

Committee of the Whole

October 10, 2017 – Handouts

VIII. Policy, Personnel, & Appointments

C. County Administrator

3./4. Additional Information - Job Descriptions/Evaluations for Assistant County Administrator and HR Generalist Positions

IX. Finance

G. Nursing Home

1. Additional Documents - Draft Owner's Certificate and Declaration of Covenants and Restrictions

**Champaign County
Job Description**

Job Title: Assistant County Administrator for Planning and Communications
Department: Administrative Services
Reports To: County Administrator
FLSA Status: Exempt
Grade Range: L
Approved Date: October 2017

SUMMARY Assists the County Administrator in the areas of planning and communications. This includes Champaign County Board administration as well as development and research in support of County policies, programs and goals. This position works independently with general direction from the County Administrator and Deputy County Administrator of Finance.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Manages and prepares agendas and calendars, and participates in board and committee meetings as recording secretary;

Manages the action calendar for all offices appointed by County Board, including but not limited to fire protection districts, drainage districts, and cemetery boards. Work will include management of vetting process as needed;

Drafts and publishes press releases including social media posts under the guidance of the County Administrator;

Under the direction of the Deputy County Administrator of Finance, assists in oversight and management of capital improvement planning, budgeting and implementation;

Assists the County Administrator and Deputy County Administrator in planning and preparation of the annual county budget;

Manages assigned County Board projects, including related contract management and employee supervision;

Conducts research and assists with policy formulation to implement County Board programs and special projects;

Acts as Freedom of Information Act (FOIA) officer for the Administrative Services Department; receives and responds to requests and maintains the records of those responses;

Supports elected and appointed department heads by fulfilling information requests;

Supports other Administrative Services Department functions as necessary, including procurement, human resources, risk management, and facilities.

Acts as liaison to other governmental and community partners (e.g. METCAD, Community Coalition, etc.) under the direction of the County Administrator; and

Other duties as assigned by the County Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern public sector practices including accounting, budget, finance, public relations, information systems and facilities management;

Knowledge of, and ability to comprehend and apply, county ordinances, resolutions, policies, and state laws relating to county government;

Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government and community agencies;

Ability to analyze organization structure, activity patterns, identify needs, and recommend changes that align with county board goals;

Effective oral and written communication skills; must be able to professionally represent Champaign County at committee and agency meetings, create presentation slides as appropriate, and draft memos and other correspondence.

Skills using software tools to develop presentations, charts, graphics, and publications.

SUPERVISORY RESPONSIBILITIES Provides supervisory direction to Administrative Services staff for duties and ad-hoc projects; direction to be provided in consultation with the County Administrator or Deputy County Administrator of Finance as appropriate.

EDUCATION and/or EXPERIENCE Master's degree in public or business administration with responsible public sector or private sector management employment experience, or any equivalent combination of education and experience that would provide the above-noted knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS Illinois driver's license; safe driving record; and proof of insurability; U.S. citizenship upon appointment.

PHYSICAL DEMANDS This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT**

Date of Request:

September 12, 2017

EVALUATION OF NEW POSITION

Department Requesting: Administrative Services
Recommended Position Title: Assistant County Administrator/Planning and Communications
Job Points: 858
FLSA Status: Exempt
Recommended Salary Range: Grade L
***Ranges effective for FY2017**

Minimum:	\$31.89
Midpoint:	\$39.86
Maximum:	\$47.84

Date of Job Evaluation Committee Recommendation:

October 3, 2017

Champaign County Job Description

Job Title: Human Resource (HR) Generalist
Department: Administrative Services
Reports To: County Administrator
FLSA Status: Exempt
Grade Range: I
Prepared Date: October 2017

SUMMARY Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data and then provides recommendations to management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates and monitors new hire orientation process for county offices;

Assists in administration of recruitment effort for vacant positions including writing and placing advertisements, and use of online recruitment tools;

Assists with onboarding process for new County employees;

Assists in the exit interview and employee termination administrative processes;

Assists in organizational training and development efforts;

Develops and maintains affirmative action program; files EEO report; maintains other records, reports and logs to conform to EEO regulations;

Maintains human resources information system records and compiles reports from database;

Assists with processing of grievances and arbitrations;

Acts as recording secretary for the Labor Committee and Litigation Committee;

Maintains and coordinates employee recognition programs;

Manages all employee-related charitable contribution programs (e.g. Combined Charities Campaign, etc.);

Assists in development of policies to comply with statutory requirements (e.g. FLSA, ADA, etc.);

Assists in the development and coordination of performance appraisal programs;

Participates in cross-training activities with other ASD employees;

Acts as recording secretary for the Labor Management Health Insurance Committee;

Serves as back-up resource to insurance, payroll, and salary administration staff; and

Performs other related duties as required and assigned.

