

REVISED AGENDA

PERSONNEL REVIEW COMMITTEE

Thursday, April 20, 2023 at 9:00 a.m.

Jo Daviess County Courthouse – 3rd floor County Board Room

Meeting is Accessible via Audio Call-in

3rd Floor Evacuation Policy

1. The Chairman at all public meetings held in the third floor County Board room shall instruct the public how to exit in case of emergency.
2. Exit down hall in either direction.
3. After 4:00 p.m. the door at the end of the hall opposite the elevator is locked.
 - a) **To open pull Fire Alarm.**
4. A sign shall be placed at the locked door, instructing how to open the door by pulling the fire alarm.
5. On the second floor you may exit using the doors on the Meeker Street side, **or** continue to the first floor to exit building.
6. Do not use elevator in case of fire.

1. Call to Order

2. Roll Call – Establishment of Quorum

3. Approval of Minutes

- a) Minutes of March 15, 2023 Personnel Review Committee meeting.

4. Citizens' Comments

5. Unfinished Business

- a) Discussion and possible action on reevaluating position descriptions

- Administration
- Assessor
- Circuit Clerk
- County Clerk and Recorder
- Emergency Management
- GIS/IT
- Highway
- Planning & Development
- Probation
- Sheriff
- States Attorney
- Transit
- Treasurer

- b) Discussion and possible action on grading of position descriptions

- Administration
- Assessor
- Circuit Clerk
- County Clerk and Recorder
- Emergency Management
- GIS/IT
- Highway
- Planning & Development

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- Probation
- Sheriff
- States Attorney
- Transit
- Treasurer

6. New Business

- a) Discussion and possible action to approve the Office Manager Position Description template
- b) Discussion and possible action regarding Financial Administrative Assistant Manager position

7. Committee Member Comments/Concerns

8. Establish future meeting date

9. Citizens' Comments

10. Adjourn

This meeting will be held virtually. The public may attend in person; however we encourage you to attend via Zoom audio as follows:

<https://us06web.zoom.us/j/86369652353?pwd=N2swRmNOOE4yUElrdGJ4VGtWYXM2dz09>

Call in number: +1 312 626 6799 US (Chicago)
+1 309 205 3325 US
+1 507 473 4847 US

Meeting ID: 863 6965 2353

Passcode: 843256

Call-in information is also available on the JDC website at www.jodaviesscountyil.gov