk and hear in person and via use of telephone;
   - Specific vision abilities include close and distance vision, color perception, and
     depth perception;
   - Travel independently to other County office buildings and other locations to perform job
     duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee
encounters while performing the essential functions of this job. While performing the duties of
this job, the employee is subject to the following working conditions:
   - Mostly indoors; environmental conditions, except when public travelling between
     various buildings or locations to perform essential job duties.
   - The noise level in the work environment is usually quiet to moderately quiet.
   - Employee may be exposed to stressful situations while working with users, law
     enforcement, department heads, elected officials, vendors, and the general public.
   - Employee may be required to provide his/her own transportation to travel to and from
     meetings, training, conferences, etc.
   - Employee must be able to perform all assigned duties during normal business hours
     and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgment & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee
Kendall County Job Description – Clean Copy revised 021517

TITLE: County Administrator

DEPARTMENT: Administrative Services

REPORTS TO: Kendall County Board

FLSA STATUS: Exempt

APPROVED: In Process

I. Position Summary:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services Office. The County Administrator acts as the Kendall County Board’s liaison regarding the coordination and management of policy initiatives, operational issues and strategy within the daily operations of Kendall County (“County”). The Kendall County Board Chairperson (“Chairperson”) and the Kendall County Board (“County Board”) provide administrative direction to the County Administrator.

II. Essential Duties and Responsibilities:

A. Primary duty is to manage the Kendall County Administrative Services Office and Planning, Building and Zoning (“PB&Z”) Department in accordance with the County’s organizational policies, goals and budget parameters.

B. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent), assigned to the County’s Administrative Services and PB&Z Department.

C. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
   a. Interviewing, selecting and training all employees in the Administrative Services Office.
   b. Setting and adjusting employees’ hours of work;
   c. Setting and adjusting employees’ rates of pay (within pre-approved budget parameters);
   d. Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
   e. Conducting regular performance evaluations of all employees in the Administrative Services Office;
   f. Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status;
   g. Handling both internal and external complaints and grievances related to the Administrative Services Office;
   h. Disciplining employees;
   i. Apportioning the work among employees assigned to Administrative Services Office;
   j. Providing for the safety and security of the employees and County property; and

Comments [A]: This will, of course, need to be updated.

Comments [B]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement.

Comments [C]: Technically, the County Administrator Job description should be separate from the Planning, Building and Zoning Director Job description. There are two different departments. The Administrator is only serving as the "Interim Planning, Building & Zoning Director." So, I would recommend the two titles be split into two separate job descriptions. You already have a section within this section (see Item B.O) about the Administrator taking on another department head’s job duties on an interim basis. I think that would cover the Administrator taking on PB&Z Department head job duties on an interim basis. If you are comfortable with Item B.O, you can delete all reference to PB&Z in the remainder of the County Administrator’s job description. Item B.O covers the basics and refers you to the PB&Z Director’s job description for more details about that position’s essential job duties.

If you are going to simply have the County Administrator peremptuously become the head of PB&Z and simply merge the two County Departments. I have included some of the management duties here in the PDZ. However, I would suggest you review and revise the job description further to include all other job duties for PB&Z Director here, too – not just personnel supervision stuff. Also, if permanently merging two positions/departments, I would recommend you review all County Building and Zoning Ordinances to address this permanent merger of divisions/departments.
Kendall County Job Description – Clean Copy revised 021517

- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the Administrative Services Office.

D. Serves as the Interim Director of the PBZ Department and customarily and regularly performs management duties in PBZ Department including, but not limited to, the following:
  - Interviewing, selecting and training all employees in PBZ Department;
  - Setting and adjusting employees' hours of work;
  - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
  - Maintaining production and operations records for use in supervision and control of PBZ Department;
  - Conducting regular performance evaluations of all employees in PBZ Department;
  - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling both internal and external complaints and grievances related to PBZ Department;
  - Disciplining employees;
  - Apportioning the work among employees assigned to PBZ Department;
  - Providing for the safety and security of the employees and County property;
  - Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.

