

BUREAU

BUREAU SUMMARY OF APPROPRIATIONS AND POSITIONS
BUREAU DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENTS

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SUMMARY OF APPROPRIATIONS

Department and Title	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Corporate Fund			
1040-County Assessor	26,118,888	24,893,871	(1,225,017)
Corporate Fund Total	\$26,118,888	\$24,893,871	\$(1,225,017)
General Funds Total	\$26,118,888	\$24,893,871	\$(1,225,017)
Special Purpose Funds			
11268-Assessor Special Revenue	815,000	815,000	0
11276-Erroneous Homestead Exemption Recovery	2,672,282	2,334,060	(338,222)
Special Purpose Funds Total	\$3,487,282	\$3,149,060	\$(338,222)
Total Appropriations	\$29,606,170	\$28,042,931	\$(1,563,239)

SUMMARY OF POSITIONS

Department and Title	2017 Approved Positions	2018 Approved & Adopted	Difference
Corporate Fund			
1040-County Assessor	309.0	258.0	(51.0)
Corporate Fund Total	309.0	258.0	(51.0)
General Funds Total	309.0	258.0	(51.0)
Special Purpose Funds			
11276-Erroneous Homestead Exemption Recovery	22.0	20.0	(2.0)
Special Purpose Funds Total	22.0	20.0	(2.0)
Special Revenue Fund Total	22.0	20.0	(2.0)
Total Positions	331.0	278.0	(53.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (General and Enterprise)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	19,934,934	18,333,118	(1,601,816)
501165-Planned Salary Adjustment	-	14,367	14,367
501210-Planned Overtime Compensation	100,000	100,000	0
501510-Mandatory Medicare Cost	292,989	277,306	(15,683)
501540-Workers' Compensation	131,394	123,717	(7,677)
501585-Insurance Benefits	3,937,448	3,542,071	(395,377)
501765-Professional Develop/Fees	82,450	25,000	(57,450)
501835-Transp And Travel Expenses	48,214	20,000	(28,214)
Personal Services Total	24,527,429	22,435,579	(2,091,850)
Contractual Service			
520149-Communication Services	6,150	6,188	38
520259-Postage	429,000	200,000	(229,000)
520279-Shipping And Freight Services	970	500	(470)
520485-Graphics And Reproduction Svcs	310,700	345,000	34,300
520609-Advertising And Promotions	873,000	1,200,000	327,000
520649-Media Storage Services	485	500	15
520825-Professional Services	250,000	100,000	(150,000)
521530-Non-Capitalizable Project Service Costs	-	16,000	16,000
Contractual Service Total	1,870,305	1,868,188	(2,117)
Supplies & Materials			
530600-Office Supplies	113,054	50,000	(63,054)
530635-Books, Periodicals And Publish	403,188	530,764	127,576
Supplies & Materials Total	516,242	580,764	64,522
Operations & Maintenance			
540129-Maint And Subscription Svcs	383,927	718,165	334,238
540245-Automotive Operation And Maint	970	1,000	30
540345-Property Maint And Operations	970	1,000	30
Operations & Maintenance Total	385,867	720,165	334,298
Rental & Leasing			
550005-Office And Data Proc Equip Rental	50,000	50,000	0
550029-Countywide Office And Data Proc Equip Rental	78,368	52,175	(26,193)
550129-Facility And Office Space Rental	10,000	2,000	(8,000)
Rental & Leasing Total	138,368	104,175	(34,193)
Contingencies & Special Purpose			
580419-Apprpr Transfer	(1,319,323)	(815,000)	504,323
Contingencies & Special Purpose Total	(1,319,323)	(815,000)	504,323
Operating Funds Total	26,118,888	24,893,871	(1,225,017)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (Special Purpose)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	1,202,468	1,182,441	(20,027)
501225-Planned Benefit Adjustment	111,332	147,039	35,707
501510-Mandatory Medicare Cost	12,332	17,676	5,344
501585-Insurance Benefits	203,338	168,647	(34,691)
Personal Services Total	1,529,470	1,515,803	(13,667)
Contractual Service			
520095-Transport Services	-	20,000	20,000
520259-Postage	300,000	300,000	0
520485-Graphics And Reproduction Svcs	11,000	6,000	(5,000)
520825-Professional Services	600,000	100,000	(500,000)
Contractual Service Total	911,000	426,000	(485,000)
Supplies & Materials			
530600-Office Supplies	25,000	25,000	0
530635-Books, Periodicals And Publish	25,000	25,000	0
Supplies & Materials Total	50,000	50,000	0
Operations & Maintenance			
540129-Maint And Subscription Svcs	25,000	25,000	0
Operations & Maintenance Total	25,000	25,000	0
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	815,000	815,000	0
580050-Cook County Administration	156,812	317,257	160,445
Contingencies & Special Purpose Total	971,812	1,132,257	160,445
Operating Funds Total	3,487,282	3,149,060	(338,222)

MISSION

The mission of the Cook County Assessor’s Office is to serve the public both professionally and responsibly by establishing uniform and accurate property assessments. Assessed values are set on real estate as a basis for levying taxes and determining the distribution of property tax levies among taxpayers.

MANDATES

Administers the Valuation and Appeals Process in accordance with the State Property Tax Code (35 ILCS 200/) and the Cook County Code of Ordinances (Ordinance Chap. 74, Art. II, Div. 1, Sec. 74-31 et seq. and Div. 2, Sec. 74-60 et seq.).

Provides taxpayer assistance via the review, processing, and administration of exemptions through the State Property Tax Code Article 15. (35 ILCS 200/15).

Enforces the Erroneous Exemptions legislation (35 ILCS 200/9-275) designed to target property owners who erroneously received property tax exemptions.

KEY ACTIVITIES AND SERVICES

- Administers the Valuation and Appeals Process in Cook County by providing assessments, publicizing assessments, providing notices of increases, issuing certificates of correction, revising assessments, and providing valuations of particular types of property.
- Assists taxpayers including Disabled Veterans, Returning Veterans, Disabled Persons, Senior Citizens, Long-time documents, and other taxpayers through the review, processing, and administration of property tax exemptions.
- Responds to thousands of taxpayer inquiries and certificates of error.
- Targets property owners who erroneously received property tax exemptions.
- Provides permit/field operations services which generates and inspects permits for valuation purposes.

Program	2018 FTE	2018 Expenses
11930-Communications	8.0	632,717
13945-Finance	5.0	437,372
10155-Administration	10.0	957,220
10615-Assessment Operations & Support	57.0	4,421,517
15050-Information Technology	13.0	1,329,186
15530-Legal	23.0	1,851,735
35210-Erroneous Investigations Unit	20.0	1,219,011
35615-Taxpayer Services	67.0	3,940,965
35635-Valuations & Assessments	75.0	5,553,823

- Develops wide reaching green and affordable housing programs through partnerships with different organizations.
- Sponsors 145 community outreach seminars on the tax appeal process.

10155 – ADMINISTRATION

Provides executive services, research, compliance, and HR services such as Shakman compliance, hiring, disciplinary, labor relations, performance evaluations, and the maintenance of employee records.

15530 – LEGAL

Provides all legal services for all departments and programs in the Assessor’s Office.

13945 – FINANCE

Provides budget, purchasing and payroll services.

15050 - INFORMATION TECHNOLOGY

Provides all information technology services for the entire Assessor’s Office including tasks such as help desk administration, website development and management, and mainframe administration.

10615 - ASSESSMENT OPERATIONS & SUPPORT

Provides permit/field operations services which generates and inspects permits for valuations purposes. Provides technical review services which prepares the opening and closing of townships during the assessment cycle.

35210 - ERRONEOUS INVESTIGATIONS UNIT

Investigates fraudulent exemptions and performs related tasks such as holding hearings, collections, and the processing of liens.

35635 - VALUATIONS & ASSESSMENTS

Provides all services related to the establishment of the value of property within Cook County for the purpose of computing property taxes for Cook County, its cities and villages, library, police and fire departments, roads, schools and other special districts.

35615 - TAXPAYER SERVICES

Operates walk in counters and phone services to assist tax payers with questions related to exempts, appeals, FOIA requests and Certificates of Errors.

11930 – COMMUNICATIONS

Provides all communication services for the Assessor’s office including such tasks as answering all emails from the Assessor’s website, addressing all inquiries from news media and conducting community outreach seminars and workshops.

DISCUSSION OF 2017 DEPARTMENT AND PROGRAM OUTCOMES

Assessor Joseph Berrios is committed to completing the yearly assessment cycle as soon as possible in order to provide taxpayers the opportunity to receive their tax bills by the statutorily mandated dates.

Since 2014 the CCAO has been fully implementing enforcement of the Erroneous Exemption legislation. Through July 27, 2017, \$25,654,925 have been recovered from erroneous exemptions and another \$19,124,466 have been billed (of which liens amounting in \$6,426,761 have been levied, drawing interest at 1.5% per month). There have been two favorable Appellate Court decisions in 2017 related to the Erroneous Exemption legislation: Cuevas v. Berrios, 2017 IL App (1st) 151318 and Mulry v. Berrios, 2017 IL App (1st) 152563.

The CCAO’s appeals process has been reinvigorated: Depending upon the triennial involved typically 13%-23% of all parcels appeal; 30-35% of residential filings have been on-line consistently since the 2012 reassessment and the trend continues for 2017 and 2018; There has been an increase in the appeals success rate for both residential and commercial property.

