MEETING AGENDA

1. Call to Order
2. Roll Call: Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska, John Purcell, Lynn Cullick (Chair)
3. Approval of Agenda
4. Approval of Minutes from June 27, 2017 Meeting
5. Department Head and Elected Official Reports
6. Public Comment
7. Committee Business
   - Discussion on New Legislation and Required Annual RPF for Insurance Broker and Insurance Provider
   - Deputy Administrator Job Description
   - County Administrator Job Description
   - Organizational Chart
8. Executive Session
9. Items for Committee of the Whole
10. Action Items for County Board
11. Adjournment

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time.
COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, June 27, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:30 p.m.

ROLL CALL

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Status</th>
<th>Arrived</th>
<th>Left Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Gilmour</td>
<td>Here</td>
<td></td>
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</tr>
<tr>
<td>Matthew Prochaska</td>
<td>Present</td>
<td></td>
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</tr>
<tr>
<td>Lynn Cullick</td>
<td>Here</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elizabeth Flowers</td>
<td>ABSENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Purcell</td>
<td>Here</td>
<td></td>
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</tbody>
</table>

With four members present a quorum was established to conduct committee business.

Others Present: Bob Jones, Scott Koeppel, Mike Neuenkirchen, Tracy Page

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 23, 2017

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

CBIZ Update – Scott Koeppel reported that Mr. Pajauskas met with the union representatives and United Healthcare representatives regarding better understanding of the HSA and HMO plans.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Bob Jones, Treasurer’s Office – Mr. Jones reported on an employee that enrolled for family coverage during open enrollment, but was only entered for single coverage in the United Healthcare system. Mr. Jones said has agreed to go back to April 2017, but that they denied retroactive back to January 2017. Mr. Jones asked if the committee wanted to reimburse the employee for the difference in the cost between single and family for the months of January, February and March 2017.

Mr. Jones also reported on the distribution of the HSA funds upfront, and the possibility of someone leaving the plan mid-year. Discussion on pro-rating amounts for additions to the HSA plan in mid-year, life-changing event qualifiers, timelines for the selection of providers for 2018, open enrollment dates, Lincoln insurance invoice discrepancies for July 2017 and quote for 2018,
P-T vacation and personal time-off guidelines, and an update on the reorganization and transitioning of the employee benefits to the Treasurer’s Office.

COMMITTEE BUSINESS

- Approval of 2018 County Holiday Schedule – Member Prochaska made a motion to forward the 2018 Holiday Schedule to the County Board for approval, second by Member Gilmour. With four members voting aye, the motion carried.

- Update on IDOT Funding Issues and Kendall Area Transit (K.A.T.) – Mike Neuenkirchen reviewed the letter from IDOT regarding the letter sent to all contractors partially funded by the State of Illinois. Mr. Neuenkirchen said that there is a small portion of federal funds (5311) that will not come through until the state passes a budget. MR. Neuenkirchen stated that Kendall Area Transit did operate for 6 months last year with funding cuts last fiscal year. Mr. Neuenkirchen reported that HB 2453 directs that all funds allocated for downstate operating assistance funds will bypass the general fund.

Mr. Neuenkirchen also reported that the K.A.T ridership will end this fiscal year on a 4-5 percent increase over last year, with the majority of the growth coming in the last 6 months.

Mr. Neuenkirchen also stated that there are a couple of buses that they are trying to dispose of, and are awaiting release from IDOT. They hope to have those ready for presentation to the County Board for disposal in July.

- Discussion of Transfer of Sheriff’s Office Employee Worker’s Compensation Responsibilities – Sheriff’s Office/Administration – Member Cullick asked Tracy Page about her current responsibilities regarding Workers Compensation for Sheriff’s Office employees, her access to the IPMG system, employee files, entry of new claims into the system, claim invoices that need to be paid, communication between the Administration Office and Sheriff’s Office regarding claims, and continued reporting of claim updates and information to the Admin HR Committee. Discussion on transitioning the Sheriff’s Office Worker’s Compensation responsibilities to the Sheriff’s Office.

Scott Koeppel reported that he, Sheriff Baird, Tracy Page and Latreese Caldwell will meet to discuss the specifics of transferring the responsibilities for the Sheriff’s Office Workers Compensation to the Sheriff’s Office Executive Assistant.

