

**DOCUMENTS DISTRIBUTED
TO THE COUNTY BOARD
AT THE MEETING**

**COMMITTEE OF THE WHOLE
APRIL 13, 2010**

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JOB CONTENT EVALUATION COMMITTEE REPORT TO THE COUNTY BOARD 2010 REVIEW and ANALYSIS of ALL NON-BARGAINING POSITIONS

ISSUE:

In the Fall of 2008, the Policy, Personnel and Appointments Committee authorized the Job Content Evaluation Committee to initiate a project of review and analysis of all non-bargaining positions for the purpose of a comprehensive recommendation for the classification, description and compensation for these positions. The project was anticipated to be completed in 2009, and was recommended because it had been ten years since the last comprehensive review of all positions.

The majority of the work for this report was completed by the Job Content Evaluation Committee in 2009. Because of the financial condition of the County in late 2009, it was determined to delay the delivery of the report until Spring of 2010. The Job Content Evaluation Committee did review and update its work in March 2010, and presents to the County Board its findings at this time.

PROCESS:

The Job Content Evaluation Committee adheres to the following process when evaluating Champaign County positions for classification, description and compensation.

Step 1: The incumbent employee of the affected position completes a Position Analysis Questionnaire. The Questionnaire is reviewed by the Department Head or Supervisor, and amended if necessary. The questionnaire is then submitted to the Job Content Evaluation Committee, together with an updated description of the job and its duties.

Step 2: The Department Head or Supervisor meets with the Job Content Evaluation Committee to review the Position Analysis Questionnaire, and discuss the operations of the office, and the specific responsibilities and expectations for the affected position.

Step 3: After the meeting with the Department Head or Supervisor, the Job Content Evaluation Committee further reviews the Position Analysis Questionnaire for the position, and determines the appropriate weight to be given each of the answers, taking into consideration the information provided by the incumbent who completed the questionnaire, the information provided by the department head or supervisor, and the information relating to how all other positions throughout the organization are evaluated. The position analysis questionnaire analyzes the following criteria for each position:

- **Knowledge & Skill** – this measures the educational and/or training requirements; experience requirements; and analytical requirements of the position – *represents 40% of total points assigned*
- **Responsibility** – this measures contact of the position with others; the impact of errors and quality of work; the level of confidential data handled; the type of supervision received; the type of supervision managed; the requirements for decision making and impact of those decisions; and the responsibility for the

operating budget and spending authority – *represents 50% of total points assigned*

- **Working Conditions** – this measures the type of environment in which the position operates – *represents 5% of total points assigned*
- **Physical Effort** – this measures the physical activity requirements of the position – *represents 5% of total points assigned.*

Step 4: A market comparison with the County's four comparison counties is executed for benchmark positions from each grade range (salary classification) to test the dollar value assigned to the grade ranges. The classifications determined by the Job Content Evaluation Committee in Steps 1-3 are verified and tested with the market comparison information, and re-reviewed if serious discrepancies become evident.

Step 5: Job descriptions are updated to reflect changes recommended and made throughout the classification process.

Step 6: The final report is presented to the Policy, Personnel & Appointments Committee for approval of the Classification of Positions, and upon approval forwarded to the Finance Committee for approval of the Salary Schedule. The Classification of Positions and Salary Schedule is then forwarded to the County Board for final approval.

2010 REPORT:

The committee completed the review of 75 different positions which cover a total of 88 employees. This portion of the report does not include the Assistant and Senior Assistant Attorney positions or command staff positions at the Sheriff's Office, which will receive separate recommendation for the Board's consideration, later in this report.

Attachment A (page 7) to this report is the Listing of Classifications under the previous evaluation, and the Listing of Classifications under the new evaluation. The new evaluations result in changes to twenty-four positions - fourteen positions receive an upgrade (highlighted in yellow); and ten positions receive a downgrade (highlighted in green). There are also four title changes recommended (highlighted in blue).

Attachment B (page 10) is the Salary Schedule, which reflects the classifications of positions as outlined in the New Evaluations on Attachment A. These salary ranges reflect the current FY2010 minimum, mid-point and maximum for each salary grade, which were frozen at the FY2009 levels.

Attachment C (page 12) is the market survey of benchmark positions. This report compares the salary ranges for at least one position in each salary grade to our comparable counties – Peoria, McLean, Sangamon and Rock Island. Historically, the goal of the Champaign County compensation system is for our salaries to be at a comparable level to the other counties in a range of from 90% to 115%. This goal is achieved with the current recommendation for salary ranges.

FINANCIAL IMPACT of IMPLEMENTATION:

Upon approval of the updated evaluations and resulting classifications, the following plan for implementation to take effect on December 1, 2010 for the FY2011 fiscal year is recommended, and is based on Chapter 9 of the Champaign County Personnel Policy.

- **Market Adjustment** – Pursuant to Article 9-4.1, and based upon the County’s current position within the comparable market, it is recommended that the Salary Ranges be adjusted up by 1% effective December 1, 2010, to reflect a market or cost of living adjustment. The total cost of the 1% increase for the non-bargaining employees is \$44,723.14.
- **Movement through Salary Ranges** – Pursuant to Article 9-4.2, and based upon the new placement of positions within salary ranges, it is recommended that all current incumbents be placed at the appropriate compa-ratio position for their years of service in that position, unless that increase is more than 10%, in which case the increase is limited to 10%. A total of 28 positions will receive an additional salary adjustment as a result of this movement. The total cost of the compa-ratio movement is \$64,703, equal to an increase of 1.45% for the total group of employees.
- **Salary Above Maximum** – As a result of the re-classifications, there are three incumbents whose salaries are above the FY2011 maximum for that classification. Pursuant to Article 9-2.2, the salaries of those three individuals would be frozen until the salary range maximum meets or exceeds their current salary.

The FY2011 Salary Schedule, documenting the recommended market adjustment of 1% and the implementation of the new evaluation structure recommended by the Job Content Evaluation Committee with this Report is attached hereto as Attachment D (page 13).

