

SANGAMON COUNTY, ILLINOIS

ORDINANCE
NUMBER 15-47

**AN ORDINANCE AMENDING TITLE III OF THE VILLAGE CODE SEPARATING
THE EMPLOYMENT POSITIONS OF ADMINISTRATIVE ASSISTANT AND HUMAN
RESOURCES COORDINATOR**

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PAT SCHAD, Village Clerk

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MATT MAU
JOE SCHATTEMAN
Village Trustees

Published in pamphlet form by authority of the President and Board of Trustees of the Village of
Chatham
on NOV 24, 2015

Sorling Northrup – 1 N. Old State Capitol Plaza, Suite 200, Springfield, IL 62705

ORDINANCE NO. 15-47

AN ORDINANCE AMENDING TITLE III OF THE VILLAGE CODE SEPARATING THE EMPLOYMENT POSITIONS OF ADMINISTRATIVE ASSISTANT AND HUMAN RESOURCES COORDINATOR

WHEREAS, the Village of Chatham (“Village”) is an Illinois Municipal Corporation existing and operating under the Illinois Municipal Code and the laws of the State of Illinois; and

WHEREAS, the President and Board of Trustees of the Village have determined it to be in the best interest of the Village to separate the employment positions of Administrative Assistant and Human Resources Coordinator and to allow, where necessary, the contracting out of human resources services.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

Section 2. Amendment to Section 31.56. Title III, Chapter 31, Section 31.56 of the Village of Chatham Code of Ordinances is amended as follows (~~deleted~~; added):

§31.56 ADMINISTRATIVE ASSISTANT /~~HUMAN RESOURCES~~ COORDINATOR

- (A) The position of Administrative Assistant/~~Human Resource Coordinator~~ is hereby established. The Administrative Assistant/~~Human Resources Coordinator~~ shall be a confidential employee of the village and not an officer thereof, and shall be subject to the Village Personnel Code.
- (B) The position of Administrative Assistant/~~Human Resource Coordinator~~ shall require a significant investment of time to discharge the duties of the position. The position shall be the primary occupation of Administrative Assistant/~~Human Resources Coordinator~~. Any employment of the Administrative Assistant/~~Human Resources Coordinator~~ outside the village shall in no event conflict with his or her position with the village, and shall be approved by the Village Manager.

- (C) ~~The Administrative Assistant/Human Resources Coordinator shall report to the Village Manager. He or she shall be primarily responsible for the human resources function of the village. Among other things, the Administrative Assistant/Human Resources Coordinator shall make recommendations regarding hiring, firing and discipline. He or she shall monitor federal and state laws pertaining to personnel, wages and hours, equal opportunity and collective bargaining issues, and ensure the village's compliance therewith. He or she shall maintain the personnel files of all village employees. He or she shall be the administrative assistant to the Village Manager, and as such, shall perform such administrative duties as are from time to time set forth in the Personnel Code for said position and are required from time to time by the Village Manager. The Administrative Assistant may also be assigned tasks to assist the Village's Chief Fiscal Officer.~~
- (D) The compensation of the Administrative Assistant ~~/Human Resources Coordinator~~ shall be fixed by ordinance from time to time, and shall be paid equally from the Electric, General, and Water Funds.

Section 3. Administrative Assistant Job Description. The Administrative Assistant shall perform his/her duties in accordance with the Job Description attached hereto as **Exhibit A**, and as may later be amended.

Section 4. Creation of new Village Code Section 31.57. A new Section 31.57 shall be added to Title III, Chapter 31 of the Village of Chatham Code of Ordinances as follows:

§31.57 HUMAN RESOURCE COORDINATOR / SERVICES

- (A) The position of Human Resource Coordinator is hereby established. The Human Resources Coordinator shall be a confidential full time or part time employee or independent contractor of the village and not an officer thereof, and shall be subject to the Village Personnel Code.
- (B) The Human Resources Coordinator shall report to the Village Manager. He or she shall be primarily responsible for the human resources function of the village. Among other things, the Human Resources Coordinator shall make recommendations regarding hiring, firing and discipline. He or she shall monitor federal and state laws pertaining to personnel, wages and hours, equal opportunity and collective bargaining issues, and ensure the village's compliance therewith. He or she shall maintain the personnel files of all village employees.
- (C) The compensation of the Human Resources Coordinator shall be fixed by ordinance from time to time, and shall be paid equally from the Electric, General, and Water Funds.

(D) In lieu of the Village Manager hiring a Human Resources Coordinator, the Village Board may direct that such services be contracted with and provided by a third party. In such a situation, the Village Board shall approve any such contract or arrangement.

Section 5. Human Resources Coordinator Job Description. The Human Resources Coordinator shall perform his/her duties in accordance with the Job Description attached hereto as **Exhibit B**, and as may later be amended.

Section 6. Severability. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

Section 7. Repeal and Savings Clause. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, action, or causes of action which shall have accrued to the Village of Chatham prior to the effective date of this Ordinance.

Section 8. Effectiveness. This Ordinance is effective upon its passage and publication. The Clerk shall publish this Ordinance in pamphlet form, and shall see to its inclusion in the next update of the Village Code of Ordinances.

PASSED this 24 day of NOV, 2015.

	YES	NO	ABSENT	PRESENT
KEN BOYLE, JR.	✓			
MARK CLAYTON	✓			
DAVID KIMSEY	✓			
NINA LINDHORST	✓			
MATT MAU	✓			
JOE SCHATTEMAN	✓			
THOMAS S. GRAY	NA			

TOTAL	6	0	0	0

APPROVED by the President of the Village of Chatham, Illinois this 24 day of NOV, 2015.