The CCAO is proactively working to create new tools and policies that will aid in the development of more affordable housing countywide. The CCAO is also actively involved in legislative efforts designed to stabilize the value of the Class 9 program (a current CCAO affordable housing incentive) and increase the number of affordable housing units in Cook County. In 2015, CCAO released its corresponding “White Paper” with continuing study in 2017-2018.

Fund Category	Appropriations (\$ thousands)		
	2016 Adopted	2017 Adjusted Appropriation	2018 Approved and Adopted
Corporate Fund	24,647	26,119	24,894
Special Purpose Funds	815	3,487	3,149
	Adopted	Adjusted Appropriation	Approved and Adopted
FTE Positions	342.0	331.0	278.0

In 2017 the CCAO successfully advanced SB 473, to increase savings under the Homeowner and Senior Citizen Exemptions, as well as expanding eligibility for the Senior Freeze Exemption. The bill was approved by the Governor on 8/25/2017 and enacted as Public Act 100-0401.

BUDGET, COST ANALYSIS AND 2018 STRATEGIC INITIATIVES AND GOALS

The major cost drivers for the Office of the Assessor are the forthcoming City triennial assessment and \$500,000 of GIS costs no longer reimbursed in FY18.

- The Assessor’s Information Technology Department is leading the effort to successfully implement an Integrated Property Tax System (Tyler lasWorld – appraisal and tax solution) in collaboration with Tyler Technologies, the Assessor’s Office are business owners as well as the County Clerk, Treasurer, BOT and County GIS. For the 2018 Budget year we will be completing Fit/Gap, Configuration, Testing, and the majority of Training with a Rollout of the Tyler lasWorld system beginning in December of 2018 with the Assessor’s Office.
- Improvement, update and modification of Industrial/Commercial worksheet program for analysts-several types and uses: Various commercial formats depending on property use, Apartment, Apartment/Commercial mixed use, Industrial, and Hotel/Motel.

Performance Metric Name	2016 Year End Actual	2017 Q1 Actual	2017 Q2 Actual	2017 Year End Projection	2017 Year End Target	2018 Year End Target
Valuations and Assessments Program Output Metric						
# of residential parcels/PINS appealed	366,882	20,285	30,851	252,610	257,985	388,500
Valuations and Assessments Program Efficiency Metric						
# of residential pins processed per analyst	14,265	780	1,234	10,104	9,214	15,540
Valuations and Assessments Program Outcome Metric						
% of residential appeals filed online	12.96%	23.73%	24.52%	25.20%	18.27%	25.10%
Zero Based Budget Metric						
Cost per exemption (annual)	\$2.32	N/A	N/A	\$2.09	\$2.09	\$2.94

