

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
February 16, 2016
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of February 1, 2016

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
- Building and Zoning
- Police
- Administration
 - Authorized IMRF Agent
 - Human Resources Position

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
February 1, 2016
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

draft

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:15 P.M.

1. ROLL CALL

Present: Trustees Foy, Frye, Kraly, Newby, Rodriguez, Triphahn
Absent: None

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of January 18, 2016

Trustee Foy moved, Seconded by Trustee Newby, to approve the Minutes of the Committee of the Whole Meeting of January 18, 2016. Under discussion Trustees Frye and Triphahn stated they would be abstaining from the vote, the remaining board members had a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

NONE

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - GIS Enhancement
Public Works Director, Adam Wedoff, requested permission to hire Baxter & Woodman to upgrade the Villages GIS system. The current system is stored on the PW server and has limited connectivity and cannot be updated by staff; updates must be sent to B&W to be entered and a new file sent back to the Village server. The enhancement will move village data to a web based system, allowing staff to view and edit data from any computer or mobile device. He stated access would be limited to only a few people and the rest as read only capabilities

The Mayor and Board agreed to move to the next Consent Agenda

○ Sidewalk Snow Removal Plan

PW Director Adam Wedoff requested guidance on any additional sidewalks that should be cleared by PW staff during snow removal operations. The additional

locations for consideration are North and South Rosedale Court from Cedar Lake Road west to Panther Blvd. Items mentioned during discussion had been the higher number of students that use that route and without the sidewalks cleared the students resort to walking in the street. Other concerns had been clearing the sidewalks on private property, is it the villages responsibility-? PWD Wedoff stated North Rosedale could be done with a wing plow but South Rosedale needs to be done with a snow blower. The board agreed during any snow removal operation, for the rest of this snow season, PW would complete. VA Shields will look at the verbiage in the policy so it can be addressed before the next snow season

- Special Events
- Building and Zoning
- Police
 - Disposal of Surplus Property
Chief Gillette requested permission to dispose of Village Owned surplus properties through public on-line auction, listing each of the items and stating the recommended auction service is Obenauf Auction Service

The Mayor and Board agreed to move to the next Consent Agenda

- Lake County Animal Control Agreement
Chief Gillette recommended approving an intergovernmental agreement between Lake County and the Village for the Animal Care and Control program. The Chief stated the terms of the agreement remain intact from previous agreements with the exception of the fee for each stray cat impounded. The previous variable rate had been between \$90.-\$110., and it is now a flat rate of \$35.

The Mayor and Board agreed to move to the next Consent Agenda

- Administration
 - Liquor Licenses Code Changes
Village Administrator Steve Shields suggested amending the Village code by adding a Class A-1 license that would have different permitted hours of sale different than that of an Class A. Adding a Class RP for a restaurant to sell unopened, for consumption off premises, alcoholic beverages (i.e.- wine) and revamping the permitted hours of sales section of the Village to clarify such permitted hours and to list the hours by license type.

The Mayor and Board agreed to move to the next Consent Agenda

5. SUGGESTED NEW TOPICS

None

6. EXECUTIVE SESSION

- 6.1 Pursuant to 5 ILCS 120/2(c)(11), to discuss “litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

Motion by Trustee Newby, seconded by Trustee Frye, to move to executive session to discuss discuss “litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

By a unanimous voice vote the Mayor declared the Motion carried.

The Committee of the Whole Meeting Recessed to Executive Session at 7:35 P.M.

The Board rejoined the Committee of the Whole Meeting at 8:10 P.M.

ROLL CALL

Present: Trustees Foy, Frye, Kraly, Newby, Rodriguez, Triphahn,

Absent: None

7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Newby to adjourn the Committee of the Whole meeting at 8:10 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: IMRF AUTHORIZED AGENT

Agenda Item No. COTW

Executive Summary:

The Village Board has the authority to designate an authorized agent as the Village’s official representative for the purposes of conducting business with the Illinois Municipal Retirement Fund. Therefore, the Village Administrator recommends that Wayde Frerichs be designated as the authorized IMRF agent for the Village of Round Lake. Once a Human Resources position is filled, a new resolution will be done designation that position as the authorized IMRF agent.

Attached is

- A resolution for the appointment
- IMRF Form 2.20: Notice of Appointment of Authorized Agent
- IMRF Authorized Agent Responsibilities

Recommended Action:

Adopt a Resolution Authorizing the Appointment of Wayde Frerichs as the Illinois Municipal Retirement Fund Authorized Agent for the Village of Round Lake

Committee: -	Meeting Date: February 16, 2016																														
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																														
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">XX-XX-XX-XXXXX</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	XX-XX-XX-XXXXX	-		Item Requested			Y-T-D Actual			Amount Encumbered						Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
Account(s)	Budget	Expenditure																													
XX-XX-XX-XXXXX	-																														
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Amount Encumbered																															
Total:	\$0.00	\$0.00																													
Request is over/under budget:																															
Under	-																														
Over	-																														

Resolution 2016-R-XX

A Resolution Authorizing the Appointment of Wayde Frerichs as the Illinois Municipal Retirement Fund Authorized Agent for the Village of Round Lake

WHEREAS, the Village Board of the Village of Round Lake has the authority to designate an authorized agent as the Village's official representative for the purposes of conducting business with the Illinois Municipal Retirement Fund (IMRF); and

WHEREAS, the Village Administrator recommends that Wayde Frerichs, Director of Finance, be designated as authorized agent for the Village of Round Lake for IMRF.