2010 REPORT FOR ASSISTANT STATE’S ATTORNEY AND ASSISTANT PUBLIC DEFENDER POSITIONS:

In Steps 1 and 2 of the process, the State’s Attorney and Public Defender both shared with the Job Content Evaluation Committee the difficulty in limiting job responsibilities for their attorneys by imposing the job titles of Assistant and Senior Assistant to their respective offices. Both officials concurred and requested consideration of one salary classification for attorneys, which would give them the flexibility to compensate attorneys who have more years of legal experience at a higher rate, acknowledging that those attorneys will typically assume case loads that are more complex and demanding; while maintaining the flexibility to assign any legal work within their offices to any of the attorneys. Currently, certain responsibilities are assigned to Assistant Attorneys (misdemeanors, traffic cases, juvenile cases), while other responsibilities are assigned to Senior Assistant Attorneys (felonies, DUI, death penalty, civil, etc.). Both the Public Defender and State’s Attorney have experienced difficulty in maintaining these assignments as defined by the current classifications, and prefer one classification for Assistant Attorneys within their offices, leaving them the flexibility to appropriately assign work loads based upon the experience and capabilities of their staff.

To accommodate this request, the Job Content Evaluation Committee recommends one classification for the attorney positions, that has a minimum salary equal to the current minimum for the Assistant Attorney classification, and a maximum equal to the maximum for the Senior Assistant Attorney classification, and a mid-point that is appropriately adjusted. Because this new grade has a range of 133% instead of the 120% represented by the other grades, the Job Content Evaluation Committee further recommends that the expectation is that an attorney reaches the mid-point at the ten-year point in his career, as opposed to the 7-year mid-point documented in Article 9-4.2 of the Personnel Policy. The recommended Attorney salary range is documented and provided in Attachment E (page 15).

FINANCIAL IMPACT OF IMPLEMENTATION OF ASSISTANT ATTORNEY CLASSIFICATION PLAN:

The following is recommended to be implemented on December 1, 2010 for the FY2011 budget year.

- **Market Adjustment** - It is recommended that the Attorney Salary Range, as documented above, be adjusted up by 1% effective December 1, 2010, to reflect a market or cost of living adjustment. The total cost of the 1% increase for the attorneys is \$17,518.02.
- **Movement through Salary Range** - It is recommended that current incumbents with up to ten years of legal experience receive appropriate compa-ratio adjustment to the mid-point, based upon their years as practicing attorneys, or a 10% increase, whichever is less. The total cost of the compa-ratio movement as recommended is \$28,538 or an increase of 1.6% for this group of employees. Thirteen of the thirty-one attorneys would receive some form of compa-ratio adjustment under this recommendation.

If the County Board approves the new classification and concept for the attorney positions, the Salary Administrator will present recommendation for amendment to the Personnel Policy which would acknowledge some exceptions for this new attorney classification. The recommended changes are documented in Attachment E (page 15).

SHERIFF'S COMMAND STAFF POSITIONS:

The command staff positions in the Sheriff's Office have historically been set under a separate structure since 2001. At that time, the County Board acknowledged concerns of the Sheriff that an appropriate incentive of pay above the bargaining unit employees' pay was essential to recruit good candidates for the positions of Lieutenant and Captain. Since that time, the pay structure for the Sheriff's command staff has been that the Lieutenants shall be compensated at a rate of 11% above the negotiated wage for the Sergeant that year, or shall receive the salary administration recommended market adjustment authorized for the non-bargaining employees – whichever is greater; and that the Captains should be compensated at 11% above the Lieutenant salary, or shall receive the salary administration recommended adjustment authorized for the non-bargaining employees – whichever is greater. The Chief Deputy, when established at a later date, had a salary set at 5% above that of the Captain. Implementing this continuing structure for

this group of employees in FY2011, is anticipated to have a total cost of \$4,036 or a 1.67% increase.

RECOMMENDED ACTION to the POLICY, PERSONNEL & APPOINTMENTS COMMITTEE

The Policy, Personnel and Appointments Committee recommends to the Finance Committee approval of the 2010 Job Content Evaluation Committee recommendation of new evaluations for the County's non-bargaining employees, as documented in Attachment A of this Report.

RECOMMENDED ACTION to the FINANCE COMMITTEE

The Finance Committee recommends to the County Board approval of the new evaluations for the County's non-bargaining employees, as documented in Attachment A of this Report, with applicable salary adjustments to be implemented on December 1, 2010, pursuant to Article 9-4.5(f) of the Champaign County Personnel Policy.

RECOMMENDED ACTION to the FINANCE COMMITTEE - FY2011 NON-BARGAINING SALARY ADMINISTRATION RECOMMENDATION

The Finance Committee recommends to the County Board approval of the FY2011 Salary Schedule as indicated in Attachment D of this report, which reflects salary ranges that have been adjusted with a 1% increase effective December 1, 2010; and

The Finance Committee recommends to the County Board that all current incumbents for positions listed on the Salary Schedule in Attachment D be placed at the appropriate compa-ratio salary for their years of service in that position as defined in Article 9-4.2, unless that increase is more than 10%, in which case the increase is limited to 10%; and

The Finance Committee recommends to the County Board approval of the Attorney Salary Range for the County's attorney positions in the State's Attorney and Public Defender's Offices as documented in Attachment E, and further recommends the attorney compa-ratio adjustments shall be based on achieving the mid-point within the first ten years of experience as practicing attorneys, and in FY2011 shall be placed at the appropriate compa-ratio position for their years of experience, unless that increase is more than 10%, in which case the increase is limited to 10%; and

The Finance Committee recommends the continuation of the compensation plan for the Sheriff's command staff positions which is based upon the following: Lieutenant compensation at 11% above that of Sergeant; Captain compensation at 11% above that of Lieutenant; Chief Deputy compensation at 5% above that of Captain; unless the application of the non-bargaining cost of living increase would result in greater increases to those positions than the increases based upon the Sergeant's compensation.

SUMMARY:

The salary total for FY2010 represented by all positions covered with this report is \$6,873,150.25. The total recommended increase for FY2011 is \$166,094 – which includes the 1% adjustment to the scale and the appropriate compa-ratio adjustments – equaling a total compensation increase of 2.42% for FY2011.

Upon approval by the County Board, all new job descriptions resulting from this process will be posted to the County's web site.