- Discussion on Codification – Discussion on the process for codification, and current funds available for digitalization of the records/codification of records dating back to 1841. Mr. Koeppel reported that in discussions with Debbie Gillette, she informed him that she has been scanning the majority of the documents personally. There was consensus by the committee to allow the County Clerk to proceed with scanning in preparation for codification.

- Organizational Chart – Mr. Koeppel reported that he received the Deputy County Administrator and County Administrator job descriptions with comments and suggestions from the State’s Attorney’s Office, and the organization chart was created based on the two job descriptions. There was consensus by the committee to review the County Administrator and Deputy County Administrator positions and determine the correct structure of the
Administration Office Organizational chart based on the two job descriptions at the July 6, 2017 meeting.

- Deputy Administrator Job Description – Item tabled to the July meeting

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- Approval of 2018 County Holiday Schedule

PUBLIC COMMENT – None

EXECUTIVE SESSION - Member Prochaska made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, SILCS 120-2, second by Member Gilmour.

Roll Call: Member Purcell – no, Member Cullick – yes, Member Gilmour – yes, Member Prochaska - yes. With four members present voting aye, the committee entered into Executive Session at 7:24p.m.

Committee Members Absent: Elizabeth Flowers

<table>
<thead>
<tr>
<th>Date of Executive Session</th>
<th>Retained</th>
<th>Released</th>
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<tbody>
<tr>
<td>February 4, 2016</td>
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<td>March 3, 2016</td>
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<tr>
<td>June 28, 2016</td>
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<tr>
<td>July 7, 2016</td>
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<tr>
<td>August 4, 2016</td>
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<tr>
<td>August 23, 2016</td>
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<tr>
<td>September 27, 2016</td>
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<tr>
<td>October 24, 2016</td>
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<tr>
<td>March 6, 2017</td>
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<td>April 25, 2017 – Session 1</td>
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<tr>
<td>April 25, 2017 – Session 2</td>
<td>X</td>
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</table>

With all in agreement, the committee reconvened in Open Session at 7:27p.m.

MEETING ADJOURNMENT

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

This meeting was adjourned at 7:29p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary
### Workers' Comp Claims: Dec 1, 2016 - May 31, 2017

<table>
<thead>
<tr>
<th>Department</th>
<th>Prior Year Total</th>
<th>Dec - Apr</th>
<th>May</th>
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</thead>
<tbody>
<tr>
<td>Administration</td>
<td>1</td>
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<tr>
<td>Animal Control</td>
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<tr>
<td>Circuit Clerk</td>
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<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Coroner</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>County Clerk</td>
<td>2</td>
<td></td>
<td>2</td>
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<tr>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Preserve</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>Health Dept.</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>HWY</td>
<td>1</td>
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<td>Judiciary</td>
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<tr>
<td>PEZ</td>
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<tr>
<td>Probation</td>
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<tr>
<td>Public Defender</td>
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<tr>
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<tr>
<td>State's Attorney</td>
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<tr>
<td>Technology</td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>22</strong></td>
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### W.C. Claims Expense: Dec 1, 2016 - May 31, 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
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<tbody>
<tr>
<td>December</td>
<td>$38,439</td>
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<tr>
<td>January</td>
<td>$20,318</td>
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<tr>
<td>February</td>
<td>$65,076</td>
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<tr>
<td>March</td>
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<td>April</td>
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<td>May</td>
<td>$13,000</td>
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<tr>
<td>June</td>
<td></td>
</tr>
<tr>
<td>July</td>
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<tr>
<td>August</td>
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<td>September</td>
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<td>October</td>
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<tr>
<td>November</td>
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<tr>
<td><strong>Total Claims Expense</strong></td>
<td><strong>$224,275</strong></td>
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<tr>
<td>PEDA Reimbursements YTD</td>
<td><em>(35,559)</em></td>
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<tr>
<td><strong>Net Claims Expense</strong></td>
<td><strong>$188,716</strong></td>
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### Property Claims (12/1/16 - 11/30/17)

