COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE
Kendall County Historic Courthouse
110 West Madison, Courtroom, Yorkville, IL 60560
Monday, October 6, 2025 at 5:30 p.m.

MEETING AGENDA

1. Call to Order

2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg

3. ** MOTION (VV):* Approval of Agenda *(page 1)*

4. ** MOTION (VV):* Approval of Minutes for the August 4, 2025, Human Resources & Insurance Committee Meeting (page 2-5)

5. Committee Reports and Updates
- A. Monthly Benefits Report *(page 6-7)*
- B. Monthly Human Resources Department Report *(page 8)*

6. New Committee Business
- A. ** MOTION (VV):* Approval of Revised Maintenance I Job Description *(page 9-14)*
- B. * MOTION (VV): Approval of Revised Maintenance II Job Description (page *15-21)*
- C. * MOTION (VV): Approval of New Part Time Maintenance I Job Description *(page 22-27)*
- D. * MOTION (VV): Approval of New Senior Human Resources Generalist Job Description *(page 28 – 33)*
- E. * MOTION (VV): Approval of Revised Kendall County Organizational Chart and Headcount *(page 34-35)*
- F. Discussion of Possible New ERP Analyst position

7. Old Committee Business

8. Chairman's Report

9. Public Comment

10. Executive Session
- A. Review 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, 5ILCS 120-2/21.

11. Items for Committee of the Whole

12. Action Items for County Board
- A. Items for Consent Agenda
- B. Items under Committee Business

13. 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
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, August 4, 2025 at 5:30 p.m.

Call to Order
The meeting was called to order by Committee Chair Ruben Rodriguez at 5:34 PM

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Present	5:30	
Jason Peterson	Present	5:30	
Elizabeth Flowers	Absent	Absent	
Zach Bachmann	Absent	Absent	
Matt Kellogg	Present	5:30	

Others Present: County Administrator Christina Burns, Human Resources Director Leslie Johnson, and Human Resources Generalist Brenda Benz

Approval of Agenda: Member Matt Kellogg made a motion to approve the agenda, second by Member Jason Peterson. With all present members voting aye, motion carried.

Approval of Minutes for the July 7, 2025, Human Resources & Insurance Committee Meeting**:** Member Matt Kellogg made a motion to approve the minutes, second by Member Jason Peterson. With all present members voting aye, the motion carried.

Committee Reports and Updates:

A. Monthly Benefits Report:

Chief Deputy Bob Jones provided the Committee with the monthly benefits report. Chief Deputy Jones stated there was nothing out of the ordinary to report.

B. Monthly Human Resources Department Report:

Human Resources Director Leslie Johnson provided the Committee with the monthly Human Resources Department report. Director Johnson informed the Committee that the Department is completing the County's annual property and auto insurance audit in preparation for upcoming insurance renewal discussions. Director Johnson also informed the Committee that Yohantz Miggins has joined the team as a Human Resources Generalist for Kendall County. Director Johnson reported the Employee Olympics and the recent Employee Appreciation lunch were a success. Thank you to the employees and Kendall County Board members who were able to attend the luncheon.

New Committee Business:

A. Resolution to Amend the 2025 Kendall County Holiday Schedule

Human Resources Director Johnson explained to the Committee that this Resolution seeks to adopt a modified 2025 holiday schedule, which mirrors the modified holiday schedule recently set for the Kendall County Circuit Court. Human Resources Director Johnson explained the modified holiday schedule, if approved, would add a half day holiday for Christmas Eve this year.

Member Peterson made a motion to forward this action item to the County Board for approval, second by Member Kellogg. With all present members voting aye, the motion carried.

B. Resolution to Establish the 2026 Kendall County Holiday Schedule

Human Resources Director Johnson explained to the Committee that this Resolution seeks to adopt a 2026 holiday schedule, which mirrors the 2026 holiday schedule recently set for the Kendall County Circuit Court.

Member Peterson made a motion to forward this action item to the County Board for approval, second by Member Kellogg. With all present members voting aye, the motion carried.

C. Responses to Kendall County's Request for Proposals for Professional Insurance Brokerage and Consulting Services for Property Insurance, Liability Insurance, Cyber Insurance, and Workers' Compensation Insurance

Human Resources Director Johnson informed the Committee that Kendall County received four (4) responses to the County's Request for Proposals (RFP) for Professional Insurance Brokerage and Consulting Services for Property Insurance, Liability Insurance, Cyber Insurance, and Workers' Compensation Insurance. Staff reviewed the responses received and scored each response based on the 100-point rating system that was set forth in the RFP. The responses were ranked in order of highest average score to lowest average score. The response with the highest average score was Alliant Insurance Services, Inc.