SUPERVISORY RESPONSIBILITIES This position does not have any supervisory duties.

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

EDUCATION and/or EXPERIENCE Minimum of a four-year degree from an accredited college or university, and two to five years of human resources experience or an equivalent combination of training and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, officials, and the public.

TECHNICAL SKILLS Proficiency in or knowledge of using a variety of computer software applications, especially Microsoft Office (Excel, Word, Publisher), experience with Kronos software beneficial; ability to perform mathematical calculations such as proportions and percentages.

REASONING ABILITY Ability to apply logic to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multi-variable problems on standardized tasks; high level of interpersonal skills to handle sensitive and confidential situations and documentation.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess or have the ability to acquire a SHRM-CP certification within eighteen (18) months of employment in this position.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is moderate.

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT**

Date of Request:

September 12, 2017

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Administrative Services		
Position Title:	Executive Assistant to County Administrator		
Current Job Points:	630		
FLSA Status:	Exempt		
Current Salary Range:	Grade H		
*Ranges effective for FY2017	Minimum:		\$18.93
	Midpoint:		\$23.66
	Maximum:		\$28.40

Job Evaluation Committee Recommendation: **Reclassification/Position Placement**

Re-Evaluated Job Points:	690		
Recommended Title:	Human Resource (HR) Generalist		
FLSA Status:	Exempt		
Recommended Salary Range:	Grade I		
*Ranges effective for FY2017	Minimum:		\$22.05
	Midpoint:		\$27.56
	Maximum:		\$33.08

Date of Job Evaluation Committee Recommendation:

October 3, 2017

STATE OF ILLINOIS)
)SS
COUNTY OF CHAMPAIGN)

OWNER'S CERTIFICATE

_____ MINOR SUBDIVISION
CITY OF URBANA
CHAMPAIGN COUNTY, ILLINOIS

The undersigned, the County of Champaign, a body corporate and politic, does hereby certify that it is the Owner of legal and equitable title to the following described real estate situated in Champaign County, Illinois (hereinafter referred to as "Lot 1"), to wit:

See Exhibit A, attached hereto and incorporated herein by reference.

And does hereby certify such land is included in the accompanying plat, and having caused the survey and subdivision to be made thereof by David E. Atchley, Illinois Professional Land Surveyor No. 2950, as shown on said plat, said subdivision to be known as the Champaign County Nursing Home Minor Subdivision, Champaign County, Illinois, and acknowledges said survey to be correct to the best of the owner's knowledge and belief.

The County hereby creates an easement for ingress to and egress from Lot 1, and for drainage and utilities, over Art Bartell Road, and an additional easement over the access road to the northern entrance of Lot 1, as shown and described on the plat and subject to the terms and conditions stated in the Declaration of Covenants and Restrictions, attached hereto and incorporated by reference.

In witness whereof, this instrument is signed this ____ day of _____, 2017.

OWNER:

The County of Champaign, a body corporate and politic.

By: _____
C. Pius Weibel, Chair
Champaign County Board

Signed and sworn before me this ____ day of _____, 2017.

Notary Public

DECLARATION OF COVENANTS AND RESTRICTIONS

CHAMPAIGN COUNTY NURSING HOME MINOR SUBDIVISION
CITY OF URBANA
CHAMPAIGN COUNTY, ILLINOIS

This Declaration of Easements, Covenants, Conditions, and Restrictions is made and entered into this _____ day of _____, 2017, by the County of Champaign, a body corporate and politic (hereinafter referred to as the "County").

WHEREAS, the County is the fee owner of certain real property (hereinafter referred to as "Lot 1") described in Exhibit "A"; and

WHEREAS, the County may convey Lot 1 to certain other persons or entities; and

WHEREAS, the County will continue to own and have interests in lands adjacent to Lot 1; and

WHEREAS, the County desires to subject Lot 1 to the terms, conditions and provisions of this Declaration as hereinafter set forth,

NOW, THEREFORE, the County does hereby declare and agree as follows:

1. **Ingress/Egress Easement for Lot 1 over Art Bartell Road.** The County hereby creates a non-exclusive easement and right of use appurtenant to and for the benefit of Lot 1, for the persons or entities to whom Lot 1 is conveyed, their successors and assigns, tenants, licensees, guests and invitees (collectively referred to hereinafter as the "Purchasers"), in, on, and over the area designated and described on the attached plat as "proposed easement for ingress/egress, drainage, and public utilities," as designated and described on the attached plat, solely and exclusively for the purposes of ingress to and egress from Lot 1, and subject to all of the following terms and conditions:
 - a. The easement is established in perpetuity, except that it may be extinguished as provided by law, and except that it shall terminate upon occurrence of either or both of the following conditions or events: establishment of alternative access for the Purchasers by public right-of-way, easement, or otherwise, to both the main entrance and the northern parking lot of Lot 1; and/or dedication as a public right-of-way of Art Bartell Road.
 - b. Within the premises of this easement, the County will maintain the road surface and any additional road improvements, such as sidewalks, curbs, shoulders, and drainage ditches, in accordance with County standards, for the duration of the existence of this easement.

