

Personnel and Salary Committee
Tentative Minutes
April 9, 2019

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Corbitt, Heuer, Finfrock, McLester, McKinney and Smith. Others: Typer.
2. Approval of Minutes – March 12, 2019 - Motion by McKinney to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. New Business
 - Performance Review Format for Appointed Department Heads: Kenney asked the Committee if they could reach out to any contacts they may have that may have performance review forms. Kenney stated there has been a request to develop such review. Smith questioned if we could come up with a uniform way since there is such diversity. Finfrock will contact UCCI to see if they have a template. Corbitt questioned who would be doing the evaluations; Kenney stated his opinion is the Committee Chairman and another board member. Corbitt stated her concern is that we do not know the jobs. Smith stated if we go down this road and come up with a policy, this Committee should do the reviews.
 - County Administrator: County Clerk Cook emailed out the job description; Kenney wanted the Committee to review it. Kenney has spoken with Sparrow about the topic and he is in favor of it as well. Corbitt stated all Dept. Heads that she has spoken with are in favor of it. Smith stated his concern is the age of the job description and asked if this is a topic we should take to the voters. Discussion was held regarding the previous Administrators. Smith would like to see other Administrator job descriptions to compare.
 - Part-Time Administrative Assistant for County Board: Kenney was requested to look at this position again; job description was emailed as well. Finfrock stated he does not need this position but the Chairman does many things that are time consuming. Kenney stated the County Clerk's staff is having difficulty getting things done because they are down a position. Heuer compared the 2 job descriptions and there are only 6 items that are the Assistant's duties that are not on the Administrator's. Heuer stated an Assistant will not solve the problem; not having a single source to deal with multiple problems. Heuer compared the County to a business without a CEO. Finfrock stated the position is part-time with no benefits; Kenney stated the hours may fluctuate. Smith asked how soon they want to move on this; Heuer suggested the beginning of the budget cycle.
 - Marijuana Policy: Kenney stated regardless of what the State does, we can have our own policy and we already have one in place.
 - Courtesy Email Notification for Department Heads: Kenney stated there is a problem with Elected Officials/Dept. Heads that feel they can come and go as they please without letting anyone know. It is problematic for those chair people and the Chairman; there is a level of courtesy that should be extended. Kenney stated if they will be out of the office, they need to let someone know. It is not all Elected Officials/Dept. Heads but Kenney felt it is frustrating to get something done. Discussion continued.

- Focus House – New Hires: Mason stated she just recently had a retirement. That retiree did many various duties and Mason would like to revise the job duties and focus on marketing and project manager. The redesigned position would start at a lower salary and she would like to fill the vacancy right away. Smith questioned the start of a building fund; Mason stated they will be looking at that. Motion by McKinney to approve filling the vacancy, 2nd by Smith. Motion carried. Kenney informed Mason the next step is to present it to the Finance Committee.

4. Old Business

- CIRMA Training: Kenney hasn't received any specific requests from Dept. Heads.
- Sikich Staff Study Draft Report: Waiting on a report from Gouker.
- Substance Abuse Contact for Employees: Kenney stated we do have coverage under the health insurance.

5. Closed Session: None

6. Public Comment: None

7. Adjournment: Motion by Finrock to adjourn, 2nd by Heuer. Motion carried. Time: 8:59 a.m.

Respectfully submitted,
Tiffany O'Brien

**POSITION DESCRIPTION
COUNTY ADMINISTRATOR
OGLE COUNTY, ILLINOIS**

PURPOSE

The County Administrator shall advise, assist and act as agent for and be responsible to the Ogle County Board for the proper and efficient administration of such affairs of the County as are assigned to the position by the Board.

SUMMARY

The County Administrator directs day-to-day operations of the County functions and activities that fall under the jurisdiction of the County Board. Plans, develops, presents and recommends policies and programs for consideration by the Board. The administrator will coordinate County departments, offices, or agencies under the Board's jurisdiction or policy. Performs highly responsible administrative work in planning and directing the administrative affairs of the County and provides direct supervision of centralized administrative services. Cooperatively works and collaborates with all departments, offices, and agencies not under the Board's jurisdiction or policy control to promote a high level of interdepartmental cooperation and consistency of administrative procedures and operations.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities shall include, but will not be limited to the following:

- 1). Administers and enforces ordinances and policies approved by the Ogle County Board. Manages the day-to-day operations of the County government under the jurisdiction and policy control of the Board; assists County departments and agencies in providing cost efficient and effective delivery of services and performances of operations; and receives informational reports from County departments upon request.