Respectfully submitted,

Job Content Evaluation Committee:

Deb Busey, County Administrator
Joe Gordon, Director of Probation & Court Services
Barb Doyle-Little, Chief Deputy Treasurer
Kris Bolt, Chief Deputy Sheriff
John Cooper, Assistant County Engineer
David DeThorne, Assistant State's Attorney
Amanda Tucker, HR Generalist

**Non-Bargaining Positions Review Analysis Report
ATTACHMENT A**

OLD EVALUATIONS			NEW EVALUATIONS		
Grade/ Points	Dept	Position Title	Grade/ Points	Dept	Position Title
			N 1011-1100		16 County Administrator
M 933 - 999		16 County Administrator 36 Public Defender 41 First Assistant State's Attorney 52 Director-Crt Srv & Probation 60 County Engineer 16 IT Director* 71 Facilities Director	M 933-1010		52 Director of Probation & Crt Srv 36 Public Defender 41 First Assistant State's Attorney 71 Facilities Director 16 IT Director *
L 885 - 932		52 Asst Director-Crt Srvs & Probation 31 Court Administrator 36 First Assistant Public Defender 16 IT Manager* 20 Accounting Manager* 16 Business Applications Manager* 140 Jail Administrator	L 856-932		25 Supervisor of Assessments 140 Jail Administrator 31 Court Administrator 36 First Assistant Public Defender 16 IT Manager * 16 Business Applications Manager * 20 Accounting Manager*
K 795 - 884		77 Director of Planning & Zoning 25 Supervisor of Assessments 22 Chief Deputy County Clerk 43 Director of EMA 52 Superintendent--JDC 16 Senior Mainframe Programmer* 60 Assistant County Engineer* 41 Senior State's Atty Investigator*	K 795-855		22 Chief Deputy County Clerk 77 Director of Planning & Zoning 30 Chief Deputy Circuit Clerk 51 Superintendent - JDC 52 Supervisor - Admin Srv - Crt Svcs 47 Animal Control Director 43 Director of EMA 60 Assistant County Engineer * 16 Senior Mainframe Programmer *
J 731 - 794		16 Supervisor of Grounds Maintenance 47 Animal Control Director 41 Senior Administrative Assistant 77 Associate Planner - Zoning 16 PC Applications Programmer* 16 Business Applications Analyst* 60 Senior Engineer* 52 Supervisor-Juvenile Services*	J 731-794		60 Highway Maintenance Supv 71 Building & Grounds Manager 52 Supervisor - Juvenile Services 52 Supervisor - Adult Services 52 Supervisor - Specialized Srv 41 Exec Asst to State's Attorney 16 Exec Asst to Co Administrator 51 Asst Superintendent - JDC

**Non-Bargaining Positions Review Analysis Report
ATTACHMENT A**

OLD EVALUATIONS

NEW EVALUATIONS

Grade/ Points	Dept	Position Title	Grade/ Points	Dept	Position Title
		52 Supervisor-Adult Services*			16 Business Applications Analyst *
		52 Supv-Intensive Probation Services*			60 Senior Engineer *
		52 Chief Admin Probation Ofcr*			16 PC Applications Programmer *
		51 Asst Superintendent - JDC*			
		47 Deputy Admin--Veterinarian*			
I			I		
650 - 730			650-730		
		26 Chief Deputy Treasurer			16 HR Generalist
		179 Executive Director-CAC			16 Accountant - Payroll
		30 Chief Deputy Circuit Clerk			25 Chief Deputy SofA
		16 Insurance Specialist			26 Chief Deputy Treasurer
		60 Highway Maintenance Supervisor			42 Chief Deputy Coroner
		16 Admin Asst/Salary Administration			41 Senior State's Atty Inv
		16 Human Resource Generalist			16 Insurance Specialist
		57 Business Unit Comptroller			30 Financial Manager
		20 Accountant/Payroll			179 Executive Director - CAC
		40 Criminal Records Supervisor			40 Senior Executive Secretary
		36 Admin Asst-Public Defender			21 Board of Review Member
		25 Chief Deputy Supv of Assessments			36 Exec Asst to Public Defender
		71 Building Services Assistant			71 Building Services Assistant
		41 Adlt Diversion/Victim-Witness Counselor			140 Program Coord Corrections
		40 Program Coordinator-Corrections			20 Senior Accountant
		16 Systems Administrator*			16 Security Analyst *
		16 Security Analyst*			16 Systems Administrator *
H			H		
595 - 649			595-649		
441-480					25 Sales Analyst/Office Manager
		40 Senior Executive Secretary			23 Chief Deputy Recorder
		20 Accountant/Accounts Payable			20 Accountant Accts Pay/FA
		42 Chief Deputy Coroner			60 Accountant - Highway
		41 Paralegal to Domestic Violence			41 Victim Advocacy Program Dir
		41 Victim Witness Coordinator			47 Deputy Admin - Veterinarian *
		41 Victim Advocacy Program Director			16 Web Programmer Analyst *
		41 Domestic Violence Advocate			
		60 Accountant-Highway			
		21 Board of Review Member			
		30 Financial Manager			
		16 Web Programmer Analyst*			
		23 Chief Deputy Recorder			
		77 Zoning Officer			
G			G		
525 - 594			520-594		
401-440			401-440		31 Executive Secretary
		179 Case Manager-CAC			140 Criminal Records Supervisor
		31 Executive Secretary			

**Non-Bargaining Positions Review Analysis Report
ATTACHMENT A**

OLD EVALUATIONS			NEW EVALUATIONS		
Grade/ Points	Dept	Position Title	Grade/ Points	Dept	Position Title
		25 Appraiser/Analyst			41 Adult Div/Victim Wit Coun
		25 Sales Analyst/Office Manager			41 Paralegal
		16 Desk Top Support Technician			41 Victim Witness Advocate
		77 Zoning Technician			77 Associate Planner - Zoning
		41 Sr Administrative Legal Secretary			16 Desktop Support Technician
					179 Case Manager - CAC
					25 Appraiser/Analyst
					41 State's Attorney Investigator
					77 Zoning Officer
					41 Sr Administrative Legal Secretary
F			F		
361-400			361-400		
		41 Administrative Legal Secretary			77 Zoning Technician
		41 Investigator			16 Administrative Assistant
		16 Administrative Secretary			
		77 Administrative Secretary			
E			E		
321-360			310-360		
		30 Administrative Secretary			22 Technology Specialist
		22 Secretary			22 Secretary
					30 Administrative Secretary
					41 Administrative Legal Secretary
					140 Administrative Secretary