Director Johnson asked the Committee if the Committee would like to invite any of the respondents to present their proposal to the Committee of the Whole on August 14, 2025. The Committee responded that no presentation was needed at the Committee of the Whole meeting. Member Kellogg made a motion to forward Alliant Insurance Services, Inc.'s Response to Proposal to the Kendall County Board for approval, second by Member Peterson. Director Johnson requested the Committee postpone its vote on this motion until the Committee completed its discussion on the next topic on the agenda. Following the discussion held on the next topic on the agenda (detailed below), Member Kellogg withdrew his motion to forward Alliant Insurance Services, Inc.'s Response to Proposal to the Kendall County Board, and Member Peterson withdrew his second.

D. Property, Liability, Cyber, and Workers' Compensation Insurance for 2026 Policy Year

Several months ago, the Committee authorized staff to research other possible insurance pools for property, casualty, liability, cyber, and workers' compensation insurance. Director Johnson provided the Committee with an overview of the Counties of Illinois Risk Management Agency (CIRMA) as an alternative joint insurance pool. Director Johnson informed the Committee that Director Johnson, County Administrator Burns, and Management Analyst Borowska met with CIRMA representatives on two occasions to review and discuss the services that CIRMA can provide to its members. As part of the review process, staff completed a reference check by contacting many of CIRMA's current members and many provided positive feedback regarding CIRMA.

Director Johnson notified the Committee that the Illinois Counties Risk Management Trust (ICRMT) requires members such as Kendall County to provide at least ninety (90) calendar days advance written notice of its intent to withdraw from ICRMT. Director Johnson informed the Committee that, if the County would like to explore other options for insurance in 2026, the County must provide written notice of its intent to withdraw from ICRMT by September 1, 2025. Director Johnson confirmed with the County's insurance broker that the County can rescind its notice of intent to withdraw at any time prior to renewal on December 1, 2025 and can then remain with ICRMT in 2026. Director Johnson also informed the Committee that, if the County decides to submit notice of intent to withdraw from ICRMT, ICRMT is not bound to its original renewal projection and the member is treated as though it is a new risk.

Director Johnson asked the Committee if the Committee would like staff to move forward with obtaining a quote from CIRMA, and the Committee provided direction to staff to move forward with obtaining the quote from CIRMA. Director Johnson also asked the Committee if the Committee authorized staff to issue a notice of intent to withdraw from ICRMT, and the Committee provided staff with authorization to issue the County's notice of intent to withdraw from ICRMT.

Director Johnson informed the Committee that an insurance broker's services would no longer be necessary if the County became a member of CIRMA. The Committee discussed postponing any vote on the County's RFP for Insurance Brokerage and Consulting Services until after the County receives a quote from CIRMA and decides whether the County should become a member of CIRMA in 2026.

Old Committee Business:

None

Chairman's Report:

None

Public Comment:

None

Executive Session:

None

Items for the August 14, 2025, Committee of the Whole Meeting:

None

Action Items for August 19, 2025, County Board Meeting:

Per the Committee's direction, the following two action items are to be placed on the consent agenda for the next County Board meeting:

1. Resolution to Amend the 2025 Kendall County Holiday Schedule; and
2. Resolution to Establish the 2026 Kendall County Holiday Schedule.

Adjournment – Member Peterson made a motion to adjourn, second by Member Kellogg. With all present members voting aye, the motion carried. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Brenda Benz
Human Resources Generalist

FY 2025 Medical and Dental Plan Enrollments

HMO - B04425	Current Premiums	Employee Only	26
		Employee + Spouse	4
		Employee + Children	4
		Employee + Family	17
	Subtotal		**51**
HDHP - PM1646	Current Premiums	Employee Only	117
		Employee + Spouse	27
		Employee + Children	19
		Employee + Family	49
	Subtotal		**212**
HDHP - PM1648	Current Premiums	Employee Only	5
		Employee + Spouse	2
		Employee + Children	1
		Employee + Family	2
	Subtotal		**10**
HDHP - 632602 BCO	Current Premiums	Employee Only	11
		Employee + Spouse	4
		Employee + Children	1
		Employee + Family	8
	Subtotal		**24**
HDHP - 632603 BCO	Current Premiums	Employee Only	2
		Employee + Spouse	1
		Employee + Children	0
		Employee + Family	2
	Subtotal		**5**
Dental ASO	Current Premiums	Employee Only	170
		Employee + Family	157
	Subtotal		**332**