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11000)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	19,934,934	18,333,118	(1,601,816)
501165-Planned Salary Adjustment	-	14,367	14,367
501210-Planned Overtime Compensation	100,000	100,000	0
501510-Mandatory Medicare Cost	292,989	277,306	(15,683)
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PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
11930-Communications					
4927-Liaison to Foreign Lang Comm	13	-	-	1.0	59,615
4928-Liaison to Religious Institut	13	-	-	1.0	54,501
4960-Suport Staff VI - Assessor	14	-	-	1.0	60,956
5113-Communications Spec/Spokespers	22	-	-	1.0	119,182
5186-Dir of Comm Springfield Assess	24	-	-	1.0	65,364
5787-Dep Assessor of Communicat	24	-	-	1.0	110,307
6049-Community Outreach Rep II	20	-	-	1.0	83,592
6371-Dir of Comm Cook Cnty Assess	24	-	-	1.0	79,200
		-	-	8.0	\$632,717
13945-Finance					
4908-Supply Assistant II	11	-	-	1.0	49,502
5161-Manager of Payroll-Assessor	22	-	-	1.0	117,976
5171-Manager of Purch & Operations	23	-	-	1.0	85,008
6396-DEPTY ASSESS OF FIN OPERATIONS	24	-	-	1.0	138,963
6733-Support Staff II Assess AFSCME	11	-	-	1.0	45,924
		-	-	5.0	\$437,372
10155-Administration					
0004-County Assessor	S	1.0	125,000	1.0	125,000
0117-Director of Technical Services	23	1.0	76,445	-	-
0187-Assistant to the Director	21	0.0	1	-	-
0349-Director of Technical Review	24	1.0	105,273	-	-
1687-Assistant Administrator	23	0.0	1	-	-
5093-Research Analyst V - Assessor	20	-	-	1.0	93,811
5127-Asst Manager Freedom of Info	18	1.0	70,880	-	-
5130-Network Administrator III	18	0.0	1	-	-
5131-Asst Manager Records Managment	20	1.0	76,476	-	-
5132-Asst Manager Resident Model	20	1.0	96,422	-	-
5133-Asst Manager Taxpayer Infor	20	2.0	155,459	-	-
5134-Executive Assistant V-Assessor	20	3.0	223,567	-	-
5136-Human Resources Generalist	20	1.0	60,470	2.0	120,940
5137-Manager of Freedom of Informa	20	1.0	99,707	-	-
5139-Asst Mgr of Technical Review	20	1.0	83,917	-	-
5140-Sup of TPI Branch Off-Skokie	20	1.0	96,200	-	-
5141-Asst Mangr of Exemption Proces	21	1.0	80,790	-	-
5142-Asst Mgr of Resident Process	21	1.0	96,639	-	-
5143-Executive Assistant - Assessor	21	1.0	62,261	1.0	63,487
5145-Mgr of Certificate of Error	21	1.0	66,479	-	-
5147-Manager of Divisions Assessor	21	1.0	76,476	-	-
5148-Manager of Specific Properties	21	1.0	103,077	-	-
5149-Permit Department Supervisor	21	1.0	94,586	-	-
5150-Sr Network Administrator III	21	3.0	311,526	-	-
5151-Supervisor of Field-Assessor	21	1.0	98,886	-	-
5153-Sup of TPI Branch Off-Markham	21	1.0	97,682	-	-
5154-Supervisor of TPI Downtown	18	1.0	52,811	-	-
5155-Asst Manager IC Valuations	22	1.0	116,718	-	-
5156-Asst Manager Ind/Comm Field	22	0.0	1	-	-
5157-Asst Mgr Residential Review	22	0.0	1	-	-
5158-Mgr of Tech Review-Assessor	22	1.0	102,092	-	-
5160-Legal Counsel IV - Assessor	22	3.0	241,878	-	-
5161-Manager of Payroll-Assessor	22	1.0	118,323	-	-
5162-Manager of Records Management	22	1.0	118,523	-	-
5164-Manager of Taxpayer Informatio	22	1.0	98,811	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
5165-Special Asst to the Assessor	22	1.0	92,726	1.0	96,185
5166-Manager I/C Valuations	23	1.0	76,445	-	-
5167-Mgr of App Develop/Assessor	23	1.0	110,569	-	-
5168-Mgr Appraisal Review and Educ	23	1.0	76,445	-	-
5169-Mgr Industrial Commercial Fld	23	1.0	110,145	-	-
5170-Manager of Legacy Systems	23	1.0	124,467	-	-
5171-Manager of Purch & Operations	23	1.0	83,340	-	-
5172-Manager of Residential Field	23	1.0	82,514	-	-
5173-Mgr of Residential Valuations	23	1.0	78,377	-	-
5175-Mgr Taxpayer Exempt Process	23	0.0	1	-	-
5176-Mgr of Technical Projects	23	0.0	1	-	-
5178-Chief Commercial Hearings Off	24	1.0	122,081	-	-
5179-Chief Deputy Assessor-Assessor	24	1.0	156,135	1.0	156,135
5180-Dep Assr Tax Svs & Public Outr	24	1.0	125,811	-	-
5181-Dep Assr,Chief Legal Counsel	24	1.0	140,688	-	-
5182-Dep Asr,Chief Assment Op & Adm	24	1.0	138,962	-	-
5183-Dep Assr Chief Info Technology	24	1.0	125,810	-	-
5184-Dep Asr,COO of Val & Assessmen	24	1.0	153,957	-	-
5185-Director I/C Valuations	24	1.0	108,706	-	-
5186-Dir of Comm Springfield Assess	24	1.0	65,363	-	-
5187-Director of Field Operations	24	1.0	113,883	-	-
5189-Director of Legal - Assessor	24	1.0	116,671	-	-
5190-Director of Research	24	0.0	1	-	-
5191-Dir of Residential Valuations	24	1.0	116,672	-	-
5192-Dir of Special Assess Progrms	24	1.0	122,081	-	-
5193-Director of Taxpayer Services	24	1.0	108,196	-	-
5352-Financial Research Analyst	23	1.0	101,779	-	-
5375-Exec Receptionist Assessor	18	1.0	81,658	1.0	81,162
5583-Special Projects Manager	22	0.0	1	-	-
5786-Dep Assessor of HR Assessor	24	1.0	111,794	1.0	111,794
5787-Dep Assessor of Communicat	24	1.0	110,306	-	-
6044-Director of Compliance	24	1.0	108,708	1.0	108,707
6048-Community Outreach Rep I	18	1.0	53,587	-	-
6049-Community Outreach Rep II	20	1.0	82,009	-	-
6314-Chief Sup Resid Field Oper	22	0.0	1	-	-
6371-Dir of Comm Cook Cnty Assess	24	1.0	79,200	-	-
6396-DEPTY ASSESS OF FIN OPERATIONS	24	1.0	138,962	-	-
6594-Director of Human Resources	22	1.0	89,192	-	-
6595-Business Analyst-Assessor	21	1.0	66,479	-	-
6596-Project Manager-Assessor	24	1.0	86,912	-	-
		71.0	\$6,868,014	10.0	\$957,220
10615-Assessment Operations & Support					
0349-Director of Technical Review	24	-	-	1.0	105,273
4884-IC Valuations Jr Analyst I	14	6.0	312,628	-	-
4886-Taxpayer Info Senior Spec II	14	4.0	248,764	-	-
4887-Division Senior Analyst I	16	0.0	1	-	-
4888-Residential Field Inspect III	16	5.0	334,126	3.0	218,381
4890-Residential Permit Group Lead	16	0.0	1	-	-
4891-Spec Properties Analyst III	16	1.0	73,241	-	-
4892-Taxpayer Advocate Analyst II	16	1.0	71,494	-	-
4903-Freedom of Info Jr Spec III	11	0.0	1	-	-
4904-Freedom of Info Specialist I	11	4.0	171,887	-	-
4906-Residential Junior Analyst	11	1.0	36,250	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4907-Residential Permit Analyst I	11	2.0	88,246	-	-
4908-Supply Assistant II	11	1.0	47,814	-	-
4909-Support Staff III-Assessor	11	20.0	961,463	4.0	202,433
4910-Taxpayer Info Junior Spec	11	12.0	523,910	-	-
4911-Taxpayer Information Spec I	11	6.0	287,460	-	-
4912-Technical Review Specialist I	11	1.0	51,444	1.0	49,502
4918-Support Staff IV - Assessor	12	1.0	55,119	-	-
4919-Taxpayer Info Junior Spec IV	12	1.0	55,119	-	-
4920-Taxpayer Info Specialist II	12	1.0	51,207	-	-
4921-Technical Review Specialist II	12	2.0	93,554	1.0	55,667
4923-Division Junior Analyst I	13	4.0	171,832	-	-
4925-Freedom of Info Special III	13	1.0	55,941	-	-
4927-Liaison to Foreign Lang Comm	13	1.0	58,737	-	-
4928-Liaison to Religious Institut	13	1.0	51,200	-	-
4929-Receptionist V - Assessor	13	1.0	55,941	-	-
4932-Residential Junior Analyst I	13	11.0	573,616	-	-
4933-Residential Jr Field Insp I	13	5.0	270,908	4.0	219,109
4934-Residential Permit Analyst III	13	1.0	58,737	-	-
4936-Supply Coordinator - Assessor	13	0.0	1	-	-
4937-Support Staff V - Assessor	13	5.0	290,892	1.0	59,615
4938-Taxpayer Info Sr Special I	13	8.0	431,348	-	-
4939-Taxpayer Info Specialist III	13	3.0	164,159	-	-
4944-Division Analyst I-Assessor	14	1.0	63,378	-	-
4946-Exempt Analyst I - Assessor	14	2.0	117,756	-	-
4948-Ind Comm Jr Field Inspector I	14	3.0	159,525	3.0	180,460
4953-Resident Field Workflow Coord	14	2.0	109,904	2.0	113,918
4954-Residential Junior Analyst	14	5.0	275,603	-	-
4955-Resident Junior Field Insp II	14	4.0	228,735	2.0	125,033
4959-Specific Properties Analyst I	14	1.0	52,726	-	-
4960-Suport Staff VI - Assessor	14	1.0	60,357	-	-
4961-Taxpayer Info Sr Spec Grp Ldr	14	1.0	60,357	-	-
4962-Taxpayer Information Spec IV	14	2.0	125,588	-	-
4964-Tech Review Specialist IV	14	0.0	1	-	-
4966-Admin Asst III - Assessor	15	0.0	1	-	-
4969-Exempt Analyst II - Assessor	15	1.0	63,388	-	-
4970-IC Valuations Jr Analyst II	15	4.0	258,612	-	-
4972-Landmarks Analyst - Assessor	15	1.0	48,059	-	-
4974-Records Management Spec III	15	1.0	68,229	1.0	68,906
4976-Resident Field Inspector II	15	3.0	204,660	3.0	203,441
4977-Resident Jr Analyst III	15	6.0	387,605	-	-
4980-Sr Support Staff III Assessor	15	5.0	331,358	1.0	64,614
4981-Specific Properties Analyst II	15	1.0	63,388	-	-
4982-Taxpayer Advocate Analyst I	15	3.0	184,843	-	-
4983-Taxpayer Info Specialist	15	1.0	68,229	-	-
4984-Taxpayer Info Sr Spec III	15	1.0	64,983	-	-
4990-Division Analyst III-Assessor	16	1.0	65,181	-	-
4992-I/C Valuations Analyst I	16	0.0	6	-	-
4993-I/C Valuations Jr Analyst III	16	1.0	73,241	-	-
4994-IC Val Support Staff Grp Ldr	16	1.0	68,046	-	-
5000-Research Analyst III - Assess	16	0.0	1	-	-
5001-Resid Model Jr Analyst III	16	1.0	69,756	-	-
5006-Spec Prop Sr Analyst I	16	0.0	1	-	-
5007-Tax Info Sr Sp/Grp Ldr IV	16	0.0	1	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
5008-Tax Info Sr Specialist IV	16	1.0	73,242	-	-
5010-Tech Rev Support Staff Grp Ldr	16	1.0	73,241	1.0	73,967
5016-I/C Valuations Analyst II	17	0.0	1	-	-
5024-Residential Analyst IV - Asses	17	0.0	1	-	-
5026-Residential Group Leader II	17	1.0	73,589	-	-
5035-Taxpayer Advocate Analyst III	17	0.0	1	-	-
5038-Township Assessor Liaison	17	1.0	74,858	-	-
5040-Division Senior Analyst III	18	0.0	1	-	-
5043-Ind Comm Field Inspector III	18	2.0	160,713	2.0	167,790
5045-Financial Ops Coord - Assessor	18	0.0	1	-	-
5046-Programmer II - Assessor	18	2.0	148,649	-	-
5047-Research Analyst III Assessor	18	1.0	73,026	-	-
5048-Residential Group Leader III	18	4.0	314,803	-	-
5049-Residential Model Sr Anal III	18	2.0	164,383	-	-
5051-Residential Sr Field Insp III	18	5.0	412,963	3.0	252,833
5052-Spec Prop Senior Analyst III	18	1.0	84,197	-	-
5053-Support Staff - Assessor	18	1.0	84,197	1.0	85,032
5055-Taxpayer Advocate Analyst IV	18	0.0	1	-	-
5056-Taxpayer Info Sr Specialist	18	0.0	1	-	-
5057-Tech Rev Ind & Comm Anal III	18	2.0	144,952	2.0	151,336
5058-Tech Review Verification Spec	18	1.0	76,165	-	-
5062-I/C Valuations Analyst IV	19	0.0	1	-	-
5065-Ind Comm Field Inspector IV	19	2.0	178,736	2.0	183,273
5069-Research Senior Analyst I	19	1.0	85,804	-	-
5073-Residential Sr Field Insp IV	19	1.0	92,355	1.0	93,271
5076-Special Projects Coordinator	19	0.0	1	-	-
5081-Second Pass Coord and CE Spec	20	1.0	101,408	-	-
5083-Condominium Valuation Grp Ldr	20	1.0	94,215	-	-
5085-GIS Analyst II - Assessor	20	0.0	1	-	-
5087-IC Valuations Group Leader III	20	6.0	575,411	-	-
5089-Ind Commercial Field Insp V	20	6.0	598,794	5.0	502,314
5090-Ind/Com Grp Ldr/Sr Fld Ins III	20	2.0	145,895	1.0	83,015
5091-Programmer IV - Assessor	20	0.0	2	-	-
5093-Research Analyst V - Assessor	20	1.0	87,957	-	-
5094-Research Senior Analyst II	20	0.0	2	-	-
5096-Resident Model Sr Analyst V	20	1.0	96,581	-	-
5097-Residential Senior Analyst V	20	0.0	1	-	-
5098-Residential Sr Field Insp V	20	2.0	195,624	2.0	199,044
5103-Tech Rev Ind & Comm Analyst V	20	0.0	1	-	-
5105-Group Ldr of Application Devel	21	1.0	103,542	-	-
5106-I/C Valuations Group Ldr IV	21	0.0	1	-	-
5107-I/C Valuations Sr Analyst III	21	0.0	1	-	-
5108-Ind/Comm Grp Ldr/Sr Fld Insp V	21	0.0	2	-	-
5110-Research Sr Analyst III Assess	21	1.0	106,138	-	-
5111-Senior Programmer III - Assess	21	2.0	222,882	-	-
5113-Communications Spec/Spokespers	22	1.0	114,388	-	-
5115-IC Valuations Sr Analyst IV	22	1.0	122,299	-	-
5116-Ind/Comm Grp Ldr/Sr Fld Insp V	22	0.0	2	-	-
5117-Research Sr Analyst IV	22	1.0	122,299	-	-
5119-Sr Syst Analyst IV-Assessor	22	0.0	1	-	-
5123-Sr Programmer V - Assessor	23	0.0	1	-	-
5139-Asst Mgr of Technical Review	20	-	-	1.0	85,574
5149-Permit Department Supervisor	21	-	-	1.0	97,077