**FY2010 market Survey of Benchmark Positions - Non-Bargaining
ATTACHMENT C**

Position Title	Champaign County		Peoria County		McLean County		Sangamon County		Rock Island County	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
IT Director (Grade M)	\$66,826.50	\$100,249.50	\$72,601.00	\$108,902.00	\$67,478.00	\$101,219.00	\$68,014.00	\$95,219.00	\$71,200.00	n/a
Supervisor of Assessments (Grade L)	\$59,163.00	\$88,744.50	\$56,006.00	\$84,010.00	\$58,390.00	\$87,595.00	\$51,233.00	\$71,727.00	\$38,944.00	\$65,295.00
Jail Administrator (Grade L)	\$59,163.00	\$88,744.50	\$58,390.00	\$87,595.00	\$50,395.00	\$75,592.00	\$63,600.00	n/a	\$66,826.00	n/a
Chief Deputy County Clerk (Grade K)	\$52,552.50	\$78,838.50	\$51,382.00	\$77,074.00	\$48,257.00	\$69,984.00	\$44,800.00	\$72,800.00	\$44,040.00	\$57,252.00
Director - Zoning & Enforcement (Grade K)	\$52,552.50	\$78,838.50	\$63,868.00	\$95,802.00	\$58,390.00	\$87,595.00	n/a	\$100,796.00	\$37,101.00	\$62,206.00
Building & Grounds Manager (Grade J)	\$45,825.00	\$68,737.50	\$46,423.00	\$69,635.00	\$48,257.00	\$69,984.00	\$51,233.00	\$71,727.00	\$29,121.00	\$48,826.00
Court Services Supervisor (Grade J)	\$45,825.00	\$68,737.50	\$46,230.00	\$69,345.00	\$48,257.00	\$69,984.00	n/a	n/a	n/a	n/a
Chief Deputy Coroner (Grade I)	\$40,131.00	\$60,196.50	\$39,674.00	\$59,511.00	\$40,215.00	\$58,313.00	\$39,246.00	\$54,944.00	n/a	\$56,000.00
Senior Accountant (Grade I)	\$40,131.00	\$60,196.50	\$42,591.00	\$63,886.00	\$40,215.00	\$58,313.00	n/a	n/a	n/a	n/a
Chief Deputy Treasurer (Grade I)	\$40,131.00	\$60,196.50	\$43,245.00	\$64,867.00	\$40,215.00	\$58,313.00	\$44,040.00	\$61,656.00	n/a	\$56,000.00
Chief Deputy Recorder (Grade H)	\$34,437.00	\$51,655.50	\$38,911.00	\$58,367.00	\$32,529.00	\$47,173.00	\$34,451.00	\$48,231.00	n/a	\$56,000.00
Paralegal (Grade G)	\$31,219.50	\$46,839.00	\$32,302.00	\$48,454.00	\$32,529.00	\$47,173.00	n/a	n/a	\$30,567.00	\$51,249.00
Administrative Assistant (Grade F)	\$28,333.50	\$42,510.00	\$33,082.00	\$49,623.00	\$32,529.00	\$47,173.00	n/a	n/a	\$25,183.00	\$47,684.00
Secretary (Grade E)	\$26,403.00	\$39,604.50	\$26,433.00	\$39,649.00	\$28,139.00	\$40,833.00			\$27,788.80	\$41,683.20

Champaign County Wage as Compared to: Position Title	Champaign County as % of Comp Counties Avg		Peoria County		McLean County		Sangamon County		Rock Island County	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
IT Director (Grade M)	95.71%	98.50%	92.05%	92.05%	99.03%	99.04%	98.25%	105.28%	93.86%	n/a
Supervisor of Assessments (Grade L)	115.68%	115.02%	105.64%	105.64%	101.32%	101.31%	115.48%	123.73%	151.92%	135.91%
Jail Administrator (Grade L)	98.93%	108.76%	101.32%	101.31%	117.40%	117.40%	93.02%	n/a	88.53%	n/a
Chief Deputy County Clerk (Grade K)	111.53%	113.80%	102.28%	102.29%	108.90%	112.65%	117.30%	108.29%	119.33%	137.70%
Director - Zoning & Enforcement (Grade K)	98.93%	91.04%	82.28%	82.29%	90.00%	90.00%	n/a	n/a	141.65%	126.74%
Building & Grounds Manager (Grade J)	104.72%	105.68%	98.71%	98.71%	94.96%	98.22%	89.44%	95.83%	157.36%	140.78%
Court Services Supervisor (Grade J)	97.00%	98.67%	99.12%	99.12%	94.96%	98.22%	n/a	n/a	n/a	n/a
Chief Deputy Coroner (Grade I)	101.06%	105.25%	101.15%	101.15%	99.79%	103.23%	102.26%	109.56%	n/a	107.49%
Senior Accountant (Grade I)	96.93%	98.52%	94.22%	94.22%	99.79%	103.23%	n/a	n/a	n/a	n/a
Chief Deputy Treasurer (Grade I)	94.43%	99.98%	92.80%	92.80%	99.79%	103.23%	91.12%	97.63%	n/a	107.49%
Chief Deputy Recorder (Grade H)	97.56%	98.50%	88.50%	88.50%	105.87%	109.50%	99.96%	107.10%	n/a	92.24%
Paralegal (Grade G)	98.18%	95.67%	96.65%	96.67%	95.97%	99.29%	n/a	n/a	102.13%	91.39%
Administrative Assistant (Grade F)	93.62%	88.27%	85.65%	85.67%	87.10%	90.12%	n/a	n/a	112.51%	89.15%
Secretary (Grade E)	96.17%	97.26%	99.89%	99.89%	93.83%	96.99%	n/a	n/a	95.01%	95.01%