Retirees/COBRA (12/1/24 -11/30/25) (50 Retirees /1 COBRA)			
Vision	Family	12	1214.70
Vision	Single	16	750.60
Medical	Family	1	28,580.30
Medical	Single	7	46,546.95
Dental	Family	32	11,799.78
Dental	Single	17	15,604.26
TOTAL		**85**	**104,496.59**

FY 25 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED $6,401,817 90.73% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	502888	490076	494684	504213	494378	485512	479386	495305	498417	489529			$4,934,388	5,498,931	89.73%
BCBS Dental Premium	27987	28067	28384	28934	28542	27911	27633	28227	28305	28425			$282,417	291,549	96.87%
Securian Life Premium	0	618	631	635	632	625	625	637	631	699			$5,733	7837	73.15%
Health Savings Account	0	557250	14000	-6150	6375	3000	3375	4500	625	3000			$585,975	600,000	97.66%
FSA Admin Fee	118	121	-118	0	0	0	0	0	0	0			$121	3,500	3.47%
TOTALS	$530,993	$1,076,133	$537,581	$527,632	$529,927	$517,048	$511,019	$528,669	$527,978	$521,654	$0	$0	$5,808,634	6,401,817	**90.73%**

FY 24 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED $7,144,922 94.48% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	951670	489801	474064	479759	498476	491948	502924	488397	490926	497320	488655	-7590	$5,846,348	6,230,253	93.84%
BCBS Dental Premium	39526	28294	45175	28046	28019	28259	28330	27820	27936	28096	27934	-325	$337,108	303,332	**111.14%**
BCBS Life Premium	624	661	642	636	632	637	651	623	634	630	631	469	$7,469	7837	95.31%
Health Savings Account	125	529125	3875	5500	4500	3875	875	6750	1250	500	1750	0	$558,125	600,000	93.02%
FSA Admin Fee	98	102	129	129	129	118	121	121	121	121	118	118	$1,425	3,500	40.71%
TOTALS	$992,043	$1,047,982	$523,885	$514,070	$531,756	$524,836	$532,902	$523,712	$520,867	$526,666	$519,087	-$7,329	$6,750,476	7,144,922	**94.48%**

FY 23 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED $6,430,808 96.07% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121	431875	431265	436721	433971	434132	456685	-8013	$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	55462	$300,799	381,879	78.77%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	$1,204	3,500	34.40%
TOTALS	$496,399	$1,437,320	$461,033	$467,675	$487,303	$463,941	$462,764	$468,681	$432,882	$464,230	$486,633	$49,424	$6,178,287	6,430,808	96.07%

FY 22 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: $6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	415868	423977	418344	406923	411574	412983	412883	-4843	$4,903,995
Met Life Dental Premium	56127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	$591,375
FSA Admin Fee	0	792	98	105	105	201	98	102	102	105	102	98	$1,906
TOTALS	$479,415	$1,022,872	$830,850	$406,831	$457,083	$455,203	$450,499	$442,493	$443,651	$446,000	$442,589	-$3,629	$5,873,857

KENDALL COUNTY HUMAN RESOURCES DEPARTMENT
REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE
October 6, 2025

Here are a few highlights from the Human Resources Department for the month of September 2025:

COMPLIANCE & RISK MANAGEMENT:

- We completed six (6) insurance applications and five (5) separate requests for records as we work to obtain competitive quotes for 2026 property, liability, casualty, workers' compensation, auto, and cyber insurance. We anticipate receiving the insurance proposals by the end of October. Staff will review the insurance proposals received and will provide their recommendations to the Committee during its November meeting.
- During September, 3 onsite wellness screenings were provided through Empower Health, which were well received by staff who attended the events. Approximately 90 individuals attended the on-site screenings. Individuals who were unable to attend the onsite wellness screenings still have an opportunity to complete an off-site wellness screening by registering through Empower Health's portal and completing the screening off-site by November 21, 2025.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- Sadly, Payton Karlovich tendered her voluntary resignation upon her return from maternity leave, and her last day with us was September 26th. We greatly appreciate Payton's service to Kendall County, and we wish her well. With Payton's departure, Brenda Benz has now stepped into the Payroll Specialist role effective September 29th.
- We completed recruitment for a Part Time Kennel Technician position at Animal Control and assisted with recruitment for a Deputy Circuit Clerk position at the Circuit Clerk's Office.
- We attended a job fair at North Central College on September 25th.
- We completed 5 payroll onboardings in September 2025.
- Welcome to the following individuals who joined Kendall County during the month of September 2025: Clarissa Witherup (Public Defender), Bose Clodfelter (HHS), Sara Buss (Animal Control), Kathryn Higgins (HHS), and Elise Dressel (HHS).

