

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE ADDENDUM
Finance/Justice & Social Services/Policy, Personnel, & Appointments**

County of Champaign, Urbana, Illinois
Tuesday, December 8, 2015 – 6:30 p.m.

Lyle Shields Meeting Room-Brookens Administrative Center
1776 E. Washington, Urbana, Illinois

VIII. Policy, Personnel, & Appointments

A. Appointments/Reappointments

2. Champaign-Urbana Mass Transit District Board – 2 Terms 1/1/2016-12/31/2020

Additional Applicant:

- James F. Faron (R)

F. Other Business

2. Request for Review & Recommendation of Proposed Circuit Clerk Director of Operations Position by the Job Content Evaluation Committee

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: James F. Faron _____

ADDRESS: 3008 Valleybrook Dr. Champaign IL 61822
Street City State Zip Code

EMAIL: Jffaron@comcast.net **PHONE:** 217-377-4677

Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: CU MTD _____

BEGINNING DATE OF TERM: 01/01/2016 **ENDING DATE:** 12/31/2020

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. **IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.**

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

. SEE ENCLOSED SHEET FOR RESPONSES TO QUESTIONS 1-5.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

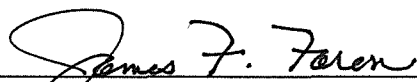
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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.


Signature

12/03/15
Date

1. Beginning with five summers in the 1970's as a Chicago Transit Authority bus driver, I have had a long term interest in public transportation. Coupled with my professional and business background/experience and past Board Memberships gives me a distinct ability to contribute to this body. I have been a member of the Carle Clinic Association Eye Department, serving as a Dr. of Optometry for over 30 years. Beginning in 1982, I have also been involved in the field of Real Estate, owning and managing rentals as Faron Properties, LLC. Additionally, past Board Memberships in such groups as the Champaign-Urbana Symphony, Mental Health - 708 Board, Green Meadows Girl Scouts Council, Illini Striders and Champaign Kiwanis have provided me with diverse exposure to Board work for consideration for this position.
2. I view the role of CU MTD Board Member as multi-factorial. With a budget of over 30 million dollars, one has to be a steward of public money. Additionally, oversight of a valuable public service demands keen attention in a constant push for improved efficiency to enhance these services, holding accountable all involved in the MTD's operation. In summary then, fiscal oversight, improved efficiency, constant efforts to improve services and finally accountability encapsulate my vision of a Board Member.
3. My knowledge comes from attending Board meetings, following media coverage of the MTD and referencing the MTD web-site for overall actions, expenditures, plans, salaries, etc.
4. No
5. Yes

James F. Faron
12/3/15

JAMES F. FARON, O.D., M.A.

PERSONAL:

Birth Date: 10/3/1946

Address: 3008 Valleybrook Drive, Champaign, IL. 61822

Email: JFFARON@COMCAST.NET

Married (Alice) 43 years, 2 married adult daughters (N.C. & CA)

EDUCATION:

DePaul University, 1968, B.A.

Ohio State University, 1971, M.A.

Illinois College of Optometry, 1979, O.D.

EMPLOYMENT HISTORY:

Middle School Teacher, Evanston, IL. 1969-1970

Counselor/Administrator, Greenville, S.C. 1971-1974

Optometrist, Carle Clinic Association, Urbana, IL 1979-2012

Owner-Manager, Faron Properties LLC, 1982-Present

INTERESTS:

Family, Eye Care, Real Estate, Political Affairs (local through national),
Physical Fitness (run, bike, swim), Reading – especially non-fiction, travel

COMMUNITY INVOLVEMENT:

Board Member, Champaign-Urbana Symphony

Board Member, Green Meadows Girl Scout Council

Board Member, Illinois Striders

President, Central Illinois Apartment Association

President, East Central Optometric Society

Program Chair, Champaign Kiwanis

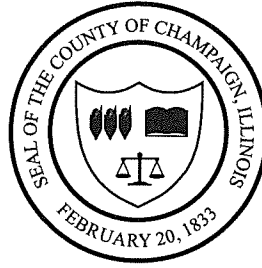
Finance Committee Chair, First United Methodist Church, Champaign

Team Optometrist, University of Illinois Athletic Department

Member, Champaign County 708 Board (Mental Health Board)

JFF
12/3/15

Katie M. Blakeman
Clerk of the Circuit Court



Champaign County Courthouse
101 East Main Street
Urbana, Illinois 61801
Phone (217) 384-3725
Fax (217) 384-3879

CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK
MEMORANDUM

TO: James Quisenberry, Deputy Chair and MEMBERS of the POLICY, PERSONNEL & APPOINTMENTS COMMITTEE of the WHOLE

FROM: Katie Blakeman, Champaign County Circuit Clerk

DATE: December 4, 2015

RE: Request Creation of Position – Director of Operations

ISSUE:

Pursuant to Section 9-4.4(a) of the Champaign County Personnel Policy, I am writing to provide you with the basis for a request for the addition of a Director of Operations for the Champaign County Circuit Clerk, and request that you authorize a recommendation to proceed by submitting the proposed position to the Job Content Evaluation Committee for review, evaluation and recommendation to come back to you for the creation of this new position.