<table>
<thead>
<tr>
<th>Dept</th>
<th>Description</th>
<th>Insurance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff</td>
<td>2012 Impala - loss</td>
<td>subrogate</td>
<td>$1,150</td>
</tr>
<tr>
<td>Sheriff</td>
<td>2013 Impala - loss</td>
<td>subrogate</td>
<td>$1,700</td>
</tr>
<tr>
<td>Sheriff</td>
<td>2016 Explorer - repair</td>
<td>County</td>
<td>$5,381</td>
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<tr>
<td>Sheriff</td>
<td>2012 Chevy Impala</td>
<td>subrogate</td>
<td>$4,140</td>
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| Total    | $12,371 |

* Salvage amount paid
## Monthly Administration / HR Summary Report

### June 30, 2017

#### Workers' Comp. Claims: Dec 1, 2016 - June 30, 2017

<table>
<thead>
<tr>
<th>Department</th>
<th>Prior Year Total</th>
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</tr>
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<td><strong>Net Claims Expense</strong></td>
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<td></td>
<td></td>
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* Salvage amount paid
Kendall County Job Description

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: [INSERT DATE]

I. Position Summary:
The County Administrator manages and provides oversight of Kendall County ("County") departments, committees, legislative and fiscal matters. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the 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 and provide oversight of County departments in accordance with the County's organizational policies, goals, and budget parameters.

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

C. Customarily and regularly directs the work of at least two or more full-time employees.

D. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
   1. Interviewing and selecting employees in the Administrative Services Office with input from the Deputy County Administrator;
   2. Setting and adjusting employees' rates of pay (within pre-approved budget parameters) with input from the Deputy County Administrator;
   3. Direct supervisor for the Deputy County Administrator;
   4. Handling both internal and external complaints and grievances related to the Administrative Services Office;
   5. Disciplining employees with input from the Deputy County Administrator;
   6. Updating and revising job descriptions for employees in the Administrative Services Office, which recommendations are given particular weight by the County Board for final approval;
   7. Making all final decisions regarding the hiring, firing, discipline, advancement, and any other changes of status for all employees in the Administrative Services Office with input from the Deputy County Administrator.

E. Customarily and regularly supervises and supports the Deputy County Administrator and assigned County department heads by performing management duties including, but not limited to, the following:
   1. Interviewing and selecting assigned department heads with input from the Deputy County Administrator;
   2. Setting and adjusting department heads' rates of pay (within pre-approved budget parameters) with input from the Deputy County Administrator;
Kendall County Job Description

3. Conducting regular performance evaluations of assigned County department heads with input from the Deputy County Administrator;
4. Appraising assigned department heads' productivity and efficiency;
5. Handling both internal and external complaints and grievances related to assigned County department heads;
6. Making all final decisions regarding the hiring, firing, discipline, advancement, promotion, and any other changes of status for all assigned department heads with input from the Deputy County Administrator; and
7. Updating and revising job descriptions for County department heads with input from the Deputy County Administrator, which recommendations are given particular weight by the County Board for final approval.

F. 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. Prepares and submits the annual Countywide budget to the County Board for approval;
2. Monitors and authorizes expenditures for assigned departments and programs;
3. 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;
4. Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage;
5. Oversees and administers the County's Revolving Loan Fund and other economic development activities including but not limited to business retention, business attraction, and business growth;
6. Preserves 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 Administrative Services, the Kendall County Board and its committees;
7. As assigned, monitors contracts and agreements for compliance;
8. Oversees grant administration for Kendall Area Transit operations.

G. 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;
3. Oversees and directs senior staff on operational issues as directed by County Board Chairperson and provide overall line supervision for all senior staff;
4. Monitors and advises the County Board of the financial status and impending activities impacting or within the County and provides analysis and reports as needed;
5. Works to ensure that the ordinances and resolutions of the County Board and the Illinois Counties Code is enforced by the appropriate authorities;
6. Facilitates the communication of information regarding County operations on a regular basis with community groups, representatives from State and local
Kendall County Job Description

governments, local businesses, employees of the County and elected offices, the public, and the media.

7. 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;
8. Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board;
9. Coordinate the auditor selection process, as directed by the County Board;
10. Coordinate with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
11. Overseer and communicate the status of pertinent issues and projects to the Chairperson and the County Board;
12. Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board;
13. 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;
14. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board;
15. Completes policy research and analysis;
16. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups; and
17. Prepare and issue news releases to media.