E. Customarily and regularly serves and supports all County department heads by performing management duties including, but not limited to, the following:
  - Interviewing, selecting and training all County department heads;
  - Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
  - Maintaining production and operations records for use in supervision of all County department heads;
  - Conducting regular performance evaluations of all County department heads;
  - Appraising department heads' productivity and efficiency;
  - Handling both internal and external complaints and grievances related to County department heads;
  - Disciplining County department heads; and
  - Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all County department heads.

F. At the direction of the County Board, serves as "acting" department head, on an Interim basis, for the applicable County department in the event the department...
Kendall County Job Description – Clean Copy revised 021517

head is unable to fulfill his/her essential job duties and, on an interim basis, performs all of the essential job duties set forth in the applicable department head’s job description.

G. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:

1. Preparation and submission of the annual budgets for multiple departments and programs.
2. Monitors and authorizes expenditures for multiple departments and programs.
3. Oversees and administers all insurance benefits programs offered by the County including, but not limited to the County’s Employee Health, Accident, Dental, and Life Insurance Programs.
4. Oversees and administers the County’s risk management by performing duties including, but not limited to, risk management planning, risk management policy development and administration, and safety and liability insurance activities.
5. Oversees and administers the County’s liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage.
6. Oversees and monitors the administration of the County’s Revolving Loan Fund and other economic development responsibilities.
7. Supports the County’s Emergency Management Systems in preparedness, response, and recovery efforts.
8. Prevents the unauthorized access to any information that may be protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and information regarding all functions of Administrative Services, the Kendall County Board and its committees.
9. Negotiates specific contracts and agreements and monitor them for compliance.
10. Ensure efficient operation of the mailing facility of the Kendall County Office Building.
11. Ensures all affairs of the County are carried out in a responsible, lawful and efficient manner.

H. Acts as the Chairperson’s and the County Board’s liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:

1. Provide administrative support and research assistance to the County Board.
2. Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours.
Kendall County Job Description – Clean Copy revised 021517

- Prepare County Board committee agendas and minutes, as needed.
- Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Committee.
- Work with all department heads and the Budget Committee to assure that the annual budget is properly and timely presented to the County Board for adoption.
- Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board.
- Coordinate the auditor selection process, as directed by the County Board.
- Coordinate with an outside financial advisor approved by the County Board regarding the issuance and refinancing of bonds.
- Oversee and communicate the status of current issues and projects to the Chairperson and the County Board.
- Coordinate research and act as lead for special projects as assigned by the Board Chairperson and/or County Board.
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards, committees, and working groups, as designated by the County Board. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, boards, committees, and other governmental entities and groups.
- Prepare and issue news releases to media, when appropriate, and as directed by the County Board.

I. Provides administrative support to the Kendall County Liquor Commissioner in processing liquor applications, renewals, and ordinance revisions.

J. Serves as a primary contact and representative for collective bargaining issues.

K. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act.

L. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

M. Maintains 24/7 availability to respond to emergencies, exercises and other related activities.

N. Maintains regular attendance and punctuality.

O. Performs any other duties, as required or assigned.
Kendall County Job Description – Clean Copy revised 021517

III. Qualifications:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:
- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County’s department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

B. Mathematical Skills:
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Other Skills, Knowledge and Abilities:
- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with County personnel, local elected officials, and local economic development officials.
- Knowledge of principles and practices of local government structure and services.
- The ability to independently work to project completion and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

E. Education and Experience:
- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields is required.
- A minimum of seven years of increasingly responsible professional experience in public or business administration, including at least four years in a management position, is required.
Kendall County Job Description – Clean Copy revised 021517

F. Certificates, Licenses, and Registrations:
   • Valid Driver’s License.
   • Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:
While performing the duties of this job, the employee must be able to:
   • Frequently sit for long periods of time at a desk or in meetings.
   • Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse).
   • Occasionally lift and/or move up to 40 pounds.
   • Use hands to finger, handle, or feel;
   • Reach, push, and pull with hands and arms;
   • Bend over at the waist and reach with hands and arms;
   • Talk and hear in person and via use of telephone;
   • Specific vision abilities include close and distance vision, depth perception; and
   • Travel independently to other County office buildings and other locations, to perform job duties.

V. Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:
   • Mostly inside environmental conditions, except when outside traveling between various buildings or locations to perform assigned job duties.
   • Noise level in the work environment is usually quiet to moderately quiet.
   • Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
   • Employee may be required to provide his or her own transportation to travel to and from meetings, training, conferences, etc.
   • Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Commented [ARK28]: I included this here because this is where it belongs, rather than in the "Education and Experience" section. However, I don't see anything in the position job duties that suggests this is truly necessary. You need a legitimate business reason for requiring a driver's license.

Commented [DZX]: Will this position require driving to meetings? Yes, any long distance driving/driving in a vehicle?

Commented [ARK28]: This list appears to be not and passed, and I don’t believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with?
Kendall County Job Description – Clean Copy revised 021517

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Signature of Supervisor

cc: personnel file, employee
Kendall County Job Description – 02012017 SAO edit

TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

a. Coordinate and provide assistance in the areas of personnel, insurance, and administrative services, including but not limited to: county insurance and benefits, personnel and administrative services, including, but not limited to: leveraging worker’s compensation, training and development, and human resources information systems.

II. Essential Duties and Responsibilities:

A. Provide assistance in the areas of personnel, insurance, and general affairs of the Administrative Services Department.

a. Act as liaison and direct contact on county’s behalf with county insurance providers.

B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.

C. Attend County Board Meetings or Committee meetings, if requested, both during and after work hours.

D. Administer employee benefit plans and programs performing duties including, but not limited to the following:

- Act as a liaison and direct contact on County’s behalf with the County’s employee benefit plan providers.
- Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions.
- Collect, update, and maintain employee benefits files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA), and basic life insurance eligibility information on carrier websites.
- Inform employees of benefit changes.
- Reply to employees’ inquiries and questions concerning employee benefits.
- Conduct informational sessions and explain insurance coverage options for employees.
- Coordinate annual open enrollment and the County’s health and wellness.

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Kendall County Job Description – 02012017 SAO edits

program and employee recognition programs.

* Track retiree and COBRA participants, collect and process premiums, and update eligibility status.
* Maintain up to date records of employee benefit information.
* Resolves billing issues.
* Participates in benefit orientation and enrollment for new employees.
* Prepares communications regarding or related to the County’s employee benefit programs.
* Monitors and maintains the County’s Employee Benefits Intranet webpage.

E. Coordinate employee recognition programs.

F. Creates and maintains Human Resources files (i.e., personnel files, benefit files, confidential files, invoices, etc.).

G. G. Assist with pre-employment requisite procedures (e.g., Coordinate request and receipt of background checks, driver’s license verifications for driving positions, verifications of employment, and employment eligibility information, etc. and deliver records for employment applicants offered a position with the County.

H. Process new liquor license applications and renewals to be submitted to the County Liquor Commission, for approval and maintain records regarding the same.

I. Administer/Manage the County’s Workers’ Compensation and County Liability Insurance Programs by determining if claims are covered, but not limited to the following:

* Process claims process by including initiating and tracking claims.
* Respond to questions and complaints about benefits.
* Resolves billing issues.
* Maintains up to date records of benefit claims and benefit information.
* Acts as a liaison and direct contact on County’s behalf with the County’s benefit plan provider.
* Prepares communications regarding or related to the County’s workers’ compensation and liability insurance programs.

J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.