**Updated FY2010 Salary Schedule -
ATTACHMENT B**

GRADE		MIN	MID	MAX	POSITION
N 1011-1100	Hourly	\$40.43	\$50.54	\$64.69	County Administrator
	1950 hrs	\$78,838.50	\$98,548.13	\$126,141.60	
	2080 hrs	\$84,094.40	\$105,118.00	\$134,551.04	
M 933-1010	Hourly	\$34.27	\$42.84	\$51.41	Director of Probation & Crt Svcs Public Defender First Asst. State's Attorney Facilities Director *IT Director
	1950 hrs	\$66,826.50	\$83,538.00	\$100,249.50	
	2080 hrs	\$71,281.60	\$89,107.20	\$106,932.80	
L 885-932	Hourly	\$30.34	\$37.93	\$45.51	Supervisor of Assessments Jail Administrator Court Administrator First Asst. Public Defender *IT Manager *Business Applications Mgr. *Accounting Manager
	1950 hrs	\$59,163.00	\$73,963.50	\$88,744.50	
	2080 hrs	\$63,107.20	\$78,894.40	\$94,660.80	
K 795-855	Hourly	\$26.95	\$33.69	\$40.43	Chief Deputy County Clerk Director of Planning & Zoning Chief Deputy Circuit Clerk Superintendent - JDC Supv. Adm Svcs - Court Services Animal Control Director Director of EMA *Assistant County Engineer *Senior Mainframe Programmer
	1950 hrs	\$52,552.50	\$65,695.50	\$78,838.50	
	2080 hrs	\$56,056.00	\$70,075.20	\$84,094.40	
J 731-794	Hourly	\$23.50	\$29.37	\$35.25	Highway Maintenance Supv. Building & Grounds Manager Supervisor - Juvenile Services Supervisor - Adult Services Supervisor-Specialized Services Exec Asst to State's Attorney Exec Asst. to County Administrator Asst Superintendent - JDC *Business Applications Analyst *Senior Engineer *PC Applications Programmer
	1950 hrs	\$45,825.00	\$57,271.50	\$68,737.50	
	2080 hrs	\$48,880.00	\$61,089.60	\$73,320.00	
I 650-730	Hourly	\$20.58	\$25.72	\$30.87	HR Generalist Accountant - Payroll Chief Deputy Supv of Assessments Chief Deputy Treasurer Chief Deputy Coroner Senior State's Attorney Investigator Insurance Specialist Circuit Clerk Financial Manager Executive Director - CAC Senior Executive Secretary
	1950 hrs	\$40,131.00	\$50,154.00	\$60,196.50	
	2080 hrs	\$42,806.40	\$53,497.60	\$64,209.60	

**Updated FY2010 Salary Schedule -
ATTACHMENT B**

					Board of Review Member Exec Asst to Public Defender Buidling Services Assistant Program Coordinator-Corrections Senior Accountant *Security Analyst *Systems Administrator
H 595-649	Hourly 1950 hrs 2080 hrs	\$17.66 \$34,437.00 \$36,732.80	\$22.08 \$43,056.00 \$45,926.40	\$26.49 \$51,655.50 \$55,099.20	Sales Analyst/Ofc Mgr (Supv Assmts) Chief Deputy Recorder Accountant Accountant Highway Victim Advocacy Program Director Deputy Administrator-Veterinarian *Web Programmer Analyst
G 520-594 401-440	Hourly 1950 hrs 2080 hrs	\$16.01 \$31,219.50 \$33,300.80	\$20.01 \$39,019.50 \$41,620.80	\$24.02 \$46,839.00 \$49,961.60	Executive Secretary Criminal Records Supervisor Adult Diversion/Victim Witn Counselor Paralegal Victim Witness Advocate Associate Planner Desktop Support Technician Case Manager - CAC Appraiser/Analyst <i>State's Attorney Investigator</i> <i>Zoning Officer</i> <i>Sr. Administrative Legal Secretary</i>
F 361-400	Hourly 1950 hrs 2080 hrs	\$14.53 \$28,333.50 \$30,222.40	\$18.16 \$35,412.00 \$37,772.80	\$21.80 \$42,510.00 \$45,344.00	<i>Zoning Technician</i> <i>Administrative Assistant (016)</i>
E 310-360	1950 hrs 2080 hrs	\$13.54 \$26,403.00 \$28,163.20	\$16.93 \$33,013.50 \$35,214.40	\$20.31 \$39,604.50 \$42,244.80	<i>Technology Specialist (022)</i> <i>Secretary (022)</i> <i>Administrative Secretary (030)</i> <i>Administrative Secretary (140)</i> <i>Administrative Legal Secretary (041)</i>

Positions printed in italicized print are Non-Exempt positions under FLSA.

*Positions with an asterisk are compensated in the grade indicated - one grade above points placement, based on market.

**FY2011 Non-Bargaining Salary Schedule
ATTACHMENT D**

GRADE		MIN	MID	MAX	POSITION
N 1011-1100	Hourly 1950 hrs 2080 hrs	\$40.43 \$78,838.50 \$84,094.40	\$50.54 \$98,548.13 \$105,118.00	\$64.69 \$126,141.60 \$134,551.04	County Administrator
M 933-1010	Hourly 1950 hrs 2080 hrs	\$34.61 \$67,489.50 \$71,988.80	\$43.27 \$84,376.50 \$90,001.60	\$51.92 \$101,244.00 \$107,993.60	Director of Probation & Crt Svcs Public Defender First Asst. State's Attorney Facilities Director *IT Director
L 885-932	Hourly 1950 hrs 2080 hrs	\$30.65 \$59,767.50 \$63,752.00	\$38.31 \$74,704.50 \$79,684.80	\$45.98 \$89,661.00 \$95,638.40	Supervisor of Assessments Jail Administrator Court Administrator First Asst. Public Defender *IT Manager *Business Applications Mgr. *Accounting Manager
K 795-855	Hourly 1950 hrs 2080 hrs	\$27.22 \$53,079.00 \$56,617.60	\$34.03 \$66,358.50 \$70,782.40	\$40.83 \$79,618.50 \$84,926.40	Chief Deputy County Clerk Director of Planning & Zoning Chief Deputy Circuit Clerk Superintendent - JDC Supv. Adm Svcs - Court Services Animal Control Director Director of EMA *Assistant County Engineer *Senior Mainframe Programmer
J 731-794	Hourly 1950 hrs 2080 hrs	\$23.73 \$46,273.50 \$49,358.40	\$29.66 \$57,837.00 \$61,692.80	\$35.60 \$69,420.00 \$74,048.00	Highway Maintenance Supv. Building & Grounds Manager Supervisor - Juvenile Services Supervisor - Adult Services Supervisor-Specialized Services Exec Asst to State's Attorney Exec Asst. to County Administrator Asst Superintendent - JDC *Business Applications Analyst *Senior Engineer *PC Applications Programmer
I 650-730	Hourly 1950 hrs 2080 hrs	\$20.78 \$40,521.00 \$43,222.40	\$25.98 \$50,661.00 \$54,038.40	\$31.17 \$60,781.50 \$64,833.60	HR Generalist Accountant - Payroll Chief Deputy Supv of Assessments Chief Deputy Treasurer Chief Deputy Coroner Senior State's Attorney Investigator Insurance Specialist Circuit Clerk Financial Manager Executive Director - CAC Senior Executive Secretary

