



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE ADDENDUM
Finance/Justice & Social Services/Policy, Personnel, & Appointments
County of Champaign, Urbana, Illinois
Tuesday, May 14, 2013 – 6:00 p.m.**

Lyle Shields Meeting Room-Brookens Administrative Center
1776 E. Washington, Urbana, Illinois

VII. Finance:

B. Auditor

2. Proposed Change to Capitalization Threshold Level 1-2

VIII. Policy, Personnel, & Appointments:

C. State's Attorney

2. Request to Send Proposed Office Manager and Senior Executive Secretary positions to the Job Content Evaluation Committee for Review 3-8

JOHN FARNEY
COUNTY AUDITOR



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OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

MEMORANDUM

TO: Alan Kurtz, County Board Chair; Deb Busey, County Administrator & Members of the Champaign County Board

FROM: John Farney, County Auditor
Barbara Ramsay, Chief Deputy County Auditor / Accounting Manager

DATE: May 10, 2013

RE: Proposed Change to Capitalization Threshold Level

During the ongoing preparation of the 2012 Comprehensive Annual Financial Report (CAFR), our office finds that a change to our Capitalization Threshold is in order. The Capitalization Threshold was last reviewed in FY1999.

Capital assets purchased for use in governmental activities are recorded as expenditures in governmental funds at the time of purchase. Governmental capital assets are reported in the government-wide financial statements, offset by accumulated depreciation. Capital assets are valued at actual or estimated historical cost, while donated capital assets are valued at fair market value as of the date donated. Equipment valued at or above \$2,500, buildings and land improvements valued at or above \$10,000, infrastructure valued at or above \$10,000, and land of any value are capitalized.

We have attached data from 10 counties showing a wide range of capitalization thresholds. We believe that it would be in the best interest of Champaign County that a middle ground be sought.

Therefore, this office recommends that effective immediately, equipment valued at or above \$5,000, buildings and land improvements valued at or above \$25,000, infrastructure valued at or above \$100,000, and land of any value are capitalized.

We would like implement this change immediately as it does affect daily tasks in the Auditor's Office.

Thank you for your consideration of this matter.

Attachments

County	Equipment	Building	Infrastructure Other
Champaign	\$2,500.00	\$10,000.00	\$10,000.00 All land
DuPage	\$5,000.00	\$5,000.00	\$5,000.00
Macon	\$5,000.00	\$5,000.00	\$5,000.00
Madison	\$7,500.00	\$5,000.00	\$250,000.00 \$100,000.00 Bridges; \$40,000.00 Culverts
McHenry	\$5,000.00	\$5,000.00	\$250,000.00 \$50,000.00 Software; All land
McLean	\$10,000.00	\$10,000.00	\$250,000.00
Rock Island	\$5,000.00	\$5,000.00	\$5,000.00
Sangamon	\$5,000.00	\$5,000.00	\$5,000.00
Will	\$5,000.00	\$5,000.00	\$5,000.00
Winnebago	\$12,000.00	\$12,000.00	\$50,000.00

Sorted by Equipment Threshold

County	Equipment	Building	Infrastructure Other
Winnebago	\$12,000.00	\$12,000.00	\$50,000.00
McLean	\$10,000.00	\$10,000.00	\$250,000.00
Madison	\$7,500.00	\$5,000.00	\$250,000.00 \$100,000.00 Bridges; \$40,000.00 Culverts
Champaign Proposed	\$5,000.00	\$25,000.00	\$100,000.00 All land
DuPage	\$5,000.00	\$5,000.00	\$5,000.00
Macon	\$5,000.00	\$5,000.00	\$5,000.00
McHenry	\$5,000.00	\$5,000.00	\$250,000.00 \$50,000.00 Software; All land
Rock Island	\$5,000.00	\$5,000.00	\$5,000.00
Sangamon	\$5,000.00	\$5,000.00	\$5,000.00
Will	\$5,000.00	\$5,000.00	\$5,000.00
Champaign Current	\$2,500.00	\$10,000.00	\$10,000.00 All land

Sorted by Building Threshold

County	Equipment	Building	Infrastructure Other
Champaign Proposed	\$5,000.00	\$25,000.00	\$100,000.00 All land
Winnebago	\$12,000.00	\$12,000.00	\$50,000.00
Champaign Current	\$2,500.00	\$10,000.00	\$10,000.00 All land
McLean	\$10,000.00	\$10,000.00	\$250,000.00
DuPage	\$5,000.00	\$5,000.00	\$5,000.00
Macon	\$5,000.00	\$5,000.00	\$5,000.00
Madison	\$7,500.00	\$5,000.00	\$250,000.00 \$100,000.00 Bridges; \$40,000.00 Culverts
McHenry	\$5,000.00	\$5,000.00	\$250,000.00 \$50,000.00 Software; All land
Rock Island	\$5,000.00	\$5,000.00	\$5,000.00
Sangamon	\$5,000.00	\$5,000.00	\$5,000.00
Will	\$5,000.00	\$5,000.00	\$5,000.00

Sorted by Infrastructure Threshold

County	Equipment	Building	Infrastructure Other
Madison	\$7,500.00	\$5,000.00	\$250,000.00 \$100,000.00 Bridges; \$40,000.00 Culverts
McHenry	\$5,000.00	\$5,000.00	\$250,000.00 \$50,000.00 Software; All land
McLean	\$10,000.00	\$10,000.00	\$250,000.00
Champaign Proposed	\$5,000.00	\$25,000.00	\$100,000.00 All land
Winnebago	\$12,000.00	\$12,000.00	\$50,000.00
Champaign Current	\$2,500.00	\$10,000.00	\$10,000.00 All land
DuPage	\$5,000.00	\$5,000.00	\$5,000.00
Macon	\$5,000.00	\$5,000.00	\$5,000.00
Rock Island	\$5,000.00	\$5,000.00	\$5,000.00
Sangamon	\$5,000.00	\$5,000.00	\$5,000.00
Will	\$5,000.00	\$5,000.00	\$5,000.00

Julia R. Rietz
State's Attorney



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**Office of
State's Attorney
Champaign County, Illinois**

May 9, 2013

James Quisenberry
Chair, Policy Committee, Champaign County Board

Dear James,

I am requesting the approval of the Policy Committee to send two proposed new positions, titled State's Attorney's Office Manager and State's Attorney's Senior Executive Secretary to the Job Content Evaluation Committee for evaluation and classification. I have attached proposed Job Descriptions for your review.