- c. The County reserves the right to any reasonable above-surface or subsurface use of the easement premises.
 - d. The County reserves the right to relocate this easement, provided that the County first obtains all necessary approvals from the City of Urbana, at the County's expense.
 - e. This easement shall allow traffic only up to the amount and of the type reasonably expected to be necessary for the use of Lot 1 for the operation of a nursing home facility.
 - f. This easement shall not be a buildable lot.
2. **Utility Easement for Lot 1.** A perpetual, non-exclusive easement is hereby reserved for and granted to the City of Urbana, and to all public utility companies and other companies of any kind operating under franchise granting them easement rights from the City of Urbana, in, on, across, over, under, and through the area designated and described on the attached plat as "proposed easement for ingress/egress, drainage, and public utilities," for the purpose of installing, constructing, inspecting, operating, replacing, renewing, altering, enlarging, removing, repairing, cleaning, and maintaining electrical, gas, telephone, or other utility lines or appurtenances, sanitary sewers, storm sewers, water mains, and any and all manholes, hydrants, pipes, connections, and, without limitation, such other installations as may be required to furnish public utility service or other franchise services to Lot 1, and such appurtenances and additions thereto as the City and Utilities may deem necessary, together with the right of access to the premises of this easement for the necessary persons and equipment to do any or all of the above work. This easement is not a buildable lot. Installation and all other work performed by the City or Utilities in the premises of this easement shall be subject to the County's reasonable prior approval as to the type of equipment used and the method and timing of the work, and subject to execution of appropriate agreements. The City or Utilities shall be responsible for repair of any damage they may cause to the surface of the easement premises.
3. **Access Drive Easement for Lot 1.** The County hereby creates a perpetual, non-exclusive easement and right of use appurtenant to and for the benefit of Lot 1, for the Purchasers of Lot 1, in, on, and over the Access Drive connecting the northernmost portion of Lot 1 with Art Bartell Road, as designated and described on the attached plat, solely and exclusively for the purposes of ingress and egress to and from Lot 1, and subject to all of the following terms and conditions:
- a. Within the premises of this easement, the County will maintain the Access Road surface in accordance with County standards for the duration of the existence of this easement.
 - b. The County reserves the right to any reasonable above-surface or subsurface use of the easement premises.
4. **Obligations of the Purchasers of Lot 1 for the Benefit of the County and Its Successors and Assigns.**

- a. **Reservation of Drainage Infrastructure Easement In Lot 1.** The County hereby reserves, for the benefit of the County, and its successors and assigns, for the use and ownership of its lands adjacent to Lot 1, a perpetual, non-exclusive easement and right of use by the County in, on, across, over, under, and through that area designated on the attached plat as "proposed easement for drainage and public utilities," in the southwest corner of Lot 1, for drainage and public utilities, and for maintenance of existing subsurface drainage and utilities infrastructure, and for the purpose of installing, constructing, inspecting, operating, replacing, renewing, altering, enlarging, removing, repairing, cleaning, and maintaining subsurface drainage and utilities infrastructure, and for access to the premises of this easement for the necessary persons and equipment to do the above work. The County shall provide reasonable notice to the Purchasers of Lot 1 prior to entry onto the easement premises. The County shall be responsible for repair of any damage to the surface of Lot 1 caused by its use of the easement premises. The County shall have the right to increase, above the present yearly average, the volume of subsurface drainage conducted through this easement, as may be necessary to serve the storm water drainage needs of all County land adjacent to Lot 1.
 - b. **No Alteration of Lot 1 to Increase Runoff Without County Approval.** The Purchasers of Lot 1 are prohibited from physically altering the condition of Lot 1, including making improvements in drainage infrastructure, in any manner that may increase runoff into Weaver Park, without first notifying the County and providing specifications, drawings, and other information that the County may reasonably request, regarding the planned alterations, and obtaining the County's approval, in addition to obtaining any necessary approvals from the City of Urbana. Should the Purchasers of Lot 1 fail to provide notice and obtain approval as required in this subparagraph, the County may seek injunctive relief and/or damages, and costs, including attorneys' fees.
5. **No New Easements.** Except as expressly stated herein, all easements identified on the attached plat are for informational purposes only, and no new easements are intended to be granted hereby.

IN WITNESS WHEREOF, the County of Champaign has executed this Declaration this _____ day of _____, 2017.

THE COUNTY OF CHAMPAIGN

By: _____

C. Pius Weibel, Chair
Champaign County Board