H. Serves as County Board representative for collective bargaining issues and negotiations as assigned by County Board.

I. 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, and the Illinois Local Records Act.

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

K. Maintains availability outside work hours to respond to emergencies.

L. Maintains regular attendance and punctuality.

M. Travel to and from meetings, training, conferences, and other County office locations to perform job duties.

N. Performs other duties, as required or 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:
1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
Kendall County Job Description

3. 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.
4. Requires excellent knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

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

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

D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:
1. Strong organization skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional, and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidelines and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skills in operating a personal computer, facsimile machine, and copier.
10. Ability to comply with all county policies and procedures, and adhere to set standards.

E. EDUCATION AND EXPERIENCE:
1. A minimum of a Bachelor's Degree from an accredited college or university is required.
2. A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.
3. A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:
1. 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:
1. Frequently sit for hours at a desk or in meetings;
2. Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10
Kendall County Job Description

3. Use hands and fingers to finger, handle, type, write, and feel;
4. Reach, push, and pull with one and/or both hands and arms;
5. Talk and hear in person and via use of telephone;
6. Vision abilities include close and distance vision, and ability to view computer monitors and screens;
7. 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:
1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
4. 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
Title: Deputy County Administrator
Department: Administrative Services
Reports To: County Administrator
FLSA Status: Exempt
Approved: [Insert Date]

I. Position Summary:
The Deputy County Administrator reports to the County Administrator and serves in place of the County Administrator in the County Administrator's absence. The Deputy County Administrator is responsible for assisting the County Administrator with the planning, organizing, directing, and managing of Kendall County's administrative functions, policies, programs and goals. The Deputy County Administrator is also responsible for delegated areas of County operations and functions including, but not limited to budgeting and finance, worker's compensation, and risk management functions. The Deputy County Administrator works collaboratively with County departments and provides direction and support to department heads in the daily management of County operations. The Deputy County Administrator will also perform special studies and projects as directed by the County Administrator and/or Kendall County Board Chairperson.

II. Essential Duties and Responsibilities:
A. Customarily and regularly supervises and directs the work of at least two or more full-time employees.

B. Customarily and regularly performs management duties including, but not limited to, the following:
1. Serves as the direct supervisor for all employees in the Administrative Services Department and performs supervisory responsibilities including, but not limited to the following:
   a. Conducts interviews for Administrative Services Department positions.
   b. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for all employees assigned to the Administrative Services Department, which recommendations are given particular weight by the County Administrator.
   c. Oversees training of all staff assigned to perform work in the Administrative Services Department.
   d. Conducts regular performance evaluations for all employees in the Administrative Services Department.
   e. Plans, assigns and directs work of all employees in the Administrative Services Department.
   f. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
   g. Makes recommendations to the Kendall County Administrator with regard to policies and procedures applicable to the Administrative Services Department, which recommendations are given particular weight by the County Administrator.

2. Serves as the direct supervisor for County department heads and performs supervisory responsibilities including, but not limited to the following:
Kendall County Job Description

a. Assists the County Administrator in conducting interviews for County department head positions.
b. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for County department heads, which recommendations are given particular weight by the County Administrator.
c. Oversees new hire orientation and training of County department heads.
d. Provides input and recommendations regarding performance evaluations for County department heads, which recommendations are given particular weight by the County Administrator.
e. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
f. Makes recommendations to the Kendall County Administrator with regard to policies and procedures applicable to County department heads, which recommendations are given particular weight by the County Administrator.

3. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies and procedures.

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

1. Plans and coordinates all phases of the budgeting process, including but not limited to the following:
   a. Prepares the annual budget document, meeting standards set by the Government Finance Officers Association, and revenue and expenditure forecasts and review of budget submissions to the Kendall County Board.
   b. Acts as a resource to County departments regarding budget issues.
   c. Assists and advises County departments in formulating budgetary goals and determining budgetary objectives.
   d. Develops, maintains, and updates the County’s short-term and long-term forecast models for budget policies, employment, and debt service.
   e. Creates and updates an instructional manual on the budget process to assist County departments who have a role in the budgeting process.
   f. Develops budget benchmarks systems, performs cost center analysis, and prepares and presents budgetary information for public hearings and other County meetings.
   g. Assists and advises department heads and elected officials in identifying alternative solutions to complex budgetary problems and funding requests.
   h. Performs financial analysis of policies, and assist in implementing approved budget-related policies and procedures.
   i. Studies and reports on the fiscal impacts of changes to employee compensation and benefits.
   j. Attends and participates in capital improvement planning sessions/meetings.
   k. Attends the County’s budget hearings and the County Board’s Budget/Finance Committee meetings, as necessary, both during and after regular work hours.
   l. Prepares spreadsheets, reports, charts, graphs, and presentations.
Kendall County Job Description

2. Exercises independent discretion and judgment to develop organizational systems, programs, and policies for efficient performance of Administrative Services Department.