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake as follows:

Section One: That Wayde Frerichs be designated to act as the authorized agent on behalf of the Village of Round Lake in all matters affecting the administration of the IMRF.

Section Two: That such powers and duties of Wayde Frerichs, as the authorized agent, shall include: a) the filing of petitions for nominations of an Executive Trustee of IMRF; and b) the authority to cast a ballot for the election of an Elective Trustee of IMRF.

Section Three: That any and all previous designations are hereby revoked by this resolution.

Section Four: That the foregoing recitals are hereby found as fact and made a part hereof.

Section Five: That this Resolution shall be in full force and effect from and after its passage and approval as required by law.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME VILLAGE OF ROUND LAKE		EMPLOYER IMRF I.D. NUMBER 04434	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME FRERICHS	FIRST NAME WAYDE	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY MUNICIPALITY			
DATE APPOINTMENT MADE (MM/DD/YYYY) 02/29/2016	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 03/01/2016	POSITION TITLE DIRECTOR OF FINANCE	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
X		02/16/2016	
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
CERTIFICATION			
I, <u>PATRICIA C. BLAUVELT</u>		do hereby certify that I am <u>VILLAGE CLERK</u>	
NAME		CLERK OR SECRETARY	
of the <u>VILLAGE OF ROUND LAKE</u>		NAME OF EMPLOYER	
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
BUSINESS ADDRESS			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<u>Mr.</u> rs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS			
442 N. CEDAR LAKE ROAD			
CITY STATE AND ZIP + 4			
ROUND LAKE ILLINOIS 60073-2802			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
(847) 546-5400			
FAX NO. (with Area Code)		EMAIL ADDRESS	
(847) 546-5405		wfrerichs@eroundlake.com	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289



2 - Authorized Agent Responsibilities

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Sample Forms

Exhibits

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2C	2.50	Forms / Publications Request

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Authorized Agent Responsibilities

2.00 Introduction

This section of the manual explains the need for an Authorized Agent, defines the qualifications, powers, and duties of the position, and gives the procedures for appointment of an Authorized Agent.

2.10 Necessity for an Authorized Agent

The IMRF program is complex. It involves substantial cash outlays by units of government (IMRF employers) and precious rights to IMRF members.

Its benefits as part of an effective personnel program may be lost—or even turned into a disadvantage—by weak or ineffective local administration. Therefore, a well-informed local official or employee is essential as the point of contact with IMRF.

Specific reasons why an Authorized Agent is necessary:

1. To centralize the local administration of IMRF in one person.
2. To file payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies.
3. To act as the agent of the governing body in IMRF matters. (An Authorized Agent is not an agent of IMRF.)

2.20 Qualifications of an Authorized Agent

The Authorized Agent should be a person with the necessary skills and authority to serve both the unit of government (the IMRF employer) and its IMRF members.

It is recommended that the Authorized Agent be a member of IMRF. (A “member” refers to an employee working in an IMRF-qualified position as well as an employee receiving an IMRF pension and working in a position that does not qualify for IMRF participation or provides the employee the option of participating in IMRF, e.g., elected office.)

All Authorized Agents, regardless of IMRF participation status, may submit a nominating petition and cast a ballot in an Executive Trustee election. The Authorized Agent’s governing body must still delegate such powers to the Authorized Agent on his or her notice of appointment (Form 2.20). The Authorized Agent does not need to be an officer in the unit of government, but preferably should be a full-time employee.

The Authorized Agent should have the following qualifications:

1. A close working knowledge of all personnel employed by the unit of government, including new and terminated employees.
2. Access to personnel records, payrolls, and other employee compensation records.
3. An adequate channel of communications with the local governing body or chief executive officer.
4. Sufficient time to perform local administrative IMRF functions.

2.30 Powers and Duties of an Authorized Agent

The IMRF Act specifies the general powers and duties of an Authorized Agent, and the powers and duties which a governing body may by law delegate to its Authorized Agent.

2.31 Powers and Duties of an Authorized Agent as Specified by the Illinois Pension Code

The duties of an Authorized Agent as they appear in the Illinois Pension Code: (40 ILCS 5/7-135)

Sec. 7-135. Authorized Agents

- a. Each participating municipality and participating instrumentality shall appoint an Authorized Agent who shall have the powers and duties set forth in this section.

