

Personnel and Salary Committee
Tentative Minutes
June 11, 2019

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Corbitt, Heuer, Finfrock, McKinney and McLester. Others: Director of Court Services Cindy Bergstrom, Interim Assessor Carol Magnuson, Circuit Clerk Kim Stahl and Typer. Absent: Smith.
2. Approval of Minutes – May 14, 2019 - Motion by McKinney to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. New Business
 - Court Services Request for Probation Officer: Bergstrom informed the Committee that she has had a resignation of an Adult Probation Officer; it is a much-needed union position. It is partially reimbursed by the State. The position handles about 80-100 pre-trial cases along with the normal caseload. The salary would be lower than the previous employee. Kenney asked if her Committee was aware of it; Bergstrom stated she was not at last month's meeting however, the Chairperson is aware. Motion by Heuer to recommend filling the vacancy, 2nd by McLester. Motion carried.
 - Supervisor of Assessment Possible New Hire: Magnuson stated her retirement is getting closer and they cannot operate with only 2 employees. She is asking for an increase in current salaries along with a part-time position that will eventually turn into full-time. The job duties of the current employees have changed drastically since their hire dates. Magnuson cited a paragraph from the Equal Pay Act. Finfrock questioned her retirement date; Magnuson stated she hasn't set a date yet but would still need time to train someone. Assessment values need to be in by end of September. Kenney asked if she has spoken to her Committee. Magnuson stated she has not; she thought the process was to start with the Personnel Committee. Kenney recommended that Magnuson start with her Committee and see how they want to handle it. Heuer stated it does go to the Committee first then to Personnel with a recommendation. Corbitt would like time to look over the information before making a decision. Kenney would like to see valid job descriptions for the staff. Corbitt asked when she would like to see the increases effective; Magnuson stated she would like it effective January 2019. Finfrock asked when the part-time position would go full-time, when Magnuson retires. Kenney reminded Magnuson to go before her Committee then come back to them.
 - Yearbook Review: Heuer read the description; discussion was held regarding job descriptions and personnel reviews of Appointed Dept. Heads. Consensus of Committee to leave as is.
4. Old Business
 - CIRMA Training: A memo has been sent out to the Dept. Heads.
 - Sikich Staff Study Draft Report: None
 - Performance Review Format for Appointed Department Head: Corbitt stated she has had a difficult time getting copies of personnel reviews from other counties. Bergstrom has one that she will forward to Committee and they can change it to meet their wants.

- County Administrator: None
- Part-time Administrative Assistant for County Board: Kenney stated this position is in the budget according to the Finance Chairman.
- Department Head Salary Adjustment: Kenney stated there is money in the contingency line for the IT Dept. Manager increase along with the IT Assistant position. Corbitt questioned if it was in the IT budget, not contingency. Heuer stated the IT Committee has not discussed hiring an assistant position.
- Salary Range for Existing Position: None
- Heuer suggested they contact Sikich regarding the recreational marijuana law that has recently been passed. Discussion was held regarding the current drug free policy.

5. Closed Session: None

6. Public Comment: None

7. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 8:55 a.m.

Respectfully submitted,
Tiffany O'Brien

Robin L. Brunschon
DeKalb County Chief County Assessment Officer



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Sycamore, IL 60178
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Chief Deputy of Assessments—Chief County Assessment Office

POSITION SUMMARY

Under general direction, performs highly technical duties in the maintenance of records for property assessment purposes; acts as lead worker to other office employees; supervises the office in the absence of the Chief County Assessment Officer. coordinates and performs full clerical, general office duties, customer service and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Maintains records and files according to an established system.
- Acts as liaison for the township assessors and taxpayers to produce accurate property assessments
- Researches information to provide data and answer questions.
- Evaluates assessor records.
- Changes use codes as appropriate.
- Receives monies by mail or over the counter; writes receipts, prepares monies for deposit with the County Treasurer's Office.
- Performs various clerical duties, e.g. (utilizing standard office equipment, to include: taking incoming calls, emails, taking and transmitting messages, maintaining calendars, making photocopies, performing data entry, faxing documents, typing, and word processing)
- Acts as lead worker for office employees, answering questions and occasionally assigning duties.
- Assumes duties of office manager in the absence of the Chief County Assessment Officer.
- Performs related duties as required or assigned