LABOR RELATIONS:

- Preparations for interest arbitration for the Corrections Sergeants bargaining unit is ongoing.
- We began negotiations with the Teamsters Local Union No. 330 for the Facilities Management Department.

MISCELLANEOUS:

- Director Johnson and Kendall County Administrator Burns met with Kendall County Forest Preserve District Acting Executive Director Antoinette White on September 30th to discuss the possibility of Kendall County sharing its human resources services with the Kendall County Forest Preserve District.

Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance

Meeting Date: 10/6/2025

Subject: Revised Facilities Management Maintenance I Job Description

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To forward the Revised Facilities Management Maintenance I Job Description to the Kendall County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

The attached is a revised Maintenance I job description, which is an existing position in the Facilities Management Department. The proposed revision reduces the lifting requirements from 80 pounds to 50 pounds.

Staff Recommendation:

To forward the Revised Facilities Management Maintenance I Job Description to the Kendall County Board for approval.

Attachments:

1. Revised Facilities Management Maintenance I Job Description

Kendall County Job Description

TITLE:	Maintenance I
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Assistant Director/Project Manager
FULL TIME/PART TIME:	Full time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Union (Teamsters Local #330)
APPROVED/REVISED:	~~April 18, 2023~~ TBD

I. Position Summary:

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance I position operates, maintains, and performs minor maintenance and repairs to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

A. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
B. Performs daily safety checks on heating, cooling, and other equipment.
C. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
D. Is a self-starter who plans and performs basic projects, as needed or required.
E. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
F. Operates, inspects, tests, and makes minor changes to building systems including, but not limited to, fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, and U.P.S. systems.
G. Performs maintenance and/or replacement of plumbing devices and fixtures including, but not limited to working on plugged drains as well as operating hand and power operated drain augers.
H. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
I. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
J. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.

K. Perform grounds maintenance activities including, but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots; trimming branches; pulling weeds; and applying weed control herbicides.
L. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
M. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
N. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
O. Safely moves furniture, packages, and boxes, as requested.
P. Distributes materials and supplies throughout assigned areas.
Q. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
R. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
S. Performs new installations of wall systems, electrical and low voltage systems.
T. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
U. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
V. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
W. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.
X. Must be able to work on-site to perform the essential job duties.
Y. Maintains regular attendance and punctuality.
Z. Performs 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:

1. Ability to read and interpret documents and simple instructions.
2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as 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 variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge, and Abilities:

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Ability to make minor repairs to buildings and equipment.
4. Ability to perform various clean-up and maintenance tasks as required.
5. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
6. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
9. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years prior work experience in commercial, office, or public building facility maintenance and repair.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

A. Frequently lift and/or move items up to ~~80~~ 50 pounds.
B. Use hands to touch, handle, feel, grip, and type.
C. Bend over at the waist and reach with one and/or both hands and arms.
D. Climb and balance, stoop, kneel, crouch, and crawl.
E. Stand and walk on uneven ground and development sites.
F. Reach, push, and pull with on and/or both hands and arms.
G. Talk and hear in person and via use of telephone.
H. Specific vision abilities include close and distance vision, as well as depth perception.
I. Must be able to work from ladders, scaffolding, and personal lifts.
J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
K. Must be able to operate County vehicles and safety equipment.
L. Must be able to travel independently to other County properties and other locations throughout Kendall County to perform assigned 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:

A. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
C. While performing assigned job duties, the position may be exposed to dust, fumes, orders, smoke, gases, and chemicals.
D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
E. The noise level in the work environment varies from quiet to noisy.
F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

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

Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance

Meeting Date: 10/6/2025

Subject: Revised Facilities Management Maintenance II Job Description

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To forward the Revised Facilities Management Maintenance II Job Description to the Kendall County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

The attached is a revised Maintenance II job description for an existing position in the Facilities Management Department. The revisions include minor revisions to the essential duties to better encompass the duties being performed by Maintenance II employees. Also, the revisions reduce the lifting requirements from 80 pounds to 50 pounds.

Staff Recommendation:

To forward the Revised Facilities Management Maintenance II Job Description to the Kendall County Board for approval.