Page 2 of 5
Kendall County Job Description – 02012017 SAQ edits

F. Track retiree and CGBRA participants, collect and process premiums, and update eligibility status.

G.K. Update and manage leave accruals and all timekeeping records.

H.L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compliance with all applicable state and federal statutes and governmental regulations and all applicable County policies and procedures.

I.M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance Program.

N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel monthly and/or annual reports.

O. Preserve, ensure the handling and maintain confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and information relating to personnel functions of Administrative Services, the Kendall County Board, and its committees.

P. Ensure the County complies with all applicable federal and state employment and labor laws and regulations relating to assigned job duties, including but not limited to the FMLA, Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act of 1964, as amended, the Illinois Human Rights Act, Illinois Open Meetings Act, the Illinois Freedom of Information Act, the Illinois Local Government Act, and HIPAA.

Q. Comply with all applicable County policies and procedures regarding or relating to assigned job duties.

R. Maintain regular attendance and punctuality.

K. Assist with other duties, as assigned, by supervisor.

Supervisory Responsibilities: This job has no supervisory responsibilities.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County’s department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral and written presentation skills.
Kendall County Job Description – 02012017 SAO edits

B. Mathematical Skills:
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to prepare statistical reports related to the County's human resources functions.

C. Reasoning Ability:
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve problems relating to the employee's assigned job duties.

A.D. Other Skills, Knowledge and Abilities:
- The person should have strong interpersonal skills and be able to communicate effectively both orally and in writing with senior and the general public.
- Excellent prioritization skills and the ability to meet deadlines.
- Knowledge of Human Resources terminology and computer applications.
- Knowledge of state and federal employment and labor laws, regulations, and employment practices and procedures.
- The ability to display a positive, cooperative, professional and team-oriented attitude.
- The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, local elected officials, and retirees.
- Requires the ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, Power Point.

D. Work Standards and Best Practice Guidelines:
- Adhere to all work and safety policies.
- Display a positive, cooperative, professional and team-oriented attitude.
- Must possess excellent prioritization skills and the ability to meet deadlines.
- Maintain strict confidence of sensitive personnel information.
- Follow standards and guidelines when needed, but are not limited to, Illinois State Statutes, Federal regulations and directives, departmental standard operating procedure, and policies established by the Kendall County Board.

C.E. Education and Experience:
- A minimum of a Bachelor's Degree is required.
- A minimum of five years of experience coordinating benefit and insurance information is required.
- Experience with Human Resources Information Systems is required.

D.F. Certificates, Licenses, & Registrations
- SHRM or PHR and/or CEBS certification preferred.

IV. Physical Demands:
While performing the duties of this job, the employee must be able to:
- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouses);
- Occasionally lift and/or move up to 40 pounds;
Kendall County Job Description – 02012017 SAO edit

- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Use hands to finger, handle or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office locations to perform job duties.

V. Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly indoors with environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with lasers, law enforcement, department heads, elected officials, vendors, and the general public.
- Employees may be required to provide transportation to and from meetings, training, conferences, etc.
- Employees must be able to perform all assigned duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby confirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee
As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., “Assist with x”; “process reports”; “Coordinate y”). To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes:
Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who “screen” applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee’s exempt functions.

29 CFR 541.203

Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by “general affairs”? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.
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Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by “general affairs”? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.
Kendall County Job Description – Clean Copy - 021617

TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:
Coordinates and provides assistance in all areas of the County’s human resources functions including, but not limited to, County insurance and benefits, personnel and administrative services, employee compensation, training and development, and Human Resources Information Systems.