QUALIFICATIONS

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. Knowledge of:

- Department operations, policies and procedures
- Business English, spelling, grammar and punctuation

Skill in:

- Various office equipment; copier, facsimile and scanning devices
- Microsoft Office software; Outlook, Word, Excel, Power Point

- Verbal and/or written communications

Ability to:

- Establish and maintain effective working relationships in the department as well as with other departments and others.
- Communicate and use interpersonal skills to interact with coworkers, supervisors, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Recognize problems, identify alternative solutions and make appropriate recommendations
- Manage projects and multiple priorities simultaneously and prioritize work flow when needed
- Interpret and apply policies, procedures and guidelines
- Maintain filing systems
- Write and edit documents
- Maintain confidentiality
- Manage calendars

EDUCATION and/or EXPERIENCE

Two years of office experience providing a high volume of clerical support, organization and public contact or an equivalent combination of training and experience.

Two years experience and knowledge of the Property Tax Cycle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

STARTING SALARY OF \$19.96 PER/HOUR/WHICH CAN BE NEGOTIATED DUE TO EXPERIENCE

THIS IS A FULL-TIME AFSCME POSITION. (40 HOURS PER WEEK).

This position also includes retirement benefits in IMRF and a full benefits package.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Chief Deputy of Assessments position and I certify that I can perform these functions.

Employee Signature

Employee Name (Printed)

Date 06/10/2019

*Management has the right to add or change the duties of the position at any time.

Please send a completed DeKalb County employment application, available at www.dekalbcounty.org and resume and the above signed form to:

Robin L. Brunshon, DeKalb County Supervisor of Assessments, 110 E. Sycamore St. Sycamore, IL. 60178
rbrunshon@dekalbcounty.org 815-895-7120

Ogle County Assessment Office

Note: (Prior to 2019 five people in the office.)

Tricia Black 15 years in the Assessment Office

Job Description:

- Answer Phone
- Wait on Counter – Answer Customers' questions – regarding Taxes, assessments, exemptions, property lines.
- Log in weekly deeds.
- Sort deeds with Real estate tax declarations- and determine splits from transfers- pin numbers
- Give to mapping to verify legals, get transfer back and verify Grantors and Change ownership of the parcels.
- File deeds.
- File real estate transfer for our records.
- Produce Sales Reports for General public/ residential and Ag. reports
- Process Real Estate transfer declarations to mail to Dept. of Revenue. (Transfer Declarations have to be coded to verify use, and then used in the Sales Ratio Study, which then tells what level of assessment the different township assessors need to assess at to get to 33.33 for the year, which then transfer to a 1.000 factor to the county from the state.)
- 2018 – Process all real estate transfer declarations (now Revenue uses My Dec system, which Tricia went to Class for to entry tax declarations into the State online system. All Real estate tax declarations must be entered into the My Dec system, and the paper declarations still need to mailed to revenue. (Adds one to two hours a week of work.)
- Process and file current year exemptions (7) plus rentals. Keep prior years and next tax year updated in the system of the exemptions that are renewed. Usually we work in three years at a time. Mail the renewal forms exemptions, do address Changes for tax bills, as well as, mortgage address update for tax bills.

2019 – (Three people in the office)

- Answer Phones, Wait on counter – (increased time needed for this due to lack of people in the office.
- Login Weekly deeds.
- Sort deeds, now *verify legals* and decide what is to be split or transferred.
- Enter Transfers and sales.
- Prepare and login in Splits for mapping (GIS), then when mapping is done she processes the new information. Old parcels are retired and new parcels with owners and tax information is entered, i.e.: acres, taxing districts, use.