Thomas S. Gray

Thomas S. Gray, Village President

Attest:

Pat Schad

Pat Schad, Village Clerk



EXHIBIT A

Village of Chatham Job Description

Job Title: Admin. Assistant
Reports To: Village Manager / Chief Fiscal Officer
Prepared By: Village Manager
Approved By: Village Manager

Department: Administration
FLSA Status: Non-Exempt
Updated Date:
Approved Date:

Summary Schedules appointments, gives information to callers, takes dictation, and otherwise relieves Village Manager of clerical work and minor administrative and business detail and administers policies relating to payroll and administration of certain contracts, including the Village's collective bargaining agreements, as well as assisting the Village's Chief Fiscal Officer ("CFO") by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Reads and routes incoming mail as well as compose, type, and fax routine correspondence. Locates and attaches appropriate file to correspondence to be answered by employer
- Organizes and maintains Village Manager's filing system, which includes daily correspondence and other records
- Coordinates and arranges meetings, makes appointments, travel schedules, and reservations, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings
- Assist village management with village ordinances, resolutions and grants by researching, compiling, and typing statistical data
- Responsible for negotiating, administrating and managing the Village's payroll process and benefits programs, under the direction of the Village Manager, to include, life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, wellness benefits and employee assistance programs
- Thorough knowledge of all union contracts and assists Village Manager in labor negotiations decisions
- Responds to inquiries regarding policies, procedures, and programs as directed by the Village Manager
- Investigates accidents and prepares reports for insurance carrier as directed by the Village Manager
- Assist in cash management duties by recording transfer transactions
- Perform monthly reconciliation between Building Permit System and Accounting System
- Reconcile Accounts Payable per Payroll System to monthly insurance and benefit withholding invoices
- Assist in preparation for the annual audit
- Throughout the year assist the Chief Fiscal Officer in various reporting functions and projects related to finance and utility billing

- Assist accounting staff with fixed asset records
- Provide direction and guidance to Village employees that ensure safe working conditions
- Communicate and coordinate efforts with a variety of individuals and organizations, including employees, Village Board, other cities, citizens, contractors, committees and public, and private sector agencies
- Confer with suppliers and sellers and places orders for equipment, materials and supplies
- Coordinates building maintenance with vendors, employees and suppliers
- Investigates accidents and prepares reports for insurance carrier
- Coordinates safety training for all departments and investigates violations

Supervisory Responsibilities

This job has no supervisory responsibilities

Key Relationships

Internal relationships would include working with the Village Manager and CFO on various projects, working with other Village employees on payroll and benefit duties as assigned, and working the Village unions on administration of collective bargaining agreements.

Key Challenges

Challenges for Administrative Assistant include developing strong working relationships with village unions, Village Manager, and CFO, developing strong working relationships with supervisory personnel and subordinates.

Decision Making

Responsible for making recommendations to Village President, Board of Trustees, Village Manager and CFO regarding issues related to organizational development and listed duties.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts

success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

People Skills - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Develops skills and encourages growth; Fosters quality focus in others.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in Business Administration, Public Administration, Finance, or related field or equivalent experience; Prior Governmental experience is a plus.

Language Skills

Ability to read, analyze, and interpret general business 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, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

Computer Skills

To perform this job successfully, an individual should have knowledge of Payroll and Time Clock Software, Government and Finance Software; Microsoft Excel Spreadsheet software, Microsoft Word Processing software, and Microsoft Outlook.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EXHIBIT B

Village of Chatham Job Description

Job Title: Human Resources Coordinator
Reports To: Village Manager
Prepared By: Village Manager
Approved By: Village Manager

Department: Administration
FLSA Status: Exempt
Updated Date:
Approved Date:

Summary Administers policies relating to all phases of human resources activity by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Keeps records of transactions such as hires, promotions, transfers, and terminations, and employee statistics that meet top management information needs and provides analysis, maintenance, and communication of records required by law or local governing bodies or other departments in the Village
- Advises management in appropriate resolution of employee relations issues as well as responds to and conducts objective, and unbiased investigations of complaints, grievances, or violations
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations
- Thorough knowledge of all union contracts and assists Village Manager in labor negotiations decisions
- Responds to inquiries regarding policies, procedures, and programs
- Conducts new employee orientations and coordinates departmental training to foster positive attitude toward company goals
- Coordinates and assists management in the selection process as well as terminations, promotions, performance reviews and employee training
- Oversee and assist management in performance review program to ensure effectiveness, compliance, and equity within organization
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Ensure all management and employees are compliant with village policies, procedures, and practices regarding personnel matters
- Develop and make recommendations to Village Manager and Board for improvement of village policies, procedures, and practices regarding personal matters

Supervisory Responsibilities

This job has no supervisory responsibilities

Key Relationships

Internal relationships would include Village President, Village Manager, Village CFO, Code Enforcement Officer, GIS/IT Manager, Departmental Heads, Chief of Police and village employees

External relationships would include the Police Commission Board, local and national SHRM chapters and various insurance and benefits providers

Key Challenges

Challenges for Human Resources include developing strong working relationships with village unions and Village Manager, developing strong working relationships with supervisory personnel and subordinates, assists with managing employee and labor relations, and enforcement of village policies, practices and programs.

Decision Making

Responsible for making recommendations to Village President, Board of Trustees and village managers regarding employee related issues, non-compliance with village policies, benefit changes, and organizational development.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

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Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in Business Administration, Public Administration, Human Resource Management, Psychology, or related field; Prior Governmental experience is a plus. SHRM certification or reciprocal state equivalent; or combination of education and experience is preferred.

Language Skills

Ability to read, analyze, and interpret general business 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, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

Computer Skills

To perform this job successfully, an individual should have knowledge of Payroll, HR, and Time Clock Software, Government and Finance Software; Microsoft Excel Spreadsheet software, Microsoft Word Processing software, and Microsoft Outlook.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.