BASIS for REQUEST:

The Champaign County Circuit Clerks office currently has 36 employees that encompass four departments; Civil, Criminal, Records, and Finance. These departments are currently lead by supervisors, all but one are included in the bargaining unit. The fact that the supervisors are members of the bargaining unit makes it difficult for them to effectively lead these departments. As we develop and implement the structure that is sorely needed for this office we will need to have the proper supervision of all the departments.

REQUEST:

This Request is that the Policy, Personnel and Appointments Committee take the first step to the addition of a Director of Operations by forwarding the proposed position to the Job Content Evaluation for review and analysis. As you are aware, this creates no commitment by the Policy, Personnel & Appointments Committee at this time. The Job Content Evaluation Committee will formulate a report and recommendation, which will come back to you for formal consideration at your January meeting. If the Policy, Personnel & Appointments Committee then approves the recommendation for the addition of this position, it will then be forwarded to Finance and ultimately the County Board before it is formally approved.

Katie M. Blakeman
Clerk of the Circuit Court



Champaign County Courthouse
101 East Main Street
Urbana, Illinois 61801
Phone (217) 384-3725
Fax (217) 384-3879

CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK

The Draft job description for this new position is attached to this Memorandum for your information. The position would ultimately assume responsibility for the following:

- Assigns and supervises department supervisors;
- Implements policy and procedures; provides initial stages of disciplinary process and councils Circuit Clerk and Chief Deputy on additional stages of disciplinary process;
- Oversees the efficient utilization of staff, facilities and equipment;
- Directs and coordinates the functions and organizational structure of departments;
- Develops programs, systems and reports to assist in carrying out the goals and duties of the Circuit Clerk's office;
- Assists the Chief Deputy in liaising with various groups and county departments;
- Administers and analyses plans of responsibility for multiple departments;
- Establishes and maintains department training procedures;
- Establishes and maintains proper communication between all department supervisors and staff;

RECOMMENDED ACTION:

The Policy, Personnel and Appointments Committee approves submitting the proposed position of Director of Operations to the Job Content Evaluation Committee for review, analysis and recommendation of classification within the County's personnel structure.

Thank you for your consideration of this request. If you have questions or concerns, please feel free to contact me.

Champaign County Circuit Clerk's Office

Job Title: Director of Operations
Department: Circuit Clerk
Reports To: Circuit Clerk
FLSA Status: Exempt
Grade Range:
Prepared Date: November 30, 2015

SUMMARY

Under direction; performs work of considerable difficulty in supervising the operations of various departments within the Circuit Clerk's office; performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION

Assigns and supervises department managers, hires, directs, evaluates, promotes and adjusts grievances or effectively recommends such action for assigned personnel; implements policy and procedures; oversees the efficient utilization of staff, facilities and equipment, may direct and coordinate the functions and organizational structure of departments; develops programs, systems and reports to assist in carrying out the goals and duties of the Circuit Clerk's office; supervises subordinate staff.

PRIMARY DUTIES AND RESPONSIBILITIES

The list of duties and responsible include the following, other duties may be assigned:

- Assigns and supervises department supervisors;
- Implements policy and procedures; provides initial stages of disciplinary process and councils Circuit Clerk and Chief Deputy on additional stages of disciplinary process;
- Oversees the efficient utilization of staff, facilities and equipment;
- Directs and coordinates the functions and organizational structure of departments;
- Develops programs, systems and reports to assist in carrying out the goals and duties of the Circuit Clerk's office;
- Assists the Chief Deputy in liaising with various groups and county departments;
- Administers and analyses plans of responsibility for multiple departments;
- Implements practices and establishes and maintains that policies and procedures are being followed by departments;
- Directs and recommends long-term planning for various departments;
- Recommends hires and promotions, directs, evaluates and appeals of employment decisions for all assigned positions;
- Establishes and maintains department training procedures;
- Establishes and maintains proper communication between all department supervisors and staff

SUPERVISORY RESPONSIBILITIES

Provides direction and supervision of at least 5 employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; establishing and maintaining a high-level of efficiency; providing direction to department supervisors to ensure ultimate efficiency and implementation of office's policies and procedures;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Completion of at least Bachelor's Degree preferably in business or public administration and two (2) years of experience in administrative or managerial work in government, including experience in a supervisory capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LANGUAGE SKILLS

Ability to write reports, business correspondence and policy and procedure's and recommendations. Ability to effectively present information and respond to questions from individuals, groups and the general public and staff.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and wage rates.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

As required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle , or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is quiet to moderate.