



**AGENDA FOR STAND-UP MEETINGS OF
THE COMMITTEES OF THE McLEAN COUNTY BOARD
TUESDAY, FEBRUARY 20, 2018
115 EAST WASHINGTON STREET, BLOOMINGTON, ILLINOIS**

A. JUSTICE COMMITTEE

(8:45 a.m. in Room 400 Government Center)

1. Items to be presented for Action

- a. Request approval of position reclassification

2

B. FINANCE COMMITTEE

(8:50 a.m. in Room 400 Government Center)

1. Items to be presented for Action

- a. Request approval of position reclassification

3



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX: (309) 888-5111

115 E Washington St, Room 401, Bloomington, IL 61701

DATE: February 15, 2018
TO: Chairman Gordon and Members of the McLean County Board Justice Committee
FROM: Eric Schmitt, Administrative Services Director
RE: Circuit Clerk OSSI to OSSII Reclassification

The Circuit Clerk has requested that an Office Support Specialist I (OSSI) position in the Civil Cases Program be reclassified to an Office Support Specialist II (OSSII) position. As part of the FY2018 Adopted Budget the Circuit Clerk experienced a reduction of 3.20 FTE's and had three employees participate in the Voluntary Retirement Incentive (VRI) Program. These staffing changes occurred at the same time as the required implementation of electronic filing of civil cases.

The requested reclassification is within the Civil Cases Program and proposed to address an equity issue within this program. Currently this program consists of five OSSII positions and one vacant OSSI position. All these positions will be performing identical work tasks. This situation would create an inequity for the one OSSI position. The Administrator's Office is recommending the reclassification of the one OSSI position to an OSSII position.



OFFICE OF THE ADMINISTRATOR

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115 E Washington St, Room 401, Bloomington, IL 61701

DATE: February 15, 2018
TO: Chairman Selzer and Members of the McLean County Board Finance Committee
FROM: Eric Schmitt, Administrative Services Director
RE: Circuit Clerk OSSI to OSSII Reclassification

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