- She then passes information to Carol for Assessments (special program for farmland only licensed on Carol's computer from Bruce Harris & Associates). Deeds are processed and given to Shelley to verify info and then she files deeds and Real Estate Transfer Declarations after they have been entered in the computer and My dec system, and paper declarations are mailed in each month.
- Process Exemptions that are renewed annually. (5) Now and then filed. Keep prior years and file next year's exemptions until able to be entered. Mail exemptions – 4 are mailed out each year.
- Address Changes for tax bills.
- Site address updated – sent from zoning for entering.
- Mortgage address.
- When bills are mailed process the returned bills and correct address so that bills can be resent.
- Help review tax bills to determine if they need to be adjusted.
- Mail sales records.
- Help prepare any mailings done from the office. (Reassessment notices – usually done by the whole office to get ready for mailing.

Ogle County Assessment Office

Shelley Morrison – Three years assessment office.

(Prior experience – working in the Records' Office)

2018 and prior years. (Five people)

- Answer phone – Main person
- Wait on customers – Main person
- Answer e-mails and billing for requests for farm cards, parcel reports, etc.
- Enter Exempt properties in the computer and file (done annually)
- Enter Mortgage address changes
- Get voter list and enter senior exemptions.
- File deeds and Real Estate Tax Declarations.
- Answer requests from zoning on creation dates.

2019 (three people only.)

- Answer phones
- Wait on Customers at the counter
- Answer e-mails and billing for requests
- Printing, mailing, and entering total exemptions.
- Enter mortgage address changes.
- Get voter list and enter senior exemptions
- Enter Senior Freeze exemptions and file.
- File deeds and real estate tax Declarations.
- Answer requests from zoning on creation dates.
- Enter mobile home information into computer and file.
- Enter zoning permits into computer and file.

Note: Duties will increase as transition in the office occurs.

My Office.... Shelley.... \$13.93 per Hr started 06-16 (Shelley left recorders in 2008 at \$23,000 – now \$25,353.

Tricia \$17.55 per Hr. started 10-04

Clerk's Office Recent Hires

S. Thompson - 16.05 per Hr. started 10-15-2018

R. Duke.... 17.42 per Hr. started 10-2017

New pt Hire \$14.00 to \$15.00 to then be full time...

New pt Hire Treasurer's \$14.00 per hr.

Illinois recently passed changes to the Illinois Equal Pay Act (EPA) of 2003, which became effective on January 1, 2019. I will go over the most important changes in this article.

What is the Illinois Equal Pay Act (EPA) of 2003?

The EPA says employers cannot pay men and women differently for the same or substantially similar work. This includes work that is done in similar conditions. It also includes jobs that require equal skill, effort, and duties.

It is OK to pay men and women differently if it is due to one of the following:

- a seniority system,
- a merit system,
- a system that measures earnings by quantity or quality of production, or
- some other reason that isn't sex (or another protected class)

OGLE COUNTY PROBATION DEPARTMENT

FIFTEENTH JUDICIAL CIRCUIT

106 SOUTH FIFTH STREET, SUITE 100, OREGON, ILLINOIS 61061
OREGON OFFICE: (815) 732-1180 ROCHELLE OFFICE: (815) 562-2287
FAX: (815) 732-1281



JOB ANNOUNCEMENT: Adult Probation Officer

Salary Range: \$34,683.52*

Close Date: June 28th, 2019

Duties for this position include serving the Court through the supervision of offenders such as conducting home visits and other fieldwork, report writing, court testimony, on-call assignments, drug testing, as well as other duties including those mandated by the Illinois Compiled Statutes.

Abilities needed include developing competency in the duties of a probation officer; gaining a working knowledge of the criminal justice system; demonstrating strong organizational, writing and computer skills; exhibiting skills to work well with a wide array of people including offenders and their families, victims of crime, co-workers, court personnel and law enforcement, as well as, members of the community.

Qualities being sought are integrity, professionalism, dependability, confidentiality, flexibility, and a willingness to learn new skills.

Minimum Qualifications: Bachelor's Degree from an accredited college or university; preferably with major course work in criminal justice, psychology, sociology, or related social/human services field.