- 2). Attends and participates in Board and Board Committee meetings; assists in preparation of agendas and supporting materials; provides staff support and research; under Board direction, develops and recommends policies and procedures for consideration
- 3). In conjunction with the Finance Committee, prepares and submits to the Board an annual budget in accordance with state law and policy guidelines approved by the Board; reviews departmental and agency budget requests, including all funds, departments and agencies which the Board is required to review and approve; monitors budget implementation and provides periodic reports to the Board.
- 4). Provides liaison and continuing communication between the Board and County departments, offices, and agencies not under the Board's jurisdiction or policy control.
- 5). Responds to public inquiries, complaints and concerns in a tactful, timely and effective manner; oversees the development and dissemination of public information and/or media releases as directed by the Board.
- 6). Administers the County's Personnel Policy, reviews and recommends changes in such Policy; assists committees in the recruitment, employment, and performance review of department heads; participates in labor relations/negotiations; assists with contract administration. The County Board shall retain the authority to hire and dismiss appointed department heads.
 - (a) ***Payroll / Pay Grade Changes shall be reviewed by the County Administrator prior to submission to the appropriate payroll personnel for implementation.***
Adopted by the County Board on December 18, 2007
- 7). Administers the County's purchasing procedures; reviews specifications for major purchases of services as well as equipment; negotiates leases, contracts and other agreements.
- 8). Develops and supervises non-departmental grant applications and awards, monitors expenditure of grants and required reporting.

- 9). Assist in the evaluation and consolidation of County Board Committees to better facilitate and expedite the business of the County.
- 10). Performs other duties as assigned or required.

CONDITION OF EMPLOYMENT

The final candidate will be subject to a thorough background and reference check as well as drug screening. County residency will be a requirement of employment.

LIMIT OF AUTHORITY

The County Administrator shall have only those powers and duties which are administrative or ministerial in nature. No provision is intended to vest in the Administrator any duty, or grant to the position any authority, which is invested by State or Federal statute, regulation or County ordinance in or on any other County Officer. No provision shall be construed to delegate to the Administrator any policy making or other authority required to be performed by the Board nor shall the Administrator have the power to bind, obligate or commit the County in any manner except by express grant of authority by the Board.

REMOVAL

The county administrator is an employee at will who serves at the pleasure of the board. The county administrator may be removed by a majority vote of the members at any regular or special meeting of the board. In situations where the chairman deems it necessary, the chairman, with the concurrence of the States Attorney, shall have the power to order the immediate suspension of the county administrator with pay until acted upon by the board. In such cases, the board shall act upon the suspension, following a hearing with the administrator, within ten days voting either to remove permanently or reinstate the county administrator.

**OGLE COUNTY ADMINISTRATIVE ASSISTANT TO
COUNTY BOARD CHAIRMAN, VICE-CHAIRMAN AND
COMMITTEE CHAIRMAN AND VICE-CHAIRMAN
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant

DATE ISSUED: _____

JOB CLASS: Part-time, 19 hours per week (hours vary per month)

DATE REVISED: _____

RESPONSIBLE TO: Chairman of the County Board

POSITION SUMMARY:

Under general supervision of the County Board Chairman, performs a variety of clerical and support functions to the operations of the Ogle County Board Chairman, Vice-Chairman and Committee Chairman and Vice-Chairman. Routine duties include typing and computer work, filing, answering phones, data entry, duplication work, customer service, and other clerical support services. Position is part-time, 19 hours per week (hours vary per month), and does not include benefits. Salary: An hourly rate of \$15 to \$17 per hour based on experience and qualifications.

ESSENTIAL / MAJOR DUTIES AND RESPONSIBILITIES:

1. Attend and transcribe all County Board Committee meetings (regular and special meetings),
2. Prepare County Board Committee Agendas with Committee Chairman and/or Vice-Chairman to be forwarded to the County Clerk's Office for posting,
3. Type letters, reports, correspondence, spreadsheets, and other documents as needed,
4. Receives and prepares for sending mail and/or e-mail communications,
5. Answers phones and conducts phone support services,
6. Greets and receives visitors,
7. Maintains and orders general office supplies,
8. Schedule appointments, as needed,
9. Assists with applications for grants and submission of grant-related forms, reports, and documents,
10. Assists with the creation and writing of Resolutions and Ordinances to be presented to the Ogle County Board,
11. Performs general secretarial duties and other office related duties as assigned by the Ogle County Board Chairman and Vice-Chairman,
12. Special assignments: periodically respond to special projects as assigned by the County Board Chairman and/or Vice-Chairman.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

**OGLE COUNTY ADMINISTRATIVE ASSISTANT TO
COUNTY BOARD CHAIRMAN, VICE-CHAIRMAN AND
COMMITTEE CHAIRMAN AND VICE-CHAIRMAN
JOB DESCRIPTION**

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Proficient computer skills – Microsoft Word, Excel and Access;
- Ability to Multi-task;
- Knowledge of accounting practices and office terminology;
- Ability to acquire knowledge of State Statutes, County Ordinances, and other state agency rules and regulations;
- Knowledge of coding, filing and indexing;
- Knowledge of the practices and methods of personal computer operations and typing;
- Ability to establish and maintain working relationships with government officials, other county employees, and the general public;
- Strong sense of customer service, tact and common courtesy.

EDUCATION & EXPERIENCE:

- Minimum High School Diploma or GED;
- Experience required in, but not limited to computers, typing, filing, telephone skills, working with the public in a professional manner, and usual clerical functions.