In absence of such appointment, the duties of the Authorized Agent shall devolve upon the clerk or secretary of the municipality or instrumentality and in the case of township school trustees upon the township school treasurer.

- b. The Authorized Agent shall have the following powers and duties:
 1. To certify to the fund whether or not a given person is authorized to participate in the fund;
 2. To certify to the fund when a participating employee is on a leave of absence authorized by the municipality;
 3. To request the proper officer to cause employee contributions to be withheld from earnings and transmitted to the fund;
 4. To request the proper officer to cause municipality contributions to be forwarded to the fund promptly;
 5. To forward promptly to all participating employees any communications from the fund for such employees;
 6. To forward promptly to the fund all applications, claims, reports and other communications delivered to him or her by participating employees;
 7. To perform all duties related to the administration of this retirement system as requested by the fund and the governing body of his or her municipality.

2.32 General Powers and Duties Explained

The general powers and duties are as follows:

1. To determine and certify to IMRF which employees are covered by IMRF (see Section 3, Part I - Schools or Section 3, Part II - Other than Schools for coverage).
2. To see that proper IMRF member contributions are withheld from employees' earnings (see Section 4 for withholding procedures).
3. To complete payroll reports and promptly forward IMRF member and employer contributions to IMRF (see Section 4 for reporting procedures).
4. To promptly forward all communications directed to members and beneficiaries by IMRF, including:
 - a. Member ballots for employee trustees
 - b. Personal Statements of Benefits (member statements of account)
 - c. Leaflets, bulletins, and other informational material.
5. To keep the governing body informed regarding:

- a. Employer contribution rates and funds required to meet participation costs
 - b. Employer accounts receivable and other charges
 - c. Matters requiring governing body approval as well as the general administration of IMRF.
6. To assist members in filing participation papers (see Section 6), and applications for retirement pensions and other benefits, and to assist members' beneficiaries in filing applications for survivor's benefits (see Section 5).
7. To perform other administrative duties in connection with IMRF, such as:
- a. Answering members' questions, including questions about Personal Statement of Benefits, and if necessary, assist them in communicating with IMRF.
 - b. Carefully reviewing the annual statements of employer account issued by IMRF and reconciling them with the unit of government's records.
8. To sign all payroll reports, notices of member participation and termination, and other forms and communications on behalf of the unit of government. The Authorized Agent may affix his or her signature by stamped facsimile signature. **In the absence of the Authorized Agent, the person authorized to sign should be instructed to affix the Authorized Agent's name, then add "by" and sign his or her own name.**

Such procedure should NOT be followed when submitting information via Employer Access. Anyone authorized to act on behalf of the Authorized Agent should be assigned an Employer Access Web Assistant account. See section 2.90.

2.33 Delegated Powers and Duties

The governing body of an employer may delegate the following powers and duties to an Authorized Agent regardless of the Agent's IMRF participation status:

- 1. To file a petition for nomination of an executive trustee of IMRF.
- 2. To cast a ballot for election of an executive trustee of IMRF.

All Authorized Agents, regardless of IMRF participation status, may submit a nominating petition and cast a ballot in an Executive Trustee election.

The Authorized Agent's governing body must still delegate such powers to the Authorized Agent on his or her notice of appointment (Form 2.20).

2.35 Authorized Agent Training

IMRF provides training for Authorized Agents and other individuals involved in the administration of IMRF.

IMRF's Authorized Agent Certification Programs offer an overview of an Authorized Agent's responsibilities. Topics covered include enrollment, wage reporting, service credits, benefits, and employer rates. After an individual attends all the sessions, he or she receives a plaque identifying him or her as a Certified Authorized Agent.

IMRF recommends that **anyone** involved in the administration of IMRF attend a Certification program, including individuals who attended previous training sessions or who have been involved in the administration of IMRF for many years.

2.40 Appointment of an Authorized Agent

The procedures for appointment of an Authorized Agent are as follows:

1. The governing body would appoint an Authorized Agent by passing a resolution. As required by law, the governing body would appoint only one Authorized Agent.
2. The resolution must specify the powers and duties, if any, delegated to the Authorized Agent by the governing body (see paragraph 2.33 Delegated Powers and Duties).
3. IMRF is to be notified of the appointment and of the powers and duties delegated. Use IMRF Form 2.20, "Notice of Appointment of Authorized Agent" (Exhibit 2A).
4. To change Authorized Agents, the governing body would follow the same procedures used in the original appointment.

If an Authorized Agent is not appointed, the unit of government's clerk, or the secretary of the governing body is the Authorized Agent.

2.50 Township Supervisors

Public Act 98 – 0218 removed the requirement that the Township Supervisor must serve as the Authorized Agent. Townships can name any person with the necessary skills and authority to serve both the unit of government (the IMRF employer) and its IMRF members as its Authorized Agent.

2.60 Web Assistants

IMRF employers (units of government) that have several instrumentalities and/or departments may wish to appoint Web Assistants.