**FY2011 Non-Bargaining Salary Schedule
ATTACHMENT D**

					Board of Review Member Exec Asst to Public Defender Building Services Assistant Program Coordinator-Corrections Senior Accountant *Security Analyst *Systems Administrator
H 595-649	Hourly 1950 hrs 2080 hrs	\$17.84 \$34,788.00 \$37,107.20	\$22.30 \$43,485.00 \$46,384.00	\$26.76 \$52,182.00 \$55,660.80	Sales Analyst/Ofc Mgr (Supv Assmts) Chief Deputy Recorder Accountant Accountant Highway Victim Advocacy Program Director Deputy Administrator-Veterinarian *Web Programmer Analyst
G 520-594 401-440	Hourly 1950 hrs 2080 hrs	\$16.17 \$31,531.50 \$33,633.60	\$20.21 \$39,409.50 \$42,036.80	\$24.26 \$47,307.00 \$50,460.80	Executive Secretary Criminal Records Supervisor Adult Diversion/Victim Witn Counselor Paralegal Victim Witness Advocate Associate Planner Desktop Support Technician Case Manager - CAC Appraiser/Analyst <i>State's Attorney Investigator</i> <i>Zoning Officer</i> <i>Sr. Administrative Legal Secretary</i>
F 361-400	Hourly 1950 hrs 2080 hrs	\$14.67 \$28,606.50 \$30,513.60	\$18.34 \$35,763.00 \$38,147.20	\$22.01 \$42,919.50 \$45,780.80	<i>Zoning Technician</i> <i>Administrative Assistant (016)</i>
E 310-360	Hourly 1950 hrs 2080 hrs	\$13.72 \$26,754.00 \$28,537.60	\$17.15 \$33,442.50 \$35,672.00	\$20.58 \$40,131.00 \$42,806.40	<i>Technology Specialist (022)</i> <i>Secretary (022)</i> <i>Administrative Secretary (030)</i> <i>Administrative Secretary (140)</i> <i>Administrative Legal Secretary (041)</i>

Positions printed in italicized print are Non-Exempt positions under FLSA.

*Positions with an asterisk are compensated in the grade indicated - one grade above points placement, based on market.

GRADE		MIN	MID	MAX	POSITION
Attorney	Hourly	\$23.74	\$30.70	\$40.85	Assistant State's Attorney
	1950 hrs	\$46,293.00	\$59,865.00	\$79,657.50	Assistant Public Defender

Recommendation for Amendment to Personnel Policy:

9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%. **The established salary range for the Attorney grade varies in that the range from minimum to maximum is 172%, with the minimum established at 77.3% of the mid-point; and the maximum established at 133% of the mid-point for this grade.**

9-3.5 **Beginning Salary Above Minimum For Experienced Candidates** - A candidate with previous directly applicable work experience should be carefully evaluated. Candidates with previous experience acquired elsewhere should not normally be considered of any greater value than comparable experience at Champaign County. Starting salaries should reflect experience as it relates to the specific job and staffing requirements for which the candidate is being considered.

a. In the case of an experienced candidate (a candidate who substantially exceeds the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) a hiring Department Head may offer a starting salary up to the position's salary range midpoint, after following the provisions of 9-3.3.

b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the Policy, Personnel & Appointments Committee for approval.

c. **The Attorney grade positions are not subject to the requirements of 9-3.5 (a) and (b), but shall be managed as follows: a candidate who has been licensed to practice law for at least ten years may be hired at a salary between the minimum and mid-point based on the affected department head's determination and current fiscal year budget limitations; and a candidate who has been licensed to practice law for ten years or more may be hired at a salary above the mid-point based on the affected department head's determination and current fiscal year budget limitations.**

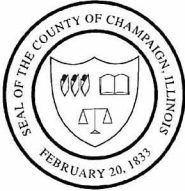
9-4.2 **Movement Through Salary Ranges** – In June of each year, Salary Administration will present to the Finance Committee the anticipated cost of implementation of the following compa-ratio schedule for non-bargaining employees (***with the exception of the Attorney Grade***) to be implemented the following December 1st.

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
0	80%
1	83%
2	86%
3	89%
4	92%
5	95%
6	98%
7	100%

The compa-ratio schedule insures that each employee moves toward compensation at the full market value of their position upon completion of seven years worked in that position or grade.

The Compa-ratio schedule for the Attorney Grade is established as follows:

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
<u>0</u>	<u>80%</u>
<u>1</u>	<u>82%</u>
<u>2</u>	<u>84%</u>
<u>3</u>	<u>86%</u>
<u>4</u>	<u>88%</u>
<u>5</u>	<u>90%</u>
<u>6</u>	<u>92%</u>
<u>7</u>	<u>94%</u>
<u>8</u>	<u>96%</u>
<u>9</u>	<u>98%</u>
<u>10</u>	<u>100%</u>



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
 URBANA, IL 61802
 (217) 384-3776
 (217) 384-3765 – PHYSICAL PLANT
 (217) 384-3896 – FAX
 (217) 384-3864 – TDD
 Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
 DATA PROCESSING
 MICROGRAPHICS
 PURCHASING
 PHYSICAL PLANT
 SALARY ADMINISTRATION

MEMORANDUM

TO: **Brendan McGinty, Chair of the Finance Committee and
MEMBERS OF THE COUNTY BOARD**

FROM: **Deb Busey, County Administrator**

DATE: **April 12, 2010**

RE: **ELECTED OFFICIAL SALARIES**

ISSUE

The issue before you is the designation of the salaries to be paid to Champaign County elected officials to be elected in November 2010. By statute, you are required to designate and approve these salaries in May – at least 180 days before the terms of office for these officials begin.