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
5151-Supervisor of Field-Assessor	21	-	-	1.0	102,628
5158-Mgr of Tech Review-Assessor	22	-	-	1.0	105,666
5169-Mgr Industrial Commercial Fld	23	-	-	1.0	113,638
5182-Dep Asr,Chief Assment Op & Adm	24	-	-	1.0	138,963
5187-Director of Field Operations	24	-	-	1.0	113,882
5363-Tec Rev Res Analyst V-Assessor	18	2.0	162,414	2.0	165,331
5413-Senior Automation Coordinator	18	1.0	78,217	-	-
6597-Residential Junior Analyst IV	16	1.0	68,046	-	-
6733-Support Staff II Assess AFSCME	11	9.0	364,389	1.0	40,532
6734-Taxpyer Info Jr SpecIII AFSCME	11	6.0	271,312	-	-
		238.0	\$14,868,267	57.0	\$4,421,517
15050-Information Technology					
5046-Programmer II - Assessor	18	-	-	2.0	157,323
5091-Programmer IV - Assessor	20	-	-	1.0	72,459
5111-Senior Programmer III - Assess	21	-	-	2.0	225,093
5131-Asst Manager Records Managment	20	-	-	1.0	78,737
5150-Sr Network Administrator III	21	-	-	3.0	313,821
5162-Manager of Records Management	22	-	-	1.0	117,976
5167-Mgr of App Develop/Assessor	23	-	-	1.0	113,957
5170-Manager of Legacy Systems	23	-	-	1.0	124,010
5183-Dep Assr Chief Info Technology	24	-	-	1.0	125,811
		-	-	13.0	\$1,329,186
15530-Legal					
4891-Spec Properties Analyst III	16	-	-	1.0	73,967
4909-Support Staff III-Assessor	11	-	-	1.0	51,975
4923-Division Junior Analyst I	13	-	-	3.0	148,658
4937-Support Staff V - Assessor	13	-	-	1.0	59,615
4944-Division Analyst I-Assessor	14	-	-	1.0	64,006
4946-Exempt Analyst I - Assessor	14	-	-	2.0	119,853
4969-Exempt Analyst II - Assessor	15	-	-	1.0	65,367
4981-Specific Properties Analyst II	15	-	-	1.0	65,016
4990-Division Analyst III-Assessor	16	-	-	1.0	65,847
5052-Spec Prop Senior Analyst III	18	-	-	1.0	85,032
5134-Executive Assistant V-Assessor	20	-	-	1.0	95,682
5147-Manager of Divisions Assessor	21	-	-	1.0	79,303
5148-Manager of Specific Properties	21	-	-	1.0	105,188
5160-Legal Counsel IV - Assessor	22	-	-	2.0	168,462
5181-Dep Assr,Chief Legal Counsel	24	-	-	1.0	140,689
5189-Director of Legal - Assessor	24	-	-	1.0	116,671
5192-Dir of Special Assess Progrms	24	-	-	1.0	122,081
5352-Financial Research Analyst	23	-	-	1.0	104,323
5368-Legal Counsel	24	-	-	1.0	119,999
		-	-	23.0	\$1,851,735
35615-Taxpayer Services					
4886-Taxpayer Info Senior Spec II	14	-	-	4.0	253,886
4904-Freedom of Info Specialist I	11	-	-	2.0	99,004
4909-Support Staff III-Assessor	11	-	-	7.0	350,700
4910-Taxpayer Info Junior Spec	11	-	-	11.0	493,322
4911-Taxpayer Information Spec I	11	-	-	5.0	253,547
4920-Taxpayer Info Specialist II	12	-	-	1.0	52,522
4925-Freedom of Info Special III	13	-	-	1.0	58,131
4929-Receptionist V - Assessor	13	-	-	1.0	56,778
4937-Support Staff V - Assessor	13	-	-	2.0	116,393

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4938-Taxpayer Info Sr Special I	13	-	-	8.0	449,680
4939-Taxpayer Info Specialist III	13	-	-	3.0	168,632
4961-Taxpayer Info Sr Spec Grp Ldr	14	-	-	1.0	61,551
4962-Taxpayer Information Spec IV	14	-	-	2.0	124,962
4980-Sr Support Staff III Assessor	15	-	-	1.0	68,906
4983-Taxpayer Info Specialist	15	-	-	1.0	68,906
4984-Taxpayer Info Sr Spec III	15	-	-	1.0	65,628
5127-Asst Manager Freedom of Info	18	-	-	1.0	72,640
5133-Asst Manager Taxpayer Infor	20	-	-	2.0	158,359
5137-Manager of Freedom of Informa	20	-	-	1.0	97,606
5140-Sup of TPI Branch Off-Skokie	20	-	-	1.0	95,682
5141-Asst Mangr of Exemption Proces	21	-	-	1.0	83,177
5145-Mgr of Certificate of Error	21	-	-	1.0	67,499
5154-Supervisor of TPI Downtown	18	-	-	1.0	54,200
5164-Manager of Taxpayer Informatio	22	-	-	1.0	101,830
5180-Dep Assr Tax Svs & Public Outr	24	-	-	1.0	125,811
5193-Director of Taxpayer Services	24	-	-	1.0	108,195
6733-Support Staff II Assess AFSCME	11	-	-	1.0	45,924
6734-Taxpyer Info Jr SpecIII AFSCME	11	-	-	4.0	187,496
				67.0	\$3,940,965
35635-Valuations & Assessments					
4884-IC Valuations Jr Analyst I	14	-	-	5.0	285,501
4892-Taxpayer Advocate Analyst II	16	-	-	1.0	73,967
4907-Residential Permit Analyst I	11	-	-	1.0	51,975
4909-Support Staff III-Assessor	11	-	-	4.0	182,071
4918-Support Staff IV - Assessor	12	-	-	1.0	55,667
4932-Residential Junior Analyst I	13	-	-	9.0	497,150
4934-Residential Permit Analyst III	13	-	-	1.0	59,615
4954-Residential Junior Analyst	14	-	-	4.0	231,524
4970-IC Valuations Jr Analyst II	15	-	-	4.0	261,241
4977-Resident Jr Analyst III	15	-	-	6.0	396,419
4980-Sr Support Staff III Assessor	15	-	-	3.0	203,441
4982-Taxpayer Advocate Analyst I	15	-	-	2.0	131,839
4993-I/C Valuations Jr Analyst III	16	-	-	1.0	73,967
5001-Resid Model Jr Analyst III	16	-	-	1.0	70,529
5026-Residential Group Leader II	17	-	-	1.0	76,731
5048-Residential Group Leader III	18	-	-	4.0	321,786
5049-Residential Model Sr Anal III	18	-	-	2.0	166,803
5069-Research Senior Analyst I	19	-	-	1.0	87,461
5081-Second Pass Coord and CE Spec	20	-	-	1.0	102,413
5083-Condominium Valuation Grp Ldr	20	-	-	1.0	96,631
5087-IC Valuations Group Leader III	20	-	-	6.0	581,912
5096-Resident Model Sr Analyst V	20	-	-	1.0	98,663
5110-Research Sr Analyst III Assess	21	-	-	1.0	107,189
5115-IC Valuations Sr Analyst IV	22	-	-	1.0	123,510
5117-Research Sr Analyst IV	22	-	-	1.0	123,510
5132-Asst Manager Resident Model	20	-	-	1.0	95,682
5134-Executive Assistant V-Assessor	20	-	-	2.0	132,523
5168-Mgr Appraisal Review and Educ	23	-	-	1.0	121,559
5173-Mgr of Residential Valuations	23	-	-	1.0	78,342
5178-Chief Commercial Hearings Off	24	-	-	1.0	122,081
5184-Dep Asr,COO of Val & Assessmen	24	-	-	1.0	153,957
5185-Director I/C Valuations	24	-	-	1.0	108,707

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	FTE Pos.	Salaries
5191-Dir of Residential Valuations	24	-	-	1.0	116,673
6597-Residential Junior Analyst IV	16	-	-	1.0	69,792
6733-Support Staff II Assess AFSCME	11	-	-	2.0	92,992
		-	-	75.0	\$5,553,823
Total Salaries and Positions		309.0	\$21,736,281	258.0	\$19,124,536
Turnover Adjustment		-	(1,630,221)	-	(791,418)
Operating Fund Totals		309.0	\$20,106,060	258.0	\$18,333,118

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	62.0	2,804,176	46.0	2,196,897
12	5.0	254,999	3.0	163,857
13	41.0	2,183,312	36.0	2,007,491
14	32.0	1,815,322	27.0	1,621,650
15	27.0	1,743,355	25.0	1,663,724
16	14.0	969,625	10.0	720,417
17	2.0	148,450	1.0	76,731
18	28.0	2,163,620	22.0	1,761,268
19	4.0	356,897	4.0	364,006
20	32.0	2,870,119	32.0	2,874,638
21	17.0	1,587,448	13.0	1,244,461
22	13.0	1,337,256	10.0	1,074,296
23	10.0	920,530	7.0	740,836
24	21.0	2,456,172	21.0	2,489,265
S	1.0	125,000	1.0	125,000
Total Salaries and Positions	309.0	\$21,736,281	258.0	\$19,124,536
Turnover Adjustment	-	\$(1,630,221)	-	\$(791,418)
Operating Funds Total	309.0	\$20,106,060	258.0	\$18,333,118

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11268)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	815,000	815,000	0
Contingencies & Special Purpose Total	815,000	815,000	0
Operating Funds Total	815,000	815,000	0