Attachments:

1. Revised Facilities Management Maintenance II Job Description

Kendall County Job Description

TITLE:	Maintenance II
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Assistant Director/Project Manager
FULL TIME/PART TIME:	Full time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Union (Teamsters Local #330)
APPROVED:	~~April 18, 2023~~

I. Position Summary:

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance II position performs skilled maintenance, operation, repair, construction, and installation, and replacements to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction. The Maintenance II position works independently in skilled trades such as carpentry, electronics, audio/visual, video surveillance, access control systems, high security detention locks/accessories, plumbing, electrical, heating/cooling systems, and other skilled trades. The Maintenance II also performs Maintenance I duties, as assigned, and assists with the training of other maintenance classification personnel.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

A. Is a self-starter who plans and performs projects, as needed or required.
B. Safely performs skilled maintenance, operation, repair, construction, installation, and replacements to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.
C. Assists with the training of other maintenance classification personnel.
D. Works independently with minimal supervision in one or more skilled trades by performing tasks such as:
    1. Maintains, repairs, and operates Kendall County's mechanical, steam humidifiers, water, and electrical equipment and systems in accordance with blueprints, diagrams, operating manuals, and manufacturers' specifications.
    2. Maintains, operates, programs, and modifies Kendall County's electronic equipment, audio/visual, video surveillance, access control systems, high security detention locks/ ~~and~~accessories, and software (e.g., CMMS, PBX, voicemail, Message Net and specialized systems like breaker panels, frequency drives, UPS and generator equipment, and HVAC chillers).
    3. Diagnoses, troubleshoots, operates, inspects, tests, replaces, and makes major and minor changes to building systems including, but not limited to fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, U.P.S. systems, PBX, and voicemail.
    4. Safely performs basic electrical repairs (e.g., switches, outlets, clocks, etc.).
    5. Performs maintenance and/or replacement of plumbing devices and fixtures

(e.g., working on plugged drains and operating hand and power operated drain augers) and troubleshoots and repairs boilers, water heaters, and Variable Air Volume (VAV) boxes.

6. Operates, troubleshoots, and completes repairs related to Kendall County's Building Automation Systems (BAS).
7. Cleans and prepares equipment for inspection; inspects mechanical and electrical equipment and systems established by the CMMS system; and performs corrective maintenance.
8. Performs preventative and predictive maintenance on equipment and assists in developing, reviewing, and implementing comprehensive preventative maintenance procedures.
9. Performs a variety of skilled building construction and maintenance including, but not limited to, repairs to doors, windows, and other building parts; constructs and/or assembles furniture and other wood and metal structures; constructs, rebuilds, and repairs other County equipment and facilities; prepares surfaces for painting and varnishing; applies surface coverings; and other skilled building construction and maintenance tasks, as assigned.
10. Uses skilled trades knowledge and experience to adjust equipment and systems with a view toward conserving energy and other County resources.
11. Maintains equipment racks by performing tasks such as labeling and punching down of cables.

E. Performs Maintenance I duties, as assigned, which could include, but are not limited to the following:

1. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
2. Performs daily safety checks on heating, cooling, and other equipment.
3. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
4. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
5. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
6. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
7. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.
8. Perform grounds maintenance activities including, but not limited to weed

control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots; trimming branches; pulling weeds; and applying weed control herbicides.

9. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
10. Safely moves furniture, packages, and boxes, as requested.
11. Performs new installations of wall systems, electrical and low voltage systems.
12. Distributes materials and supplies throughout assigned areas.
13. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.

F. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.

G. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.

H. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.

I. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.

J. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.

K. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.

L. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.

M. Must be able to work on-site to perform the essential job duties.

N. Maintains regular attendance and punctuality.

O. Performs 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:

1. Ability to read and interpret documents and simple instructions.
2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as 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 variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge, and Abilities:

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Working knowledge of equipment racks including, but not limited to labeling and punching down of cables.
4. Ability to make minor repairs to buildings and equipment.
5. Ability to perform various clean-up and maintenance tasks as required.
6. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
7. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
8. The ability to follow guidance and work independently until project completion.
9. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
10. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least one or more of the following:

a. Current enrollment in or successful completion of a four (4) year skilled trades apprenticeship program,
b. A minimum of an Associate in Applied Sciences Degree or related field, or
c. At least ten (10) years of prior work experience in commercial, office, or public building facility maintenance and repair.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

A. Frequently lift and/or move items up to 50~~80~~ pounds.
B. Use hands to touch, handle, feel, grip, and type.
C. Bend over at the waist and reach with one and/or both hands and arms.
D. Climb and balance, stoop, kneel, crouch, and crawl.
E. Stand and walk on uneven ground and development sites.
F. Reach, push, and pull with on and/or both hands and arms.
G. Talk and hear in person and via use of telephone.
H. Specific vision abilities include close and distance vision, as well as depth perception.
I. Must be able to work from ladders, scaffolding, and personal lifts.
J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
K. Must be able to operate County vehicles and safety equipment.
L. Must be able to travel independently to other County properties and other locations throughout Kendall County to perform assigned 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:

A. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
C. While performing assigned job duties, the position may be exposed to dust, fumes, orders, smoke, gases, and chemicals.
D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
E. The noise level in the work environment varies from quiet to noisy.
F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.