Web Assistants are responsible to the appointed Authorized Agent and would perform such functions as are delegated to them by the Authorized Agent and the governing body. In contacts with IMRF, they must operate through the appointed Authorized Agent.

1. Employer Access account
The Authorized Agent should set up an Employer Access Web Assistant account for any Web Assistants (see Section 2.90). An Employer Access User ID functions as an electronic signature.

Each employee who submits information to IMRF through Employer Access should have his or her own Employer Access account. Using another employee's account to submit information to IMRF is the same as signing that employee's name—instead of your own—on a form.

2. Training
IMRF recommends that **anyone** involved in the administration of IMRF attend an Authorized Agent Certification program, including individuals who attended previous training sessions or who have been involved in the administration of IMRF for many years.

2.70 Delivery of Communications

Delivery of any communications or document by a member or unit of government (IMRF employer) to the Authorized Agent does not constitute delivery to IMRF.

2.80 IMRF Forms

IMRF no longer mails paper forms to employers that have Internet access. IMRF forms can be downloaded from www.imrf.org. Several forms can be completed electronically via secure Employer Access. Employers without Internet access can continue to request blank forms from IMRF.

2.85 Quick Reference Guides

IMRF has developed a series of Procedure Checklists as well as an Employer Forms Guide for use by Authorized Agents and their assistants—anyone involved in the local administration of IMRF.

2.90 Secure Employer Access Area of www.imrf.org

IMRF's Employer Access area is a secure area of IMRF's website (www.imrf.org). The purpose of Employer Access is to provide IMRF employers with information specific to your employer's account.

IMRF Online employer functions can be divided into three functions:

1. Administrative functions will allow you to:
 - a. Sign on to IMRF's Employer Access area.
 - b. Update and maintain your own profile information.
 - c. There are three types of Employer Access accounts:

Authorized Agent (AA) account: Administers all accounts and has access to all Employer Access functions. The AA account is ultimately responsible for setting up and maintaining all other accounts.

Security Administrator account: Set up by the AA, has access to all the functions of an AA account. This type of account is a good choice when the Authorized Agent at your employer would prefer someone else to handle the day-to-day administration of IMRF and Employer Access. There can be only one Security Administrator account for each employer.

Web Assistant account: Set up and maintained by either the AA or Security Administrator. The ability to use Employer Access functions is limited by security permissions set up by the AA or Security Administrator.

Note: If you have a Web Assistant account and later become the AA at your employer, you must set up a new AA account for your use. You should not continue to use your Web Assistant account.

Your User ID functions as an electronic signature. **Each employee—including Web Assistants—who submits information to IMRF through Employer Access should have his or her own Employer Access account.**

IMRF sends most employer communications electronically. We send these electronic communications to the email addresses in Employer Access. Each account owner should have his or her *own unique email address* entered into the contact information for the account.

Keep the account active

Logging in to your Employer Access account at least every 60 days (especially AA accounts) keeps the account active. After an account has been unused for 90 days, IMRF begins the steps to delete the account.

Delete Unused Accounts

You should delete unused accounts as soon as they are no longer needed (for example, when an employee leaves). While IMRF will eventually delete unused accounts, from a security standpoint it is better if you delete an account as soon as you are aware that it is no longer necessary.

2. Current Employer Account functions will allow you to:
 - a. View resolutions your employer has adopted.
 - b. View your employer contribution rates.
 - c. View/update certain wage report information.
 - d. View/update certain member information.
 1. Participation information (enrollment date, termination date if applicable, plan type, etc.)
 2. Member address
 3. Member employment/plan information
 4. Benefit application status
 5. Payments from member
 6. Final rate of earnings (FRE) and service credit
 7. Documents received or requested
 - e. Transmit monthly wage reports.
 - f. Upload documents to IMRF.
3. Because online transactions are more accurate, more efficient, and faster, employers with Internet access are required to submit the following transactions via Employer Access.
 - a. Monthly wage and contribution reports
 - b. Form 3.20, "Wage and Contribution Adjustments"
 - c. Form 6.10, "Notice of Enrollment"
 - d. Form 6.19, "Member Employment Information"
 - e. Form 6.20, "Member Information Change"
 - f. Form 6.41, "Termination of IMRF Participation"

To access this area of IMRF Online, go to the Employer Access area of the IMRF website at www.imrf.org, and complete the online registration process.

Please note: You cannot request a user ID and password by phone or email due to security restrictions.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: HUMAN RESOURCES MANAGER POSITION

Agenda Item No. COTW

Executive Summary:

As part of Management’s Overall Vision Evaluation memorandum key initiatives were identified, from a Village-wide perspective, to set the Village up for success in the long term. One of the initiatives was to hire a full-time human resources professional. As such, included in the packet for further discussion is:

- A human resources professional initiative goals and objectives sheet
- An amended employee compensation plan adding the Human Resources Manager position and eliminating the Assistant Village Administrator title
- A job description for the Human Resources Manager
- Job descriptions for the Director of Finance and Accounting Manager eliminating references to the Assistant Village Administrator position and any functions that included human resources functions
- A Human Resources Manager and Accounting Manager job position postings

Recommended Action:

For Discussion Purposes and Future Action by the Village Board and the Management Team

Committee: -	Meeting Date: February 16, 2016																																					
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																																					
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure																						Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-		
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Initiative:

Hire a full-time human resources professional.