HISTORY and ANALYSIS

Comparison with Other Counties

In matters of salary administration, Champaign County utilizes comparisons with the four similarly-sized Illinois Counties – Sangamon, Peoria, McLean and Rock Island. Following is a comparison of the 2010 salaries of elected officials in the five counties:

	Champaign County	Peoria County	McLean County	Sangamon County	Rock Island County
Position Title	FY2010	FY2010	FY2010	FY2010	FY2010
County Clerk	\$83,275	\$88,776	\$86,908	\$85,950	\$82,500
Treasurer	\$83,275	\$88,776	\$86,908	\$85,950	\$82,500
Sheriff	\$104,132	\$106,806	\$93,241	\$101,000	\$90,500
Board Chair	\$29,274	\$16,000	\$9,382	\$26,872	\$82,500
Circuit Clerk	\$83,275	\$88,676	\$86,908	\$90,000	
Auditor	\$79,815	\$85,361	\$82,769	\$86,200	
Coroner	\$79,815	\$85,361	\$82,769	\$86,200	
Recorder	\$79,815	\$85,361	\$82,769	\$86,200	

Position Title	Champaign County as % of Comp Counties Average	Champaign Compared to Peoria County	Champaign Compared to McLean County	Champaign Compared to Sangamon County	Champaign Compared to Rock Island County
County Clerk	96.79%	93.80%	95.82%	96.89%	100.94%
Treasurer	96.79%	93.80%	95.82%	96.89%	100.94%
Sheriff	106.38%	97.50%	111.68%	103.10%	115.06%
Board Chair	86.90%	182.96%	312.02%	108.94%	35.48%
Circuit Clerk	94.07%	93.91%	95.82%	96.89%	
Auditor	94.15%	93.50%	96.43%	92.59%	
Coroner	94.15%	93.50%	96.43%	92.59%	
Recorder	94.15%	93.50%	96.43%	92.59%	

As you can see from the information above, Champaign County's compensation for all its officials, with the exception of the Sheriff and Board Chair, ranks behind Sangamon, Peoria and McLean Counties, even though Champaign County in population is larger than Peoria and McLean Counties. (*Note: Rock Island County Board Chair is a full-time position, while all other counties have part-time board chairs.*)

Champaign County History

Over the last two terms of setting elected official salaries, Champaign County has classified the six elected positions, excluding the Sheriff and Board Chair, into two groups or classifications. The first group includes the County Clerk, Treasurer and Circuit Clerk, and the second group includes the Auditor, Coroner and Recorder. The positions in the first group are considered to be larger positions in terms of classification, based upon the responsibilities assigned to the office. As such, the current plan places the compensation of the positions in the second group at 95.85% of the compensation for the positions in the first group. It has just been within the last two years that the designation of these salaries has been brought up to a comparable position with the other counties, and into a comparable position for this internal equity within the County. The long-term goal, now that we have established equity for these salaries, was to continue to adopt 3-4% annual increases, so that the positions would remain competitive in terms of the comparable counties, and so that the positions would remain internally equitable.

However, given the current financial difficulty facing the County, it is difficult to recommend a 3-4% increase for the elected officials whose salaries you must set for November 2010. Therefore, I am recommending a phased approach, which impacts the current setting of elected official salaries, and will also provide some guidelines when setting salaries for elected officials in November 2012, at which point the system could be brought back into a position of internal equity. The recommendation is for a 1% increase for FY2011; 3% for FY2012; 4% for FY2013; and 3% for FY2014. Additionally, this would lead to a recommendation that the elected official

salaries which are set for November 2012, be set at 0% for FY2013 – which then brings the internal salary structure back to the same equity that is exhibited today. The following chart documents this recommendation:

	FY2010 - 12/1/2009	FY2011 - 12/1/2010	FY2012 - 12/1/2011	FY2013 - 12/1/2012	FY2014 - 12/1/2013
County Clerk	\$83,275	\$84,107	\$86,631	\$90,070	\$92,772
Treasurer	\$83,275	\$84,107	\$86,631	\$90,070	\$92,772
Sheriff	\$104,132	\$105,173	\$108,328	\$112,629	\$116,008
Board Chair	\$29,274	\$29,567	\$30,454		
Circuit Clerk	\$83,275	\$86,606	\$90,070	\$90,070	\$92,772
Auditor	\$79,815	\$83,007	\$86,328	\$86,328	\$88,918
Coroner	\$79,815	\$83,007	\$86,328	\$86,328	\$88,918
Recorder	\$79,815	\$83,007	\$86,328	\$86,328	\$88,918

Group 2 compared to Group 1	95.85%	98.69%	99.65%	95.85%	95.85%
% Increase per year for Group 1		1%	3%	4%	3%
% Increase per year for Group 2		4%	4%	0%	3%

Anticipated Impact in Comparison with other Counties

Although not yet formally adopted by the respective County Boards, we are aware of the recommendation that will be presented to McLean and Peoria Counties for setting the elected official salaries for November 2010. The following chart indicates how Champaign County will compare with McLean and Peoria Counties in FY2014 if the above recommendation is adopted for the salaries of elected officials to be set in November 2010:

	Champaign County	Peoria County	McLean County
Position Title	FY2014 - Projected	FY2014 - Projected	FY2014 - Projected
County Clerk	\$92,772	\$101,052	\$94,905
Treasurer	\$92,772	\$101,052	\$94,905
Sheriff	\$116,008	\$120,206	\$101,822
Board Chair	\$29,274	\$16,000	\$10,245
Circuit Clerk	\$92,772	\$101,052	\$94,905
Auditor	\$88,918	\$101,052	\$90,386
Coroner	\$88,918	\$101,052	\$90,386
Recorder	\$88,918	\$101,052	\$90,386

Position Title	Champaign County as % of Comp Counties Average	Champaign Compared to Peoria County	Champaign Compared to McLean County
County Clerk	94.69%	91.81%	97.75%
Treasurer	94.69%	91.81%	97.75%
Sheriff	104.50%	96.51%	113.93%
Board Chair	223.08%	182.96%	285.74%
Circuit Clerk	94.69%	91.81%	97.75%
Auditor	92.89%	87.99%	98.38%
Coroner	92.89%	87.99%	98.38%
Recorder	92.89%	87.99%	98.38%

Based on the assumptions of recommendations going to the Champaign, Peoria and McLean County Boards for setting elected official salaries, Champaign County remains behind the other two counties with the recommendation before you – however, Champaign County moves closer to the salaries for officials in McLean County, while moving farther behind Peoria County.

RECOMMENDATION:

The salary recommendation for the elected official positions to be elected in 2010 is as follows:

- 1% Increase for FY2011 – County Clerk, Treasurer, Sheriff & Board Chair
- 3% Increase for FY2012 – County Clerk, Treasurer, Sheriff & Board Chair
- 4% Increase for FY2013 – County Clerk, Treasurer & Sheriff
- 3% Increase for FY2014 – County Clerk, Treasurer & Sheriff

	FY2011 - 12/1/2010	FY2012 - 12/1/2011	FY2013 - 12/1/2012	FY2014 - 12/1/2013
County Clerk	\$84,107	\$86,631	\$90,070	\$92,772
Treasurer	\$84,107	\$86,631	\$90,070	\$92,772
Sheriff	\$105,173	\$108,328	\$112,629	\$116,008
Board Chair	\$29,567	\$30,454		

As previously stated, it will be necessary for the County Board to adopt this recommendation, or an amended recommendation as determined by the Board, no later than the May 20, 2010 County Board Meeting.