G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

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

Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance

Meeting Date: 10/6/2025

Subject: Part Time Maintenance Technician Job Description

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To forward the Part Time Maintenance Technician Job Description to the Kendall County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

The funds for this position have already been budgeted.

Background and Discussion:

The attached job description is for a new Part Time Maintenance Technician position in the Facilities Management Department. The Part Time Maintenance Technician position will report to the Assistant Director/Project Manager and Director

Staff Recommendation:

To forward the Part Time Maintenance Technician Job Description to the Kendall County Board for approval.

Attachments:

1. Part Time Maintenance Technician Job Description

Kendall County Job Description

TITLE:	Part Time Maintenance Technician
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Assistant Director/Project Manager
FULL TIME/PART TIME:	Part Time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Non-Union
APPROVED/REVISED:	TBD

I. Position Summary:

Under general supervision of the Assistant Director/Project Manager and Director, the Part Time Maintenance Technician position operates, maintains, and performs minor maintenance and repairs to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

A. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
B. Performs daily safety checks on heating, cooling, and other equipment.
C. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
D. Is a self-starter who plans and performs basic projects, as needed or required.
E. Assists the Facilities Management Department staff and supervisors with various tasks including but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
F. Operates, inspects, tests, and makes minor changes to building systems including, but not limited to, fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, and U.P.S. systems.
G. Assists outside vendors as needed to complete work beyond their general capabilities including but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
H. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.

I. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.
J. Perform grounds maintenance activities including but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots; trimming branches; pulling weeds; and applying weed control herbicides.
K. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
L. Complies with the work order system by performing tasks including but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
M. Safely moves furniture, packages, and boxes, as requested.
N. Distributes materials and supplies throughout assigned areas.
O. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
P. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
Q. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
R. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
S. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
T. Complies with all applicable laws, regulations, safety standards, and County policies and procedures regarding or relating to assigned job duties.
U. Must be able to work on-site to perform the essential job duties.
V. Maintains regular attendance and punctuality.
W. Performs 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:

1. Ability to read and interpret documents and simple instructions.

2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as 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 variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge, and Abilities:

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Ability to make minor repairs to buildings and equipment.
4. Ability to perform various clean-up and maintenance tasks as required.
5. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
6. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
9. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years prior work experience in commercial, office, or public building facility maintenance and repair.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

A. Frequently lift and/or move items up to 50 pounds.
B. Use hands to handle tools, computers and electronic devices.
C. Bend over at the waist and reach with one and/or both hands and arms.
D. Climb and balance, stoop, kneel, crouch, and crawl.
E. Stand and walk on uneven ground and development sites.
F. Reach, push, and pull with on and/or both hands and arms.
G. Talk and hear in person and via use of telephone.
H. Specific vision abilities include close and distance vision, as well as depth perception.
I. Must be able to work from ladders, scaffolding, and personal lifts.
J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
K. Must be able to operate County vehicles and safety equipment.
L. Must be able to travel independently to other County properties and other locations throughout Kendall County to perform assigned 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:

A. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
C. While performing assigned job duties, the position may be exposed to dust, fumes, orders, smoke, gases, and chemicals.
D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
E. The noise level in the work environment varies from quiet to noisy.
F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
G. Employee may be exposed to stressful situations while working with elected

officials, law enforcement, first responders, medical professionals, and the general public.

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

Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance

Meeting Date: 10/6/2025

Subject: New Senior Human Resources Generalist Job Description

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To forward the Senior Human Resources Generalist Job Description to the Kendall County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

The proposed starting salary range for the Senior HR Generalist is $70,000 to $75,000, depending on qualifications and experience. Any additional funding required for this position will be incorporated into the FY 2025–26 budget.

Background and Discussion:

The attached document outlines a proposed job description for a Senior Human Resources Generalist position within the Human Resources Department. If approved, this position would fill one (1) current Human Resources Generalist vacancy, which became available when Brenda Benz was promoted to Payroll Specialist following Payton Karlovich's voluntary resignation from that role.

The proposed Senior Human Resources Generalist position is intended to bring additional experience and capacity to support the department's evolving needs, particularly in areas requiring more advanced HR expertise (e.g., complex leave of absence situations, workers' compensation claims, performance management, and disciplinary matters). This role would also provide enhanced support to the Human Resources Director on strategic and high-level projects.