Objective:

Hire a Human Resources Manager to coordinate all human resources functions for the Village of Round Lake. Current staff does not have the expertise or the time commitment to effectively manage the ever complex and changing rules and regulation of human resources management.

Goal:

To hire an individual to oversee recruiting, risk management, insurance and other benefits, union bargaining, and to consult with management team members over human resources issues.

Strategy:

Start the process of hiring a Human Resources Manager and the logistic issues that come with hiring a new employee.

Action Plan:

1. Complete a job description including wage range
2. Advertise for a Human Resources Manager position
3. Interview selected candidates

Expectations

Staff is expecting to hire an individual with the knowledge and understanding of the complex rules and regulations in this area. Human resources needs at the Village have been addressed only on a limited basis and changes need to occur to have the Village human resources functions be at the expected level for the size of our organization. As identified in Managements Overall Vision Evaluation memorandum, the follow are service levels that need to be addressed:

Affordable Care Act impact/issues	Compensation study/survey
Employee policy manual updates	Job description updates/changes
Risk management pools & other options	Safety manual
Reestablish safety committee	Merit plans
Staff evaluation process/new forms	Training classes/database
Cross training programs	Wellness programs
Payroll: emergency contacts update	Newsletter
Payroll: W-4 update	ROTHS/deferred comp plan research
Paid time-off plans (PTO)/research	FMLA training
Risk management inventory issues	

The above are beyond the inquiries, paperwork and other normal human resources activities.

Responsibility:

Administration Department

Budget Impact / Estimated Costs:

Human Resources Manager salary range is estimated at \$58,873 - \$83,046. Other expenses include training, professional organization dues, office equipment and supplies, and other such items. Below is the fiscal year end 2017 budget impact:

2017 Financial Forecast Position	<u>Current</u>			<u>Proposed</u>			<u>Change</u>		
	General	Water	Total	General	Water	Total	General	Water	Total
AVA/Director of Finance	\$69,862	\$23,287	\$93,149	\$68,607	\$22,869	\$91,476	(\$1,255)	(\$418)	(\$1,673)
Accounting Manager	\$62,667	\$20,889	\$83,556	\$45,606	\$15,202	\$60,808	(\$17,061)	(\$5,687)	(\$22,748)
HR Manager	\$0	\$0	\$0	\$50,714	\$16,905	\$67,619	\$50,714	\$16,905	\$67,619
Public Works Position	\$21,887	\$21,887	\$43,774	\$0	\$0	\$0	(\$21,887)	(\$21,887)	(\$43,774)
	\$154,416	\$66,063	\$220,479	\$164,927	\$54,976	\$219,903	\$10,511	(\$11,087)	(\$576)

ORDINANCE NO. 16-O-XX

AMENDED FISCAL YEAR END APRIL 30, 2016
EMPLOYEE COMPENSATION PLAN

WHEREAS, the Board of Trustees has previously implemented Employee Compensation Plan Guidelines; and

WHEREAS, the Board of Trustees deems it appropriate to confirm that these guidelines shall continue as the compensation guidelines applicable to Village employees as from time to time confirmed by the yearly budget approved by the Board of Trustees and further conditioned in this ordinance; and

WHEREAS, the Metropolitan Alliance of Police bargaining unit employees have an agreement which specifies a compensation plan for such members; and

WHEREAS, the International Union of Operating Engineers, Local 150, AFL-CIO bargaining unit employees have an agreement which specifies a compensation plan for such members.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS as follows:

SECTION 1: The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Ordinance and are incorporated by reference as if set forth verbatim herein.

SECTION 2: That the Guidelines for Employee Compensation are hereby confirmed as the applicable guidelines to be confirmed yearly by approval of the Village Budget, or as set forth in a duly approved collective bargaining agreement.

SECTION 3: That in conjunction with such guidelines, the Mayor, or his designee, is authorized to hire the number of positions provided for in Exhibit 1, except where Village Board approval is required by law.