1040 ERRONEOUS HOMESTEAD EXEMPTION RECOVERY FUND

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11276)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	1,202,468	1,182,441	(20,027)
501225-Planned Benefit Adjustment	111,332	147,039	35,707
501510-Mandatory Medicare Cost	12,332	17,676	5,344
501585-Insurance Benefits	203,338	168,647	(34,691)
Personal Services Total	1,529,470	1,515,803	(13,667)
Contractual Service			
520095-Transport Services	-	20,000	20,000
520259-Postage	300,000	300,000	0
520485-Graphics And Reproduction Svcs	11,000	6,000	(5,000)
520825-Professional Services	600,000	100,000	(500,000)
Contractual Service Total	911,000	426,000	(485,000)
Supplies & Materials			
530600-Office Supplies	25,000	25,000	0
530635-Books, Periodicals And Publish	25,000	25,000	0
Supplies & Materials Total	50,000	50,000	0
Operations & Maintenance			
540129-Maint And Subscription Svcs	25,000	25,000	0
Operations & Maintenance Total	25,000	25,000	0
Contingencies & Special Purpose			
580050-Cook County Administration	156,812	317,257	160,445
Contingencies & Special Purpose Total	156,812	317,257	160,445
Operating Funds Total	2,672,282	2,334,060	(338,222)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
33985-Erroneous Homestead Exemption Recovery					
0145-Accountant V	19	0.0	1	-	-
0640-Investigator III	18	7.0	463,491	-	-
5054-Systems Analyst II - Assessor	18	1.0	59,304	-	-
5091-Programmer IV - Assessor	20	1.0	68,942	-	-
5134-Executive Assistant V-Assessor	20	0.0	1	-	-
6076-Dep of Exemptions Invest Unit	24	1.0	118,550	-	-
6077-Dir of Exemptions Invest Unit	23	1.0	107,142	-	-
6078-Mgr of Exemptions Invest Unit	21	1.0	66,479	-	-
6079-Asst Mgr of Exempt Inv Unit	20	0.0	1	-	-
6239-Chief Investigator-Assessor	21	1.0	72,920	-	-
6428-Erroneous Exemption Specialist	12	5.0	213,778	-	-
6733-Support Staff II Assess AFSCME	11	4.0	143,564	-	-
		22.0	\$1,314,173	-	-
35210-Erroneous Investigations Unit					
0640-Investigator III	18	-	-	7.0	483,561
6076-Dep of Exemptions Invest Unit	24	-	-	1.0	118,550
6077-Dir of Exemptions Invest Unit	23	-	-	1.0	107,846
6078-Mgr of Exemptions Invest Unit	21	-	-	1.0	66,479
6239-Chief Investigator-Assessor	21	-	-	1.0	76,199
6428-Erroneous Exemption Specialist	12	-	-	5.0	219,936
6733-Support Staff II Assess AFSCME	11	-	-	4.0	146,440
		-	-	20.0	\$1,219,011
Total Salaries and Positions		22.0	\$1,314,173	20.0	\$1,219,011
Turnover Adjustment		-	(111,705)	-	(36,570)
Operating Fund Totals		22.0	\$1,202,468	20.0	\$1,182,441

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	4.0	143,564	4.0	146,440
12	5.0	213,778	5.0	219,936
18	8.0	522,795	7.0	483,561
19	-	1	-	-
20	1.0	68,944	-	-
21	2.0	139,399	2.0	142,678
23	1.0	107,142	1.0	107,846
24	1.0	118,550	1.0	118,550
Total Salaries and Positions	22.0	\$1,314,173	20.0	\$1,219,011
Turnover Adjustment	-	\$(111,705)	-	\$(36,570)
Operating Funds Total	22.0	\$1,202,468	20.0	\$1,182,441

BUREAU

BUREAU SUMMARY OF APPROPRIATIONS AND POSITIONS
BUREAU DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENTS

DEPARTMENT OVERVIEW
DEPARTMENT BUDGET
 DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 PERSONAL SERVICES, SUMMARY OF POSITIONS
 SUMMARY OF POSITIONS BY GRADE

BOARD OF REVIEW

1050 BOARD OF REVIEW

SUMMARY OF APPROPRIATIONS

Department and Title	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Corporate Fund			
1050-Board Of Review	11,202,205	10,307,120	(895,085)
Corporate Fund Total	\$11,202,205	\$10,307,120	\$(895,085)
General Funds Total	\$11,202,205	\$10,307,120	\$(895,085)
Total Appropriations	\$11,202,205	\$10,307,120	\$(895,085)

SUMMARY OF POSITIONS

Department and Title	2017 Approved Positions	2018 Approved & Adopted	Difference
Corporate Fund			
1050-Board Of Review	130.0	111.0	(19.0)
Corporate Fund Total	130.0	111.0	(19.0)
General Funds Total	130.0	111.0	(19.0)
Total Positions	130.0	111.0	(19.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (General and Enterprise)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	8,764,744	7,856,938	(907,806)
501165-Planned Salary Adjustment	-	18,164	18,164
501210-Planned Overtime Compensation	150,000	250,000	100,000
501510-Mandatory Medicare Cost	125,743	104,058	(21,685)
501585-Insurance Benefits	1,787,734	1,701,845	(85,889)
501765-Professional Develop/Fees	11,322	20,870	9,548
501835-Transp And Travel Expenses	5,014	5,600	586
Personal Services Total	10,844,557	9,957,475	(887,082)
Contractual Service			
520259-Postage	48,350	45,000	(3,350)
520485-Graphics And Reproduction Svcs	31,005	32,000	995
520609-Advertising And Promotions	4,753	2,800	(1,953)
521005-Professional Legal Expenses	970	1,000	30
Contractual Service Total	85,078	80,800	(4,278)
Supplies & Materials			
530600-Office Supplies	42,166	43,000	834
530635-Books, Periodicals And Publish	65,711	65,764	53
Supplies & Materials Total	107,877	108,764	887
Operations & Maintenance			
540129-Maint And Subscription Svcs	135,159	130,500	(4,659)
Operations & Maintenance Total	135,159	130,500	(4,659)
Rental & Leasing			
550005-Office And Data Proc Equip Rental	8,808	9,500	692
550029-Countywide Office And Data Proc Equip Rental	20,726	20,081	(645)
Rental & Leasing Total	29,534	29,581	47
Operating Funds Total	11,202,205	10,307,120	(895,085)

MISSION

The Cook County Board of Review fairly and impartially reviews the assessments of all property within Cook County to the extent authorized by the Property Tax Code, corrects all assessments which should be corrected, raises, lowers, and/or directs the Cook County Assessor to change, correct, alter or modify assessments as justice may require. It also uses the authority provided by the Property Tax Code to ensure a full, fair and impartial assessment of property.

MANDATES

The Cook County Board of Review is mandated by Illinois Statutes 35 ILCS 200/9-5, 16-110 and 16-125.

KEY ACTIVITIES AND SERVICES

- Reviews assessments and confirms, revises, corrects, alters or modifies the assessment.
- Provides citizens a forum to appeal assessed value of their real estate
- Reviews evidence submitted from Cook County Assessor's Office.

10155 - ADMINISTRATION

Manages administrative functions, such as, budget process, human resources, procurement and maintenance of employee records.

35010 - ASSESSMENT APPEAL REVIEW

Conducts desk reviews, oral hearings, outreach, and taxpayer services.

35045 - CERTIFICATE OF ERROR

Reviews related prior BOR decisions and related evidence.

35445 - PROPERTY TAX APPEAL BOARD (PTAB)

Conducts evidence preparation, settlement negotiations and defends BOR assessments at oral hearings.

Program	2018 FTE	2018 Expenses
10155-Administration	12.1	1,204,780
35010-Assessment Appeal Review	78.3	5,575,181
35045-Certificate of Error	1.3	123,820
35215-Exemptions	4.5	345,188
35265-Freedom of Information Act (FOIA)	0.5	28,014
35445-Property Tax Appeal Board (PTAB)	14.5	1,062,590

35215 - EXEMPTIONS

Conducts evidence review and recommendation to Illinois Department of Revenue, oral hearings and field check investigations.

35265 - FREEDOM OF INFORMATION ACT (FOIA)

Researches and prepares certain responses to FOIA requests.

DISCUSSION OF 2017 DEPARTMENT AND PROGRAM OUTCOMES

The Board of Review is delighted to share that the Cook County Board of Review, the nation's largest Cook County Board of Review, the nation's largest assessment board, has been recognized with an Achievement Award from the National Association of Counties (NACo). The award honors innovative, effective county government programs that enhance services for residents. NACo recognized the Cook County Board of Review's Digital Appeals Processing System (DAPS) which transformed its paper-based process to a digital enterprise content management system.

The 2016 assessment review year surprisingly saw continued growth in the historical number of appeals filed at the Board of Review. Typically, the Board focuses on the tri year cycles with a City tri year previously yielding the highest number of appeals. However, with a surge in residential appeals in the northern tri-assessment year, a new narrative may be emerging.

With 208,000 complaints filed in 2016, last year's record number of 184,000 complaints was exceeded by fourteen percent (the Board had traditionally tracked volume by PIN's appealed and the number of cases filed has risen or fallen consistently with the PIN volume, however, this year while PINs appealed is actually less than the previous year, the number of cases has increased.

The 2016 session was completed April 12, 2017, allowing for the timely issuance of the Second Installment tax bill for the sixth consecutive year.

BUDGET, COST ANALYSIS AND 2018 STRATEGIC INITIATIVES AND GOALS

The FY 2018 budget request from the Board of Review is essentially flat compared to FY 2017 due to no transfer of fixed charges to the Office's budget. 2018 initiatives include:

- Implement the Board of Review PTAB Defense Unit. The Board of Review is happy to announce a new division focused on defending taxpayer's money and school funding. Working with the Cook County Board of Commissioners and the Cook County Board President, the Board of Review has created and funded a new division, the PTAB Defense Unit. The purpose of the PTAB Defense Unit is to defend the County's assessment decisions at the Illinois Property Tax Appeal Board (PTAB), which provides property owners an opportunity to appeal BOR assessment decisions. Due to a four year backlog of cases as a result the volume of pending cases; Cook County taxing bodies have a potential \$500 million liability in PTAB tax refunds. In the 2016 fiscal year, the Board saved all taxing districts \$132 million in PTAB refunds. This represents a 5.5% increase over 2015 when the Board saved \$125 million.
- Implementation of DAPS enhancements which will increase internal workflow efficiencies. Also, implement an application upgrade of OnBase, the Board's ECM, to version 16 to increase certain efficiencies for Portal users as well as internal workflow.