Staff Recommendation:

To forward the Senior Human Resources Generalist job description to the Kendall County Board for approval.

Attachments:

1. Senior Human Resources Generalist job description

TITLE: Human Resources Senior Generalist
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: TBD

I. Position Summary:

The Senior Human Resources Generalist plays a key role in supporting the Human Resources Department by performing a wide range of advanced human resources functions. Reporting directly to the Human Resources Director, this position serves as a strategic partner, providing experienced-level Human Resources (HR) support to Kendall County's departments, elected officials, and employees. This role mirrors the responsibilities of a Human Resources Generalist but at a higher, more experienced level with a focus on complex employee matters, high-level projects, and strategic initiatives.

The Senior Human Resources Generalist will also provide direct administrative support to the Human Resources Director with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

A. Provides direct support to Kendall County's department heads, elected officials (if requested), and employees by performing a broad range of human resources services including, but not limited to the following:

1. Advises and supports elected officials, department heads, supervisors, and employees on a wide range of HR issues, including employee relations, performance management, job classification, compensation, benefits, policy interpretation, and compliance.
2. Serves as the primary lead for managing and coordinating FMLA, PEDA, other leaves of absence (LOA), and Workers' Compensation cases.
3. Coordinates and assists in full-cycle recruitment and talent acquisition efforts, including overseeing support provided by HR Generalist(s) during the hiring process.
4. Oversees employee onboarding and offboarding processes.
5. Coordinates employee training and professional development programs. Develops and delivers onsite training. Maintains accurate training records and ensures training compliance.
6. Assists with the management and growth of Kendall County's internship program.
7. Supports the Human Resources Director in policy research, drafting, and implementation of new/revised HR policies and procedures.
8. Participates in union labor negotiations and supports ongoing labor relations activities.

9. Contributes to internal HR communications, employee engagement strategies, retention initiatives, and diversity, equity, and inclusion efforts.
10. Responds to HR-related inquiries from employees, managers, and elected officials. Acts as a liaison between departments and HR.
11. Supports the development, implementation, and utilization of HR systems and software to ensure legal and procedural compliance.
12. Maintains accurate, thorough, and confidential HR records in compliance with federal/state laws, union contracts, and internal policies.
13. Analyzes HR data and prepares reports, forms, and documents to support departmental decision-making.
14. Performs other HR-related duties as assigned.

B. Assists with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance by performing duties including, but not limited to the following:

1. Processes and tracks claims.
2. Responds to inquiries about risk management and compliance matters.
3. Assists with the resolution of billing issues.
4. Serves as a direct contact with the County's workers' compensation and liability insurance plan providers, insurance brokers, and legal counsel.
5. Gathers and retains certificates of insurance and other insurance related records.
6. Prepares and maintains up to date records regarding authorized drivers, insured property and assets, and claims.
7. Compiles and analyzes data and prepares reports, forms, and other documents related to the County's risk management and compliance functions.
8. Keeps current on changes in state and federal laws and regulations impacting Kendall County.

C. The Senior HR Generalist will oversee annual compliance audits for the HR Department.
D. Responsible for filing documents, pulling documents from storage, and putting files away in storage.
E. Serves as a Freedom of Information Act Officer for the County's Human Resources Department.
F. Comply with record retention and destruction procedures in compliance with the Illinois Local Records Act.
G. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
H. Must be able to work on-site to perform the above essential job duties.
I. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
J. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
K. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.

L. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
M. Maintains regular attendance and punctuality.
N. Performs 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:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

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 percentage and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical data and reports.

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. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Current Society of Human Resource Management (SHRM) certification and/or other risk management and/or human resources certifications are preferred.
3. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.

6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Proficiency with Human Resource Information Systems (HRIS) is preferred.
8. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
9. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

1. A minimum of a Bachelor's degree in Human Resources, Public Administration, Business, or a related field is required.
2. At least five (5) years of professional work experience in an HR position is required.
3. Must have prior work experience (from start to finish) with leaves of absence administration and extensive knowledge of FMLA, ADA, and other leave laws.
4. Must have prior work experience (from start to finish) with workers compensation administration.
5. Working knowledge of and prior work experience with OSHA, worker's compensation, unemployment, wage and hour, and EEO laws is required.
6. Prior work experience with unionized workforces is preferred.
7. SHRM certification is preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

A. Frequently sit for long periods of time at a desk or in meetings.
B. Frequently work with computers and look at computer screens and other electronic devices.
C. Occasionally lift and/or move up to 40 pounds.
D. Frequently lift and/or move up to 10 pounds.
E. Use hands to finger, handle, feel, grip, and type.
F. Reach, push, and pull with hands and arms.
G. Talk and hear in person and via use of telephone.
H. Specific vision abilities include close and distance vision, as well as depth perception.
I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned 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:

A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
B. The noise level in the work environment is usually quiet to moderately quiet.