3. Oversees the County Department’s grant applications and monitors the County Department’s grant funds and expenditures, as needed.

4. Oversees and administers the County’s risk management functions by performing duties including, but not limited to the following:
   a. Performs risk management planning, policy development and administration.
   b. Monitors insurance coverage for all County property and functions, and makes insurance coverage change recommendations to County Board.
   c. Administers the County’s Workers Compensation and Liability Insurance Programs by performing duties including, but not limited to the following:
      i. Processes and tracks all claims.
      ii. Responds to questions and complaints about workers’ compensation benefits and liability claims.
      iii. Resolves billing issues.
      iv. Obtains and maintains up-to-date records of workers’ compensation benefit claims and benefit information.
      v. Maintains up-to-date records of the County’s liability claims and payments.
      vi. Acts as the County’s liaison and direct contact with the County’s workers’ compensation and liability insurance plan providers and legal counsel.
      vii. Prepares communications regarding or relating to the County’s workers compensation and liability insurance programs.
      viii. Communicates and works with County departments and elected offices regarding workers’ compensation and liability insurance claims, issues and concerns.

D. Serves as the Acting County Administrator during the County Administrator’s short-term absences and/or as otherwise directed by the Kendall County Board Chairperson.

E. Attends County Board meetings, County Board committee meetings, and any other meetings as assigned by the County Administrator and/or County Board Chairperson.

F. Executes those projects/activities not easily delegated to County Departments.

G. Prepares or supervises the preparation of special studies and reports as requested by the County Administrator or own initiative.

H. Provides financial support to all County Departments

I. Financial analysis, assist with budgeting, creation of monthly reports for Kendall County Forest Preserve.

J. 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, and the Illinois Local Records Act.

K. Complies with all applicable County ordinances, policies and procedures regarding or
Kendall County Job Description

relating to assigned job duties.

L. Maintains regular attendance and punctuality.

M. Travels to and from meetings, training, conferences, and other County office locations to perform job duties.

N. Performs other duties, as required or 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:
1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. 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.
4. Requires excellent knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

B. MATHEMATICAL SKILLS:
1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

C. REASONING ABILITY:
1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:
1. Strong organization skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, Questica Budget Software.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skill in operating a personal computer, facsimile machine, and copiers.
10. Ability to comply with all County policies and procedures, and adhere to set standards.
Kendall County Job Description

E. EDUCATION AND EXPERIENCE:
   1. A minimum of a Bachelor's Degree in accounting or related field from an accredited
college or university is required.
   2. A Master's Degree from an accredited college or university with major course work
in public administration, business administration, public finance, accounting, or
related fields, or equivalent work experience is preferred.
   3. A minimum of seven years of increasing responsible professional experience in
public or business administration, including at least four years in a management
position, is preferred.

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   1. Frequently sit for hours at a desk and/or in meetings.
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pounds;
   3. Use hands and fingers to finger, handle, type, write, and feel;
   4. Reach, push and pull with one and/or both hands and arms;
   5. Talk and hear in person and via use of telephone;
   6. Vision abilities include close and distance vision, and ability to view computer
monitors and screens;
   7. 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:
   1. Mostly inside environmental conditions except when outside traveling between
various buildings or locations to perform assigned job duties.
   2. The noise level in the work environment is usually quiet to moderately quiet.
   3. Employee may be exposed to stressful situations while working with staff, law
enforcement, department heads, elected officials, vendors, and the general public.
   4. Employee must be able to perform all assigned job duties during normal business
hours and outside of normal business hours.

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Employee Receipt Acknowledgement & Signature  Date

_________________________  ______________________
Signature of Supervisor  Date

cc: personnel file, employee