These proposed positions would replace two current positions in the State's Attorney's Office staff, namely the Executive Assistant to the State's Attorney and the Senior Admin Legal Secretary positions. These changes would not require any additional funding. The changes are being suggested in light of reorganization due to the pending retirement of the current Executive Assistant and in light of the request for the addition of the Chief of the Civil Division position.

In essence, the current responsibilities of the Executive Assistant position and the Senior Admin Legal Secretary position will be divided between the newly created Office Manager and Senior Executive Secretary positions, with the Office Manager being primarily responsible for the financial and organizational aspects and responsibilities of the State's Attorney's Office, such as budgeting, purchasing, and payroll, and the Senior Executive Secretary being primarily responsible for supervising the SAO support staff and providing clerical support to the State's Attorney, First Assistant, and the Chief of the Civil Division. Because the Senior Executive Secretary has supervisory responsibilities, I suggest that this position be a higher salary grade than the Office Manager position.

As you know, the State's Attorney's Office is one of the larger county departments. These revised positions appropriately divide the major administrative and support staff supervision roles required to run the office on a daily basis. Please let me know if you have any questions or concerns. I appreciate your support as to this request.

Sincerely,

Julia Rietz
State's Attorney

**Champaign County
Job Description**

Job Title: State's Attorney Office Manager

Department: State's Attorney

Reports To: State's Attorney

FLSA Status: Exempt

Grade Range: H

Prepared Date: June, 2013

SUMMARY Prepares and performs a variety of budgetary, financial, and administrative functions pertaining to the operation of the State's Attorney's Office

Prepares and maintains payroll records. Computes attendance for department employees and calculates wages; submits records for payment.

Performs department bookkeeping and compiles accurate financial records including receipt of funds, disbursements, operational costs, trial balances, and costs charged to proper project. Ensures that accurate and prompt billings are established and payments are received.

Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations such as percentages and types budget document. Maintains records of subsequent budgetary expenditures.

Advises the State's Attorney as to budget issues, forms and communicates opinions as to office policies and practices in relation to budget issues

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases.

Orders department supplies and materials and maintains a current inventory.

Recommends equipment improvements and upgrades while responsible for maintaining technology inventory of the office.

Obtains, records and deposit checks and other payments received by the department.

Maintains logs and files related to budgets, accounts payable, purchasing and payroll for department using technology for maintenance and retrieval of departmental records.

Answers general inquiries from the public and other County staff regarding departmental polices, practice and procedures.

Responsible for annual budget preparation for all State's Attorney's Office budgets, including grant funded special departments within the State's Attorney's Office

Prepares required grant or contract fiscal progress reports and audits the receipt and expenditure of grant or contract funds.

Assists in the preparation of grant applications requesting funding from State and Federal programs.

Serves as liaison with other County offices with regard to department needs.

Serves as back up to the Senior Executive Assistant with regard to clerical responsibilities in relation to the State's Attorney, First Assistant State's Attorney, and Civil Division Chief and with regard to scheduling and coordinating bargaining unit clerical staff

Other duties as required.

SUPERVISORY RESPONSIBILITIES May direct one to five clerical employees by coordinating work assignments, but has limited supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented with five years of responsible secretarial experience; or an acceptable equivalent combination and experience. Requires good knowledge of County government operations and specifically of the assigned department . Requires knowledge of Excel and other financial computer programs and tools.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions

furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

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 sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

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

REF

Champaign County Job Description

Job Title: Senior Executive Secretary

Department: State's Attorney

Reports To: State's Attorney

FLSA Status: Exempt

Grade Range: I

Prepared Date: June, 2013

SUMMARY Performs responsible and confidential administrative and secretarial duties for a County Department Head, supervises support staff

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

Assists and acts in a confidential capacity as Assistant to the State's Attorney, First Assistant, and Civil Division Chief involving department operations including matters regarding the formulation, determination and effectuation of the management policies of the department regarding labor relations. This position is excluded from the bargaining units.

Performs administrative assistant and clerical duties for the State's Attorney, First Assistant, and Civil Division Chief.

Performs personnel tasks for the department such as maintaining personnel files, preparing advertising copy for recruitment of new staff, scheduling and interviewing candidates for bargaining unit clerical positions, and contacting representatives of employment and temporary service agencies.

Responsible for the training, supervision, discipline, and coordination of bargaining unit clerical support staff in the State's Attorney's Office.

Creates policies and procedures for bargaining unit clerical support staff, supervises staff with regard to said policies and procedures

May serve as the representative of the State's Attorney's Office with regard to intragovernmental , intergovernmental, or community projects

Serves as the Application Administrator for JANO system for the State's Attorney's Office.

Serves as LEADS representative for the office

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervises 15 to 20 clerical employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented with five years of responsible secretarial experience; or an acceptable equivalent combination and experience. Requires good knowledge of County government operations and specifically of the assigned department. Should type error-free approximately 70 wpm. Requires skill in transcribing or taking notes of minutes of meetings.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

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 sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.