SECTION 4: All Ordinances in conflict with this Ordinance, to the extent of such conflict are hereby repealed.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

AYES:

NAYS:

ABSENT:

Village of Round Lake, Illinois - Compensation Plan
For the Fiscal Year Ended April 30, 2016
Cost of Living Adjustment: 3.0%

Grade	Steps										
	A	B	C	D	E	F	G	H	I	J	K
001	<u>No Positions Authorized in this Grade</u>										
	\$15.11	\$15.64	\$16.19	\$16.75	\$17.34	\$17.95	\$18.57	\$19.22	\$19.90	\$20.59	\$21.31
002	<u>No Positions Authorized in this Grade</u>										
	\$32,689	\$33,833	\$35,017	\$36,243	\$37,511	\$38,824	\$40,183	\$41,590	\$43,045	\$44,552	\$46,111
003	<u>Community Service Officer: 1</u>										
	\$33,998	\$35,188	\$36,420	\$37,694	\$39,013	\$40,379	\$41,792	\$43,255	\$44,769	\$46,336	\$47,958
004	<u>Records Clerk: 1, Part-Time Records Clerk: 1</u>										
	\$35,357	\$36,594	\$37,875	\$39,201	\$40,573	\$41,993	\$43,463	\$44,984	\$46,558	\$48,188	\$49,875
005	<u>Administrative Support Assistant: 5, Administrative Support Assistant Part-Time: 1, Records Manager: 1</u>										
	\$36,771	\$38,058	\$39,390	\$40,769	\$42,196	\$43,672	\$45,201	\$46,783	\$48,420	\$50,115	\$51,869
006	<u>Facility and Fleet Manager: 1</u>										
	\$38,241	\$39,579	\$40,965	\$42,398	\$43,882	\$45,418	\$47,008	\$48,653	\$50,356	\$52,119	\$53,943
007	<u>Executive Support Assistant: 1</u>										
	\$39,772	\$41,164	\$42,605	\$44,096	\$45,639	\$47,237	\$48,890	\$50,601	\$52,372	\$54,205	\$56,102
008	<u>No Positions Authorized in this Grade</u>										
	\$41,363	\$42,811	\$44,309	\$45,860	\$47,465	\$49,126	\$50,846	\$52,625	\$54,467	\$56,374	\$58,347
009	<u>Code Enforcement Officer: 1</u>										
	\$43,018	\$44,524	\$46,082	\$47,695	\$49,364	\$51,092	\$52,880	\$54,731	\$56,646	\$58,629	\$60,681
010	<u>Code Enforcement Officer/Plan Reviewer: 1</u>										
	\$44,738	\$46,304	\$47,924	\$49,602	\$51,338	\$53,135	\$54,994	\$56,919	\$58,911	\$60,973	\$63,107
011	<u>No Positions Authorized in this Grade</u>										
	\$46,527	\$48,155	\$49,841	\$51,585	\$53,391	\$55,259	\$57,194	\$59,195	\$61,267	\$63,412	\$65,631
012	<u>No Positions Authorized in this Grade</u>										
	\$48,389	\$50,083	\$51,836	\$53,650	\$55,527	\$57,471	\$59,482	\$61,564	\$63,719	\$65,949	\$68,257
013	<u>No Positions Authorized in this Grade</u>										
	\$50,324	\$52,085	\$53,908	\$55,795	\$57,748	\$59,769	\$61,861	\$64,026	\$66,267	\$68,586	\$70,987
014	<u>No Positions Authorized in this Grade</u>										
	\$52,337	\$54,169	\$56,065	\$58,027	\$60,058	\$62,160	\$64,336	\$66,587	\$68,918	\$71,330	\$73,827
015	<u>No Positions Authorized in this Grade</u>										
	\$54,431	\$56,336	\$58,308	\$60,349	\$62,461	\$64,647	\$66,910	\$69,251	\$71,675	\$74,184	\$76,780
016	<u>No Positions Authorized in this Grade</u>										
	\$56,608	\$58,589	\$60,640	\$62,762	\$64,959	\$67,233	\$69,586	\$72,021	\$74,542	\$77,151	\$79,851
017	<u>Accounting Manager: 1 & Human Resources Manager: 1</u>										
	\$58,873	\$60,934	\$63,066	\$65,274	\$67,558	\$69,923	\$72,370	\$74,903	\$77,524	\$80,238	\$83,046
018	<u>No Positions Authorized in this Grade</u>										
	\$61,227	\$63,370	\$65,588	\$67,883	\$70,259	\$72,718	\$75,264	\$77,898	\$80,624	\$83,446	\$86,367

Village of Round Lake, Illinois - Compensation Plan
 For the Fiscal Year Ended April 30, 2016
 Cost of Living Adjustment: 3.0%