Compensation: \$33,031.84 (Probationary Period); \$34,683.52 after six months; plus, benefits. *Consideration for prior related job experience will be made.

Probationary Period: Six months

The applicant selected must adhere to the Model Code of Professional Conduct for Illinois Probation/Court Services employees set forth by the Administrative Office of the Illinois Courts.

Those interested must submit a cover letter and resume by June 28, 2019. Submissions should be directed to: Cindy Bergstrom, Director of Court Services, Ogle County Judicial Center, 106 S. 5th Street, Suite 100, Oregon, IL 61061

****In addition, interested applicants must submit a state application for probation and court services employment and be added to the hiring list, prior to interviews. This application and related instructions can be accessed at the Illinois Courts website:**

http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/Probation-Court_Services_Employment-Promotion_Application.pdf

JOB DESCRIPTION: Adult Probation Officer

Pursuant to the provisions of 730 ILCS 110/15, and in keeping with the guidelines of the AOIC, the following requirements apply:

Any person employed by Illinois probation and court services departments shall be:

- A. A citizen of the United States.
- B. A resident of the State of Illinois within 90 days of the date of employment (the circuit courts may impose more restrictive employment requirement.)
- C. Otherwise, generally qualified as provided by law or rule of the court. Circuit court policy may establish more restrictive employment requirements.
- D. Have an automobile along with appropriate driver's license, insurance, and a telephone.

Non-Supervisory Personnel

Any person employed in a non-management, non-supervisor (e.g., a pretrial, probation or detention officer) shall have:

- A. A bachelor's degree from an accredited college or university, preferably with major course works in criminal justice, psychology, sociology, social work, or related social science.

"Non-Supervisory" personnel are defined as a probation or court services officer with no professional staff under his or her administrative direction or control.

This position is under the direct supervision of the Unit Supervisor. The Probation Officer, depending upon the position and duties assigned, may be responsible for performing the following services; pretrial, intake, pre-sentence investigations, electronic monitoring, public service work, probation supervision or specialty court duties.

This includes the gathering of information, preparation of case files, preparation of reports for the Court and other agencies, monitoring clients' activities, providing testimony in court when necessary and monitoring the collection of court ordered monies.

The Probation Officer in this unit works closely with the Judiciary, the State's Attorney's Office, the jail, all local, state and federal law enforcement agencies along with a number of other criminal justice personnel and social service treatment programs. Probation officers should develop a good working knowledge of social services available for clients at both the local and state level. The Probation Officer will perform additional duties as assigned. As assigned, probation officers are on call and responsible to provide intervention or emergency services outside normal working hours (i.e. Drug Court or scheduled on call).

Significant Responsibilities: Requires ability to interview, evaluate information and make reasonable decisions; requires ability to maintain accurate records and files; requires ability to communicate effectively both orally

and in writing; requires ability to understand the unique problems of offenders; requires patience and the ability to cope with stressful situation; requires ability to establish and maintain satisfactory/professional working relationships with staff, probationers, the Court, criminal justice personnel and the public.

Illustrative Examples of Work:

1. Provides supervision to probationers; provides supportive assistance on emotional, mental health, family, educational, financial, employment, or other related issues; identifies current and potential problem areas which may necessitate attention and ascertains an appropriate supervision plan; conduct office interviews of probationers; conducts field work visits, investigations, crisis prevention and staffing of clients.
2. Interviews Offenders, obtaining information about present and any past offenses, social history and other pertinent facts; performs other investigative functions, obtaining and/or attempting to verify information; provides and produces reports and appears at hearings to answer questions and provide information.
3. Prepares written presentence reports on clients referred by the Court; provides information to the presiding judge concerning disposition for optimal treatment of offenders; collects and evaluates information from a variety of sources.
4. Prepares and maintains appropriate records and files for use and for dispensing to the courts and governmental agencies. These records and files may consist of automated records and hard copy records.
5. Performs other duties as assigned or required.
6. Demonstrates accountability, integrity and maturity in all aspects of the job.