

NEW PERSONNEL JUSTIFICATION FORM

Department: Building Management

Name of Preparer: Michele Matuszak

Please attach the following additional documentation to this form:

JOB DESCRIPTION

PERSONNEL DETAIL:

Fund/Dept/Sub-Dept: 001.080.080.

Job Title	Job Classification	Salary Range
Maintenance		40,000.00

LINE ITEM EXPENDITURES:

Line Item	Description	Amount	
40000	Salary and Wages	\$40,000	
45100	FICA/SS (7.65%)	\$3,060.00	
45200	IMRF (8.80%)	\$3,520.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.54%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$30,215	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$699	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (1.90%)	\$760.00	
53010	Worker's Compensation (2.98%)	\$1,192.00	
53020	Unemployment (0.06%)	\$24.00	
	Other		
	TOTAL	\$79,470	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes No Estimated Revenue Funds: _____

If yes, describe source and nature of the revenue:

FUND BREAKOUT (IF APPLICABLE):

Fund	% Breakout	Amount

JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):

please turn over

DESCRIPTION OF POSITION:

(Please include any other pertinent information that is not listed on the attached job description.)

New position need for the MUF building

JUSTIFICATION OF POSITION:

Kane County is building a new Multi-Use Facility to house the following functions: Building Management Operations, the Coroner's Office and Operations, and the Sheriff's Fleet Maintenance and Swat Team Vehicles and Equipment. This facility will need a Maintenance Personnel to ensure that its equipment, HVAC systems, and overall routine maintenance is provided to ensure that the 13.5 million dollar investment by the County is properly cared for going forward.

Is this new position a result of a state or federal mandate?

Yes No

(If so, please include the statutory citation.)

DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:

The overall objective of this position is to ensure that there is adequate staff to support the proper care of this new facility.