Grade	Steps										
	A	B	C	D	E	F	G	H	I	J	K
019	<u>No Positions Authorized in this Grade</u>										
	\$63,675	\$65,904	\$68,210	\$70,598	\$73,069	\$75,626	\$78,273	\$81,012	\$83,848	\$86,782	\$89,820
019A	<u>Commanders: 2</u>										
	\$66,866	\$69,206	\$71,629	\$74,136	\$76,730	\$79,416	\$82,195	\$85,072	\$88,050	\$91,131	\$94,321
020	<u>No Positions Authorized in this Grade</u>										
	\$68,152	\$70,537	\$73,006	\$75,561	\$78,206	\$80,943	\$83,776	\$86,708	\$89,743	\$92,884	\$96,135
021	<u>No Positions Authorized in this Grade</u>										
	\$68,872	\$71,283	\$73,777	\$76,360	\$79,032	\$81,798	\$84,661	\$87,624	\$90,691	\$93,865	\$97,151
022	<u>No Positions Authorized in this Grade</u>										
	\$71,627	\$74,134	\$76,729	\$79,414	\$82,194	\$85,070	\$88,048	\$91,130	\$94,319	\$97,620	\$101,037
023	<u>No Positions Authorized in this Grade</u>										
	\$74,491	\$77,098	\$79,797	\$82,590	\$85,480	\$88,472	\$91,568	\$94,773	\$98,090	\$101,524	\$105,077
023A	<u>Director of Finance: 1 & Director of Public Works: 1</u>										
	\$76,879	\$79,570	\$82,355	\$85,237	\$88,220	\$91,308	\$94,504	\$97,812	\$101,235	\$104,778	\$108,445
024	<u>Police Chief: 1</u>										
	\$77,472	\$80,184	\$82,990	\$85,895	\$88,901	\$92,012	\$95,233	\$98,566	\$102,016	\$105,586	\$109,282
025	<u>Village Administrator: 1</u>										
	\$80,571	\$83,391	\$86,310	\$89,331	\$92,457	\$95,693	\$99,042	\$102,509	\$106,097	\$109,810	\$113,653

Employees At Top of Range
 Performance Rates - Range of Percentage to Use
 For Exemplary Performance

0.00%

Performance pay is annual salary times a percentage above to arrive at a one time amount for those that are at the maximum step.

Other Part-Time Employee Rates

<u>Position Description</u>	<u>Hourly Rate</u>	<u>Authorized</u>
Police Officer	\$20.63	6
Public Works Employee	\$11.04	2 (including seasonal workers)
Community Service Officer	\$15.11	-
Accountant	\$24.19	-
Interns	\$16.07	-
Snow Plow Operators	\$16.11	5

Note: The number after the position description represents positions authorized in the budget document. The grades that state "No Positions Authorized in this Grade" means for the current fiscal year end those grades have no budgeted positions.



JOB DESCRIPTION

Date: February 10, 2016

Job Title: Human Resources Manager
Department: Administration
Location: Village Hall
Reports to: Village Administrator
FLSA Status: Exempt
Compensation Grade: 017

PURPOSE OF POSITION:

The Human Resources Manager is responsible for developing, organizing, planning, and implementing the Village's comprehensive human resources program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages the implementation and administration of various employee benefit programs; maintains employee benefit records, including new enrollments, and terminating participation, and monitors insurance deductions, billings, and payments. Acts as the liaison to insurance carriers and advises employees regarding benefit programs. Administers COBRA and Illinois continuation of benefit programs.

Receives, processes, and tracks resolutions of workers compensation claims to insurance carriers, forwards wage reports when necessary, maintains files involving employee inquiries, and works with insurance claims adjusters and attorneys to ensure proper claim processing.

Communicate personnel policies and procedures to Village employees, and recommends changes when necessary.

Assists other departments to coordinate recruitment, interviewing and selection of employees to fill vacant positions, and various training programs. Plans and conducts new employee orientations to foster positive attitude toward organizational goals' review personnel rules and regulations; and provide an overview of insurance benefits and supplemental options available.

Conducts salary and fringe benefit surveys, staffing, and other organizational studies. Analyzes existing compensation and benefit plans of the Village and prevailing practices among similar organizations to establish fair compensation plans and competitive benefits programs through analysis of market data; recommends benefit plan changes to management if necessary; and notifies employees and labor union representatives of changes in benefits programs.

Participates in the preparation and negotiation of collective bargaining agreements.

Stays current in employment related regulatory changes and administers programs to ensure compliance with state and federal regulations.

ADDITIONAL TASKS AND RESPONSIBILITIES:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources or a closely related field from an accredited four year college or university, with two (2) years' experience in a human resources capacity or any combination of education and experience that provides equivalent knowledge, skill, and abilities will be considered. Certification as a Professional in Human Resources (PHR or SPHR) preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability in Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

Employee

Date

Village Administrator

Date



JOB DESCRIPTION

Date: February 10, 2016

Job Title: Director of Finance
Department: Administration
Location: Village Hall
Reports to: Village Administrator
FLSA Status: Exempt
Compensation Grade: 023A

PURPOSE OF POSITION:

The purpose of this position is to provide highly responsible and complex administrative, fiduciary, and financial management work in the direction of the Finance Department, including accounting, fund investments, and budget coordination. Additionally, this position may assist the Village Administrator in the development and coordination of Village functions, programs, and economic development. This position acts under the supervision of the Village Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyzes, plans, and coordinates all aspects of financial management of the Village, in compliance with federal and state statute, generally accepted accounting principles, GASB regulations and Village ordinances including preparing fiscal budgets, cost analysis, and meeting with department heads to determine and decide financial matters.