Fund Category	Appropriations (\$ thousands)		
	2016 Adopted	2017 Adjusted Appropriation	2018 Approved and Adopted
Corporate Fund	8,965	11,202	10,307
	Adopted	Adjusted Appropriation	Approved and Adopted
FTE Positions	125.0	130.0	111.0

- Increase awareness and accessibility to the property tax assessment appeal process. During the 2016 assessment cycle, the Board of Commissioners hosted over 150 property assessment seminars throughout Cook County. There has been a continued increase in first time attendance year over year that supports our mission of raising awareness with as many property owners as possible.

Performance Metric Name	2016 Year End Actual	2017 Q1 Actual	2017 Q2 Actual	2017 Year End Projection	2017 Year End Target	2018 Year End Target
Assessment Appeal Review Program Output Metric						
# of parcels appealed	476,573	TBD	TBD	407,772	422,449	500,000
Assessment Appeal Review Program Efficiency Metric						
Processing time (days) for an assessment appeal	101	TBD	TBD	95	111	95
FOIA Program Outcome Metric						
BOR electronic responses to FOIA requests	90%	TBD	TBD	100%	100%	100%
Zero Based Budget Metric						
Cost to complete one PIN	TBD	TBD	TBD	TBD	TBD	\$19.25

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11000)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	8,764,744	7,856,938	(907,806)
501165-Planned Salary Adjustment	-	18,164	18,164
501210-Planned Overtime Compensation	150,000	250,000	100,000
501510-Mandatory Medicare Cost	125,743	104,058	(21,685)
501585-Insurance Benefits	1,787,734	1,701,845	(85,889)
501765-Professional Develop/Fees	11,322	20,870	9,548
501835-Transp And Travel Expenses	5,014	5,600	586
Personal Services Total	10,844,557	9,957,475	(887,082)
Contractual Service			
520259-Postage	48,350	45,000	(3,350)
520485-Graphics And Reproduction Svcs	31,005	32,000	995
520609-Advertising And Promotions	4,753	2,800	(1,953)
521005-Professional Legal Expenses	970	1,000	30
Contractual Service Total	85,078	80,800	(4,278)
Supplies & Materials			
530600-Office Supplies	42,166	43,000	834
530635-Books, Periodicals And Publish	65,711	65,764	53
Supplies & Materials Total	107,877	108,764	887
Operations & Maintenance			
540129-Maint And Subscription Svcs	135,159	130,500	(4,659)
Operations & Maintenance Total	135,159	130,500	(4,659)
Rental & Leasing			
550005-Office And Data Proc Equip Rental	8,808	9,500	692
550029-Countywide Office And Data Proc Equip Rental	20,726	20,081	(645)
Rental & Leasing Total	29,534	29,581	47
Operating Funds Total	11,202,205	10,307,120	(895,085)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	Approved & Adopted FTE Pos.	Salaries
10155-Administration					
0009-Commissioner	S	-	-	3.0	300,000
0050-Administrative Assistant IV	18	-	-	0.2	10,203
0051-Administrative Assistant V	20	-	-	1.0	61,713
0324-Adm Asst to Comm II Bd of Apps	23	-	-	3.5	355,303
0365-Appeals Analyst I	18	-	-	0.2	10,941
0366-Appeals Analyst II	19	-	-	1.2	91,476
0376-Chief Deputy Commissioner	24	-	-	0.8	108,911
0377-First Assistant Commissioner	24	-	-	1.0	136,856
0382-Chief Clerk Board of Appeals	23	-	-	0.2	20,805
0387-Secretary Board of Appeals	23	-	-	1.0	108,571
		-	-	12.1	\$1,204,780
10210-Administrative and Clerical					
0051-Administrative Assistant V	20	1.0	70,445	-	-
0253-Business Manager III	22	1.0	96,604	-	-
0384-Deputy Member I	14	1.0	57,355	-	-
0387-Secretary Board of Appeals	23	1.0	105,921	-	-
1103-Computer Operator III	16	1.0	54,083	-	-
		5.0	\$384,408	-	-
10995-Bridgeview Branch					
0048-Administrative Assistant III	16	1.0	63,807	-	-
		1.0	\$63,807	-	-
12040-Computer Entry Section					
0047-Admin Assistant II	14	2.0	111,489	-	-
0048-Administrative Assistant III	16	1.0	55,065	-	-
0050-Administrative Assistant IV	18	1.0	81,558	-	-
0051-Administrative Assistant V	20	1.0	88,716	-	-
0145-Accountant V	19	1.0	89,362	-	-
0384-Deputy Member I	14	1.0	61,570	-	-
0388-Deputy Member II	15	1.0	45,735	-	-
1103-Computer Operator III	16	1.0	59,936	-	-
		9.0	\$593,431	-	-
12050-Computer Section					
0046-Admin Assistant I	12	1.0	49,651	-	-
0050-Administrative Assistant IV	18	1.0	82,456	-	-
0365-Appeals Analyst I	18	1.0	50,280	-	-
0907-Clerk V	11	1.0	48,164	-	-
		4.0	\$230,551	-	-
13860-Field Investigation Section					
0048-Administrative Assistant III	16	1.0	56,242	-	-
0051-Administrative Assistant V	20	1.0	75,978	-	-
0936-Stenographer V	13	1.0	55,236	-	-
		3.0	\$187,456	-	-
14740-Hearings					
0009-Commissioner	S	3.0	300,000	-	-
0036-Chief of Admin Services	23	1.0	89,366	-	-
0051-Administrative Assistant V	20	4.0	260,929	-	-
0065-Admin Asst to Comm Brd of Appl	22	1.0	82,163	-	-
0324-Adm Asst to Comm II Bd of Apps	23	4.0	380,943	-	-
0365-Appeals Analyst I	18	1.0	72,006	-	-
0366-Appeals Analyst II	19	1.0	58,394	-	-
0376-Chief Deputy Commissioner	24	1.0	145,215	-	-
0377-First Assistant Commissioner	24	2.0	273,710	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0383-Deputy in Charge-Complaints	23	1.0	111,720	-	-
		19.0	\$1,774,446	-	-
15770-Markham Branch					
0047-Admin Assistant II	14	1.0	66,147	-	-
		1.0	\$66,147	-	-
15845-Maywood Branch					
0384-Deputy Member I	14	1.0	37,840	-	-
		1.0	\$37,840	-	-
17945-Pre-Hearing					
0050-Administrative Assistant IV	18	1.0	63,905	-	-
0295-Administrative Analyst V	23	1.0	85,047	-	-
0384-Deputy Member I	14	1.0	61,770	-	-
0389-Deputy Member III	18	1.0	71,701	-	-
		4.0	\$282,423	-	-
18170-Property Exemption Section					
0050-Administrative Assistant IV	18	1.0	56,633	-	-
0051-Administrative Assistant V	20	2.0	132,923	-	-
0324-Adm Asst to Comm II Bd of Apps	23	2.0	222,270	-	-
1103-Computer Operator III	16	1.0	67,482	-	-
		6.0	\$479,308	-	-
18335-PTAB Administrative Review Section					
0048-Administrative Assistant III	16	1.0	55,175	-	-
0050-Administrative Assistant IV	18	0.0	1	-	-
0051-Administrative Assistant V	20	3.0	204,156	-	-
0324-Adm Asst to Comm II Bd of Apps	23	4.0	391,180	-	-
0365-Appeals Analyst I	18	3.0	173,007	-	-
		11.0	\$823,519	-	-
18340-PTAB Clerical Section					
0048-Administrative Assistant III	16	1.0	47,248	-	-
0338-Assessment Analyst IV	22	1.0	88,820	-	-
0366-Appeals Analyst II	19	1.0	81,162	-	-
0388-Deputy Member II	15	1.0	64,597	-	-
1102-Computer Operator II	14	1.0	54,146	-	-
1103-Computer Operator III	16	1.0	59,051	-	-
		6.0	\$395,024	-	-
18620-Real Estate Tax Analytical Section					
0050-Administrative Assistant IV	18	1.0	56,804	-	-
0051-Administrative Assistant V	20	8.0	580,561	-	-
0065-Admin Asst to Comm Brd of Appl	22	4.0	314,038	-	-
0145-Accountant V	19	2.0	145,651	-	-
0253-Business Manager III	22	2.0	179,628	-	-
0295-Administrative Analyst V	23	3.0	290,013	-	-
0324-Adm Asst to Comm II Bd of Apps	23	1.0	77,866	-	-
0338-Assessment Analyst IV	22	1.0	75,994	-	-
0342-Assessment Analyst III	21	1.0	71,072	-	-
0365-Appeals Analyst I	18	5.0	276,465	-	-
0366-Appeals Analyst II	19	1.0	80,201	-	-
0389-Deputy Member III	18	3.0	180,330	-	-
1114-Systems Analyst V	23	1.0	90,435	-	-
1137-Manager-Systems Development	23	1.0	79,486	-	-
		34.0	\$2,498,544	-	-
19345-Skokie					
0907-Clerk V	11	2.0	98,015	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
		2.0	\$98,015	-	-
19765-Supervisory and Clerical					
0047-Admin Assistant II	14	2.0	87,324	-	-
0048-Administrative Assistant III	16	2.0	105,809	-	-
0050-Administrative Assistant IV	18	1.0	56,066	-	-
0051-Administrative Assistant V	20	1.0	64,324	-	-
0144-Accountant IV	17	1.0	68,868	-	-
0365-Appeals Analyst I	18	1.0	82,356	-	-
0366-Appeals Analyst II	19	3.0	203,573	-	-
0382-Chief Clerk Board of Appeals	23	1.0	100,455	-	-
0388-Deputy Member II	15	1.0	62,309	-	-
		13.0	\$831,084	-	-
20100-Taxpayer Assistance Section					
0048-Administrative Assistant III	16	1.0	52,952	-	-
0051-Administrative Assistant V	20	3.0	196,809	-	-
0145-Accountant V	19	1.0	55,683	-	-
0365-Appeals Analyst I	18	2.0	125,316	-	-
0384-Deputy Member I	14	1.0	59,962	-	-
0389-Deputy Member III	18	1.0	50,280	-	-
1102-Computer Operator II	14	1.0	54,854	-	-
1235-Storekeeper V	14	1.0	57,465	-	-
		11.0	\$653,321	-	-
35010-Assessment Appeal Review					
0048-Administrative Assistant III	16	-	-	6.0	344,394
0050-Administrative Assistant IV	18	-	-	2.6	168,133
0051-Administrative Assistant V	20	-	-	16.8	1,182,207
0065-Admin Asst to Comm Brd of Appl	22	-	-	3.4	263,849
0144-Accountant IV	17	-	-	1.0	70,904
0253-Business Manager III	22	-	-	1.0	73,089
0324-Adm Asst to Comm II Bd of Apps	23	-	-	9.5	911,709
0338-Assessment Analyst IV	22	-	-	3.6	326,766
0342-Assessment Analyst III	21	-	-	1.0	72,489
0365-Appeals Analyst I	18	-	-	16.6	949,222
0366-Appeals Analyst II	19	-	-	4.8	313,271
0376-Chief Deputy Commissioner	24	-	-	0.3	36,304
0377-First Assistant Commissioner	24	-	-	1.0	136,856
0382-Chief Clerk Board of Appeals	23	-	-	0.8	83,222
0383-Deputy in Charge-Complaints	23	-	-	1.0	121,559
0384-Deputy Member I	14	-	-	1.0	61,075
0388-Deputy Member II	15	-	-	1.0	41,614
0389-Deputy Member III	18	-	-	2.5	149,319
0907-Clerk V	11	-	-	1.0	48,556
1103-Computer Operator III	16	-	-	2.5	161,057
1235-Storekeeper V	14	-	-	1.0	59,587
		-	-	78.3	\$5,575,181
35045-Certificate of Error					
0051-Administrative Assistant V	20	-	-	0.5	42,082
0324-Adm Asst to Comm II Bd of Apps	23	-	-	0.6	62,506
0338-Assessment Analyst IV	22	-	-	0.2	19,231
		-	-	1.3	\$123,820
35215-Exemptions					
0048-Administrative Assistant III	16	-	-	0.3	11,372
0050-Administrative Assistant IV	18	-	-	0.3	20,290