Thank you for your consideration of this recommendation. Please feel free to contact me with regard to any questions or concerns you may have.

xc: Champaign County Elected Officials

FOR COUNTY BOARD APPROVAL

4/22/10

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
NO PURCHASE ORDER ISSUED						
Self-Funded Insurance	476-118-533.26	VR#118-023	03/15/10	Printer ordered 2/25	Source Technologies	\$ 4,479.00
		VR#118-038	03/16/10	printer memory ordered 2/25	Source Technologies	\$ 537.00
CREDIT CARD BILL PAID WITHOUT RECEIPT						
** Correctional Center	080-140-522.02	VR#140-202	04/07/10	Office supplies 3/16	Visa Cardmember Services	\$ 133.71
TRAVEL MORE THAN 60 DAYS OLD						
** Correctional Center	080-140-533.12	VR#140-196	04/06/10	Meals 12/17-1/28 IDOC trips	Joshua Jones	\$ 60.00
FY09 EXPENDITURES PAID IN FY10						
** Regional Planning	075-various	VR#029-734	03/09/10	Web srvc & cmptr supl Aug-Sep	Carl Long Consulting	\$ 163.48
** Regional Planning	075-893-533.92	VR#029-797	03/17/10	Client repair October	Twin City Mobil Home Srvc	\$ 343.62
** Regional Planning	075-733-533.28	VR#029-818	03/23/10	RPC portion of utilities Nov	CCT-Gen Corp.	\$ 5.26
** Regional Planning	075-696-533.07	VR#029-906	03/30/10	Oct-Nov admin assistance	Il Assn of Regional Council	\$ 557.21
** County Motor Fuel Tax	085-060-various	VR#085-019	03/09/10	Windsor Rd work Jul-Nov'09	City of Urbana	\$ 306,446.55
** County Motor Fuel Tax	085-060-various	VR#085-020	03/09/10	Curtis Rd work Mar'08-Nov'09	City of Champaign	\$ 238,113.48
** County Motor Fuel Tax	085-060-various	VR#085-021	03/09/10	Curtis Rd work Oct'08-Nov'09	City of Champaign	\$ 1,367,557.91
** County Motor Fuel Tax	085-060-533.48	VR#085-026	03/23/10	Pavement striping Aug'09	Varsity Striping	\$ 6,484.25
** County Motor Fuel Tax	085-060 various	VR#085-035	04/05/10	Curtis Rd work 11/5	IL State Treasurer	\$ 47,362.95
** Public Properties	080-071-522.93	VR#071-307	03/10/10	Filter 9/21/09	DP Filters	\$ 44.29
** Public Properties	080-071-534.46	VR#071-323	03/15/10	Nov sanitary service charges	U-C Sanitary District	\$ 22.41
** Nursing Home	Multiple bills dated through November 30, 2009					\$ 24,762.80
** Nursing Home	081-430-534.83	VR#044-427	03/09/10	Medicare expense 8/06/09	Christie Clinic	\$ 57.49
** Nursing Home	081-410-522.06	VR#044-006	12/09/09	Postage 11/16	Federal Express	\$ 23.90
** Nursing Home	081-430-522.33	VR#044-124	01/13/10	Oxygen Nov 2009	RCS Management Corp	\$ 2,054.15
** Nursing Home	081-460-533.95	VR#044-191	01/19/10	Conference mileage 11/30	Denise Reffett	\$ 90.75
** Nursing Home	081-410-513.21	VR#044-459	03/11/10	Drug screens 7/9-11/19/09	Carle Clinic	\$ 778.40
** Nursing Home	081-430-533.22	VR#044-526	03/24/10	Lab service Sep-Nov'09	Alverno Clinical Labs	\$ 2,038.41
** Nursing Home	081-410-533.07	VR#044-532	03/24/10	Customer surveys Nov'09	Pinnacle Consulting	\$ 350.00
** Nursing Home	081-410-533.07	VR#044-533	03/24/10	Medicaid reporting Nov	RSM McGladrey	\$ 280.00
** Nursing Home	081-430-534.83	VR#044-476	03/17/10	Medical service Mar-Jul'09	Christie Clinic	\$ 64.06
** Nursing Home	081-430-534.83	VR#044-579	04/06/10	Medical expense 2005-2007	Carle Clinic Association	\$ 5,793.83
** Circuit Court	080-031-533.03	VR#031-136	03/18/10	Attorney service Jun-Nov'09	Edwin Piraino	\$ 600.00
** Circuit Court	080-031-533.07	VR#031-156	03/31/10	Interpreter service May-Sep'09	Meiby Huddleston	\$ 150.00
** Circuit Court	080-031-533.03	VR#031-160	03/31/10	Attorney service Aug-Nov'09	James Dedman	\$ 250.00
** Head Start	104-606-522.96	VR#104-653	03/11/10	Nov school supplies	Urbana School District	\$ 2,537.65
** Head Start	104-853-522.25	VR#104-689	03/16/10	Non-food supplies 11/18/09	Fox River Foods	\$ 24.38
** Head Start	104-various	VR#104-708	03/17/10	School supplies & milk 10/13	Wal-Mart	\$ 16.72
** Correctional Center	080-140-533.07	VR#140-125	03/05/10	Duke vet services Oct-Nov'09	VCA Heritage Animal Hosp	\$ 243.39
** Correctional Center	080-140-533.13	VR#140-126	03/05/10	Ambulance service Sep-Nov'09	Arrow Medical Services	\$ 397.22
** Correctional Center	080-140-533.07	VR#140-128	03/05/10	Medical service 8/15/09	Carle Clinic	\$ 337.85
** Correctional Center	080-140-533.36	VR#140-158	03/15/10	Shredding service 8/31-11/30/09	Iron Mountain	\$ 141.36

*****According to Illinois Attorney General and Champaign County State's Attorney,
the Purchasing Policy does not apply to the office of elected officials.*****

** Paid- For Information Only