C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
E. 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

Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance

Meeting Date: 10/6/2025

Subject: Revised Organizational Chart and Approved Headcount

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To forward the Revised Organizational Chart and Approved Headcount to the Kendall County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

N/A

Background and Discussion:

The attached Revised Organizational Chart and Approved Headcount reflects the following proposed revisions:

1. The addition of two (2) Part Time Maintenance Technician positions within the Facilities Management Department; and
2. Replacing one HR Generalist position with a Senior HR Generalist position within the Human Resources Department.

Staff Recommendation:

To forward the Revised Organizational Chart and Approved Headcount to the Kendall County Board for approval.

Attachments:

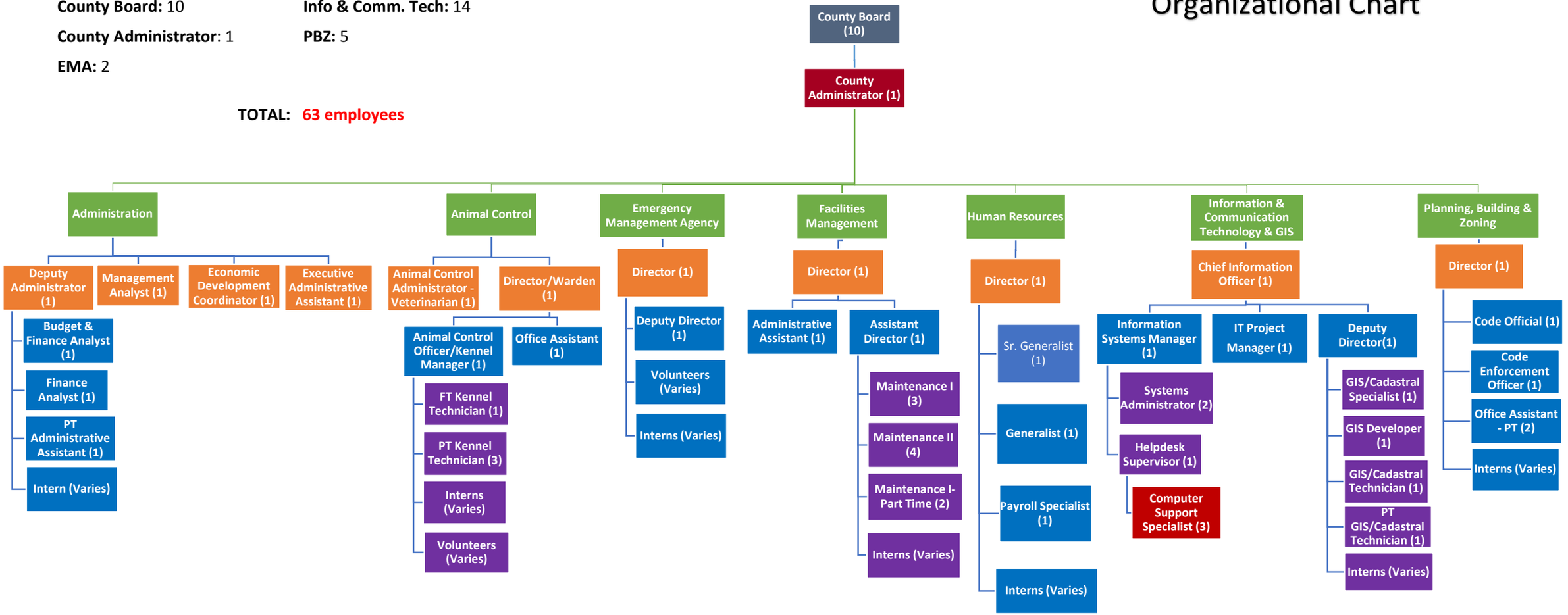
1. Revised Organizational Chart and Approved Headcount

Kendall County, Illinois
Organizational Chart

APPROVED HEADCOUNT

Administration: 7
Animal Control: 8
County Board: 10
County Administrator: 1
EMA: 2
Facilities: 12
Human Resources: 4
Info & Comm. Tech: 14
PBZ: 5

TOTAL: **63 employees**



All positions listed are full-time unless otherwise noted above.

Approved: 1/21/25 (Revised: In Progress)