Oversees and coordinates preparation for the annual comprehensive audit including the necessary journal entries, audit schedules, and completion of the annual financial report and other required reports.

Provides oversight for the preparation of the annual property tax levy and annual budget processes.

Supervises, trains, directs, and evaluates department personnel and monitors all activities and operations of the department, sets goals and objectives and established guidelines for performance.

Serves as Treasurer for the Village of Round Lake Police Pension Fund.

Answers questions from elected officials, department heads, other government agency officials, auditors, taxpayers, and the general public regarding financial matters.

Participates in the preparation and negotiation of collective bargaining agreements.

Attends training meetings, seminars, and conferences to represent the interests of the Village and to keep informed on matters of interest to the Village.

Assists the Village Administrator in the development and implementation of special programs, projects, and economic development.

ADDITIONAL TASKS AND RESPONSIBILITIES:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Accounting, Finance, Business Administration or a related field with five years experience in municipal accounting/finance, including three to five years administrative and supervisory experience. Masters of Business Administration, Certified Public Accountant, or Certified Public Finance Officer preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability in Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

Employee

Date

Village Administrator

Date



JOB DESCRIPTION

Date: February 10, 2016

Job Title: Accounting Manager
Department: Administration
Location: Village Hall
Reports to: Director of Finance
FLSA Status: Exempt
Compensation Grade: 017

PURPOSE OF POSITION:

The Accounting Manager is responsible for administering the day-to-day operations of the Finance Department as well as assisting the Director of Finance in managing the key functions of the Finance Department including, but not limited to, the annual budget process, the annual audit, accounting, financial reporting, internal controls, and compliance filing. The Accounting Manager will supervise the support staff positions in the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages the day-to-day operations of the Finance Department; including cash receipts, accounts payable, accounts receivable, utility billing, and payroll to ensure efficient use of resources and the timely completion of tasks.

Coordinates and supervises the work of Finance Department support staff positions.

Prepares and approves journal entries, setting up new accounts, analysis of account activity, and reconciliation of bank accounts and investment activity.

Evaluates accounting processes and procedures regularly and recommends improvements as needed.

Oversees the preparation and filing of W-2 forms, 1099 forms, and the quarterly payroll and unemployment reports.

Assists the Director of Finance with the annual audit, budget process, human resource projects, and any other projects as requested.

ADDITIONAL TASKS AND RESPONSIBILITIES:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Accounting, Finance, or a closely related field, with three to five years experience; any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Government accounting/finance experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability in Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

Employee

Date

Director of Finance

Date

Human Resources Manager – Village of Round Lake

Posted on February 17, 2016 and will remain open until filled.

The Village of Round Lake, Illinois (population 18,289) seeks a Human Resources Manager. This newly created professional, full-time, exempt position reports directly to the Village Administrator and will be a key member of the management team.

This position's primary functions will be responsible for managing the entire human resource function of the Village. This is a great opportunity for a human resource professional to make this function their own by establishing new programs, updating policies, and to lead several rewarding projects in a relaxed and enjoyable work environment. Look no further for a great work/life balance at the Village of Round Lake.

The successful candidate will have a Bachelor's degree in human resources or a closely related field from an accredited four year college or university, with two (2) years' experience in a human resources capacity or any combination of education and experience that provides equivalent knowledge, skill, and abilities will be considered. Certification as a Professional in Human Resources (PHR or SPHR) and/or local government experience is preferred.

Salary Range:

\$58,873 - \$83,046 (DOQ)

Location:

Village Hall
442 N. Cedar Lake Road
Round Lake, IL 60073
www.eroundlake.com

How to Apply:

To apply for this position, please send cover letter, resume, salary history, and three professional references to Steven J. Shields, Village Administrator, via email to sshields@eroundlake.com. Please put "HR Manager Position" as the subject line. Hard copies (faxed, mailed, or hand-delivered) will not be accepted.

Accounting Manager – Village of Round Lake

Posted on February 17, 2016 and will remain open until filled.

The Village of Round Lake, Illinois (population 18,289) seeks an Accounting Manager to join the Finance Department. This position's primary function will be responsible for administering the day-to-day operations of the Finance Department as well assisting the Director of Finance in managing the key functions of the department including, but not limited to, the annual budget process, the annual audit, accounting, financial reporting, internal controls, and compliance filing. The Accounting Manager will supervise the support staff positions in the Finance Department.

The successful candidate will have a Bachelor's degree in Accounting, Finance, or a closely related field, with three to five years municipal accounting or finance experience. Supervisory experience is preferred.

Salary Range:

\$58,873 - \$83,046 (DOQ)

Location:

Village Hall
442 N. Cedar Lake Road
Round Lake, IL 60073
www.eroundlake.com

How to Apply:

To apply for this position, please send cover letter, resume, salary history, and three professional references to Steven J. Shields, Village Administrator, via email to sshields@eroundlake.com. Please put "HR Manager Position" as the subject line. Hard copies (faxed, mailed, or hand-delivered) will not be accepted.