



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing a Full Time Operations Manager for the Office of Emergency Management and Associated Budget Adjustment

Committee Flow:

Human Services Committee, Judicial Public Safety Committee, Finance and Budget Committee, Executive Committee, County Board

Contact:

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Budget Information:

Was this item budgeted? No	Appropriation Amount: \$46,615.89
If not budgeted, explain funding source: Reserves	

Summary:

The Office of Emergency Management maintains a volunteer group of 45 volunteers who annually work over 11,000 hours, equivalent to 5.3 full-time employees. This group is overseen by a part-time Assistant Director, who is limited to 600 hours per year (about 11 hours per week), which is insufficient to effectively oversee volunteer operations and a full-time position is needed to ensure availability for emergencies. A new full-time Operations Manager job description was developed in consultation with Human Resources Management, who assigned a grade of 510. This new position would replace the part-time Assistant Director position and would have a starting salary up to \$74,224, which is within range for the Compensation and Positions Management Policy. This resolution authorizes the new position as well as necessary budget changes.