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0051-Administrative Assistant V	20	-	-	0.5	42,082
0324-Adm Asst to Comm II Bd of Apps	23	-	-	0.5	39,595
0366-Appeals Analyst II	19	-	-	3.0	231,848
		-	-	4.5	\$345,188
35265-Freedom of Information Act (FOIA)					
0048-Administrative Assistant III	16	-	-	0.3	11,372
0051-Administrative Assistant V	20	-	-	0.2	16,642
		-	-	0.5	\$28,014
35445-Property Tax Appeal Board (PTAB)					
0047-Admin Assistant II	14	-	-	2.0	115,213
0048-Administrative Assistant III	16	-	-	0.5	28,628
0051-Administrative Assistant V	20	-	-	1.0	64,199
0065-Admin Asst to Comm Brd of Appl	22	-	-	0.6	46,946
0324-Adm Asst to Comm II Bd of Apps	23	-	-	5.0	469,537
0338-Assessment Analyst IV	22	-	-	0.2	17,148
0365-Appeals Analyst I	18	-	-	0.2	10,210
0384-Deputy Member I	14	-	-	2.0	118,950
0388-Deputy Member II	15	-	-	1.0	65,817
0389-Deputy Member III	18	-	-	0.5	39,779
0936-Stenographer V	13	-	-	1.0	55,831
1103-Computer Operator III	16	-	-	0.5	30,330
		-	-	14.5	\$1,062,590
Total Salaries and Positions		130.0	\$9,399,324	111.0	\$8,339,573
Turnover Adjustment		-	(565,670)	-	(482,635)
Operating Fund Totals		130.0	\$8,833,654	111.0	\$7,856,938

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	3.0	146,179	1.0	48,556
12	1.0	49,651	-	-
13	1.0	55,236	1.0	55,831
14	13.0	709,922	6.0	354,826
15	3.0	172,641	2.0	107,432
16	12.0	676,850	10.0	587,153
17	1.0	68,868	1.0	70,904
18	24.0	1,479,164	23.0	1,358,098
19	10.0	714,026	9.0	636,595
20	24.0	1,674,841	20.0	1,408,925
21	1.0	71,072	1.0	72,489
22	10.0	837,247	9.0	747,030
23	21.0	2,024,702	22.0	2,172,808
24	3.0	418,925	3.0	418,927
S	3.0	300,000	3.0	300,000
Total Salaries and Positions	130.0	\$9,399,324	111.0	\$8,339,573
Turnover Adjustment	-	\$(565,670)	-	\$(482,635)
Operating Funds Total	130.0	\$8,833,654	111.0	\$7,856,938

BUREAU

BUREAU SUMMARY OF APPROPRIATIONS AND POSITIONS
BUREAU DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENTS

DEPARTMENT OVERVIEW
DEPARTMENT BUDGET
 DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 PERSONAL SERVICES, SUMMARY OF POSITIONS
 SUMMARY OF POSITIONS BY GRADE

COUNTY CLERK

1110 COUNTY CLERK	Q-4
1110 COUNTY CLERK - ELECTIONS DIVISION FUND	Q-16
1110 COUNTY CLERK - AUTOMATION FUND	Q-24

SUMMARY OF APPROPRIATIONS

Department and Title	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Corporate Fund			
1110-County Clerk	10,330,917	10,874,603	543,686
Corporate Fund Total	\$10,330,917	\$10,874,603	\$543,686
General Funds Total	\$10,330,917	\$10,874,603	\$543,686
Election Funds			
11306-Election	20,914,046	24,175,579	3,261,533
Election Fund Total	\$20,914,046	\$24,175,579	\$3,261,533
Special Purpose Funds			
11316-County Clerk Automation	1,683,208	1,451,992	(231,216)
Special Purpose Funds Total	\$1,683,208	\$1,451,992	\$(231,216)
Restricted			
G53545-Grant: 2018 Voters Registration State	-	1,005,000	1,005,000
Restricted Total	-	\$1,005,000	\$1,005,000
Total Appropriations	\$32,928,171	\$37,507,173	\$4,579,002

SUMMARY OF POSITIONS

Department and Title	2017 Approved Positions	2018 Approved & Adopted	Difference
Corporate Fund			
1110-County Clerk	135.0	130.6	(4.4)
Corporate Fund Total	135.0	130.6	(4.4)
General Funds Total	135.0	130.6	(4.4)
Election Funds			
11306-Election	125.0	120.5	(4.5)
Election Fund Total	125.0	120.5	(4.5)
Special Purpose Funds			
11316-County Clerk Automation	15.0	12.0	(3.0)
Special Purpose Funds Total	15.0	12.0	(3.0)
Special Revenue Fund Total	140.0	132.5	(7.5)
Total Positions	275.0	263.1	(11.9)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (General and Enterprise)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	8,109,389	8,245,797	136,408
501165-Planned Salary Adjustment	-	4,258	4,258
501210-Planned Overtime Compensation	57,565	30,000	(27,565)
501225-Planned Benefit Adjustment	4,000	4,000	0
501510-Mandatory Medicare Cost	120,731	123,369	2,638
501585-Insurance Benefits	1,909,600	1,908,452	(1,148)
501765-Professional Develop/Fees	1,710	3,500	1,790
501835-Transp And Travel Expenses	1,660	2,500	840
Personal Services Total	10,204,655	10,321,875	117,220
Contractual Service			
520029-Armored Car Service	21,434	25,000	3,566
520149-Communication Services	23,913	16,281	(7,632)
520259-Postage	55,280	50,000	(5,280)
520279-Shipping And Freight Services	0	500	500
520485-Graphics And Reproduction Svcs	30,820	20,000	(10,820)
520609-Advertising And Promotions	0	2,000	2,000
520725-Loss And Valuation	3,200	3,500	300
Contractual Service Total	134,647	117,281	(17,366)
Supplies & Materials			
530600-Office Supplies	40,555	30,000	(10,555)
530635-Books, Periodicals And Publish	1,161	600	(561)
Supplies & Materials Total	41,716	30,600	(11,116)
Operations & Maintenance			
540129-Maint And Subscription Svcs	75,332	264,445	189,113
540345-Property Maint And Operations	284,703	252,268	(32,435)
Operations & Maintenance Total	360,035	516,713	156,678
Rental & Leasing			
550005-Office And Data Proc Equip Rental	1,700	5,000	3,300
550029-Countywide Office And Data Proc Equip Rental	39,782	43,134	3,352
Rental & Leasing Total	41,482	48,134	6,652
Contingencies & Special Purpose			
580419-Appropr Transfer	(451,618)	(160,000)	291,618
Contingencies & Special Purpose Total	(451,618)	(160,000)	291,618
Operating Funds Total	10,330,917	10,874,603	543,686