I. Essential Duties and Responsibilities:
A. Provide assistance in the areas of personnel, insurance, and general affairs of the Administrative Services Department.
B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.
C. Attend County Board Meetings and Committee meetings, if requested, both during and after work hours.
D. Administer employee benefit plans and programs by performing duties including, but not limited to the following:
   • Act as a liaison and direct contact on County's behalf with the County's employee benefit plan providers.
   • Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions. Collect, update and maintain employee benefit files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA) and basic life insurance eligibility information on carrier websites.
   • Inform employees of benefit changes.
   • Respond to employee inquiries, questions and complaints concerning employee benefits.
   • Conduct informational sessions and explain insurance coverage options to employees.
   • Coordinate annual open enrollment and the County's health and wellness programs.
   • Track retiree and COBRA participants, collect and process premiums, and update eligibility status.
   • Maintain up to date records of employee benefit information.
Kendall County Job Description – Clean Copy - 021617

- Resolves billing issues.
- Participates in benefit orientation and enrollment for new employees.
- Prepares communications regarding or relating to the County's employee benefit programs.
- Monitors and maintains the County's Employee Benefits Intranet web page.

E. Coordinate employee recognition programs.

F. Creates and maintains Human Resources files (e.g., personnel files, benefits files, confidential files, invoices, etc.).

G. Assists with pre-employment requisite processes (e.g., background checks, driver's license verifications for driving positions, verifications of employment, employment eligibility information, etc.).

H. Processes new liquor license applications and renewals to be submitted to the County Liquor Commission for approval and maintain record regarding the same.

I. Administer the County's Workers' Compensation and County Liability Insurance Programs by performing duties including, but not limited to the following:
   - Process claims by initiating and tracking claims.
   - Respond to questions and complaints about benefits.
   - Resolve billing disputes.
   - Maintains updated records of benefit claims and benefit information.
   - Acts as a liaison and direct contact on County's behalf with the County's benefit plan providers.
   - Prepares communications regarding or relating to the County's workers' compensation and liability insurance programs.

J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.

K. Update and manage leave accruals and all time keeping records.

L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compliance with all applicable state and federal statutes and regulations and all applicable County policies and procedures.

M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance Program.
Kendall County Job Description – Clean Copy - 021617

Program.

N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel.

O. Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and Information relating to personnel functions of Administrative Services, the Kendall County Board, and its committees.

P. Ensure the County complies with all applicable federal and state employment and labor laws and regulations.

Q. Comply with all applicable County policies and procedures.

R. Maintain regular attendance and punctuality.

S. Perform other duties, as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:
   - Ability to read, research, and interpret documents and simple instructions.
   - Ability to prepare documents, reports, and correspondence.
   - Ability to speak effectively with the public, employees, outside entities, vendors, and the County’s department heads and elected officials in both a one-on-one and group settings.
   - Readiness and knowledge of the English language, spelling, and grammar.
   - Strong oral and written presentation skills.

B. Mathematical Skills:
   - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and ratios.
   - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
   - Ability to prepare statistical reports related to the County’s human resources functions.

C. Reasoning Ability:
   - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
   - Ability to deal with problems involving several concrete variables in standardized situations.
   - Ability to solve problems relating to the employee’s assigned job duties.

D. Other Skills, Knowledge and Abilities:
   - Strong organization skills.
   - Excellent prioritization skills and the ability to meet deadlines.
   - Knowledge of Human Resources terminology and computer applications.
Kendall County Job Description – Clean Copy - 021617

- Knowledge of state and federal employment and labor laws, regulations, and employment practices and procedures.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and retirees.
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

E. Education and Experience:
- A minimum of a Bachelor's Degree is required.
- A minimum of five years of experience coordinating benefits and insurance information is required.
- Experience with Human Resources Information Systems is desired.

F. Certificates, Licenses, & Registrations
- SHRM or PHR and/or CEBS certification preferred.

IV. Physical Demands:
While performing the duties of this job, the employee must be able to:
- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Occasionally lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Talk and hear to communicate with other County employees;
- Safety vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office locations to perform job duties.

V. Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:
- Mostly indoor/environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise level in this work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide his or her own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature ___________________________ Date ____________

Signature of Supervisor ___________________________ Date ____________

cc: personnel file, employee