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (Special Purpose)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	9,314,109	8,976,783	(337,326)
501130-Sal/Wag Of Non-Reg Empl With Benefits	700,000	2,154,247	1,454,247
501165-Planned Salary Adjustment	-	4,375	4,375
501210-Planned Overtime Compensation	333,000	920,000	587,000
501225-Planned Benefit Adjustment	125,681	142,327	16,646
501295-Sal/Wag Of Per Diem Empl	550,441	-	(550,441)
501510-Mandatory Medicare Cost	158,021	141,362	(16,659)
501540-Workers' Compensation	-	94,983	94,983
501585-Insurance Benefits	1,916,828	1,816,102	(100,726)
501765-Professional Develop/Fees	34,500	34,500	0
501835-Transp And Travel Expenses	45,000	50,000	5,000
Personal Services Total	13,177,580	14,334,679	1,157,099
Contractual Service			
520149-Communication Services	250,000	225,000	(25,000)
520259-Postage	1,130,000	70,000	(1,060,000)
520279-Shipping And Freight Services	500	500	0
520485-Graphics And Reproduction Svcs	759,958	1,257,200	497,242
520609-Advertising And Promotions	190,000	230,000	40,000
520825-Professional Services	2,700,000	2,542,779	(157,221)
521005-Professional Legal Expenses	2,056,000	4,620,000	2,564,000
521530-Non-Capitalizable Project Service Costs	-	150,000	150,000
Contractual Service Total	7,086,458	9,095,479	2,009,021
Supplies & Materials			
530005-Food Supplies	7,500	15,000	7,500
530170-Institutional Supplies	159,000	132,500	(26,500)
530600-Office Supplies	167,500	182,500	15,000
530635-Books, Periodicals And Publish	732,163	207,000	(525,163)
530700-Multimedia Supplies	5,000	5,000	0
Supplies & Materials Total	1,071,163	542,000	(529,163)
Operations & Maintenance			
540105-Moving Expense And Remodeling	1,179,000	1,500,000	321,000
540129-Maint And Subscription Svcs	55,000	83,995	28,995
540245-Automotive Operation And Maint	5,000	5,000	0
540345-Property Maint And Operations	291,510	288,203	(3,307)
Operations & Maintenance Total	1,530,510	1,877,198	346,688
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	53,181	18,215	(34,966)
550059-Automotive Equipment Rental	45,000	45,000	0
550129-Facility And Office Space Rental	225,000	375,000	150,000
Rental & Leasing Total	323,181	438,215	115,034
Contingencies & Special Purpose			
580050-Cook County Administration	136,721	0	(136,721)
580379-Appopr. Adjust	(371,466)	-	371,466
580419-Appopr Transfer	(356,893)	(660,000)	(303,107)
Contingencies & Special Purpose Total	(591,638)	(660,000)	(68,362)
Operating Funds Total	22,597,254	25,627,571	3,030,317

MISSION

The Cook County Clerk is the chief election officer for Cook County. The office of the Cook County Clerk is committed to providing quality service to the public in a timely and efficient manner. The Election Division strives to ensure that all eligible suburban residents are able to exercise their rights in the electoral process; that all candidates have fair, open and equal access to all stages of the process; and that the public has access to open and transparent information.

The Clerk is also responsible for maintaining and providing various aspects of the real estate tax process, receiving and making available to the public statements of economic interests and lobbyist registrations, serving as Clerk to the County Board of Commissioners and provides birth, death and marriage certificates in Cook County.

MANDATES

Authorized by Illinois Statute (55 ILCS 5/3-2000).

KEY ACTIVITIES AND SERVICES

- Issues property tax rates, permanent real estate numbers and new tax codes, maintains real estate maps and processes redemptions of delinquent property taxes.

Program	2018 FTE	2018 Expenses
10035-Absentee Voting	4.2	281,861
10155-Administration	17.1	1,382,663
10725-Ballot Consolidation	2.9	231,281
11715-Clerk of the Board	12.0	857,855
12520-Customer Service	14.0	839,085
13545-Ethics and Financial Disclosure	2.1	145,272
15050-Information Technology	10.0	946,988
17080-Outreach	1.2	74,142
20645-Voter Registration	15.2	947,545
35160-Election Day Services	5.7	372,907
35165-Elections Administration	9.7	974,831
35170-Elections Support Services	6.8	404,974
35175-Electoral Boards	5.0	423,230
35270-Genealogy & Mail Tracking	11.0	652,828
35465-Public Service/License & Registration	45.0	2,537,024
35490-Research & Bill Writing	7.0	422,025
35595-Tax Extension & GIS Maps	11.0	825,797
35600-Tax Sales & Posting	8.0	484,837
35605-Tax Service Accounting	15.0	942,499
35610-Tax Services Administration	6.0	513,697
35655-Vital Records Administration	13.0	971,205
35660-Vital Records Correspondence	8.0	483,682
35665-Voter Services Program & Post Election Services	5.0	273,769
35670-Voting Equipment Management	13.4	810,980
35750-Early Voting	4.9	349,783
35755-Election Worker Placement	10.2	627,313

- Prepares agendas, communicates actions taken by the Board through posting Board meeting documents, and maintains the Board's legislative records and Code of Ordinances.
- Administers elections for suburban Cook County's 1.5 million registered voters, which entails voter registration, judge recruitment and training and polling place identification, mapping and management.
- Directs activities related to preparation, programming, layout, testing and deployment of ballots, memory packs/results cartridges and equipment for Early and Election Day voting, as well as Election Night vote tabulation.
- Recruits, assigns, trains and manages nearly 12,000 election judges and equipment managers.
- Heads pre-Election Day voting programs, including Early Voting, Grace Period Registration and voting, Mail Voting, Military/Overseas Voting, Nursing Home Voting and Detainee Voting.
- Operates, maintains, stores, repairs and pre-LAT (pre-election logic accuracy tests) all election equipment, including touch screen machines, optical scanners, HAATs (Hybrid Activator, Accumulator and Transmitters) voting supply carriers, voting booths and ancillary parts.
- Conducts Election Day Registration and manages voting activities and vote tallying.
- Spearheads public policy initiatives at the state and local levels to improve elections administration.

- Receives, processes and makes available to the public more than 22,000 Statements of Economic Interests filed annually, as well as lobbyist registrations and semi-annual reports.
- Maintains and provides vital records including birth, marriage, civil union and death certificates dated since 1872. The Vital Records division also administers assumed business name registrations, notary commissions and an award-winning genealogy website.

10155 - ADMINISTRATION

Supervises departmental programs, directs strategic planning and development and manages administrative functions such as budget process, internal audits, human resource functions, and communications.

15050 - INFORMATION TECHNOLOGY

Manages information systems including design and support and software application development.

35655 - VITAL RECORDS ADMINISTRATION

Supervises departmental programs and manages administrative functions including security, accounting and procurement activities, constituent services, legal counsel, and human resource functions such as timekeeping and staff development.

35465 - PUBLIC SERVICE/LICENSE & REGISTRATION

Handles public requests at multiple courthouses and the downtown office for various licenses and registrations (e.g. assumed name filings, birth certificates, civil union certificates and licenses, marriage certificates and licenses, notary registration etc.) Included in this program is the service of document processing involving the entering and correcting of these certificates and processing Illinois Department of Public Health reporting.

35270 - GENEALOGY & MAIL TRACKING

Handles public requests and mailed certificates for past birth certificates (more than 75 years past), death certificates (more than 20 years past) and marriage certificates (more than 50 years past).

35660 - VITAL RECORDS CORRESPONDENCE

Handles online (Lexis Nexis) birth, marriage, civil union, and death certificates.

11715 - CLERK OF THE BOARD

Issues, certifies and publishes Board official documents including Board agenda and special meeting notices, resolutions and ordinances, Board meeting records, and requested copies of board items. Manages administrative functions such as departmental budget, procurement activities, contracts, inventory, and office operations.

35610 - TAX SERVICES ADMINISTRATION

Manages all aspects of the Integrated Property Tax System project within the Clerk's Office. Attend all meetings with various topics that currently or may impact the Real Estate and Tax Services Division. Follows and researches proposed and passed legislation that may impact the Real Estate and Tax Services Division. Processes FOIA requests submitted to the Real Estate & Tax Services Division.

35595 - TAX EXTENSION & GIS MAPS

Processes tax levies and calculates tax rates and TIF distribution percentages. Creates official tax maps for Cook County, maintains taxing district boundaries, provides legal descriptions for PINs and provide other PIN related services.

35605 - TAX SERVICE ACCOUNTING

Processes both walk-in and mail-in requests for delinquent tax bills, processes redemption payments for PINs that have been sold in a tax sale and processes tax buyer payouts for surrendered Certificates of Payment.

12520 - CUSTOMER SERVICE

Operates a customer service phone bank for customer phone inquiries. First point of assistance for walk-in customers to help determine property tax delinquencies. Produces and explains delinquent tax bills for waiting customers.

35600 - TAX SALES & POSTING

Handles all business processes for annual, scavenger and forfeiture sales. Processes tax buyer posting requests for active sales and processes tax deeds for tax buyers.

35490 - RESEARCH & BILL WRITING

Researches the 20 year delinquency history on PINs sold at annual sales and generates and proofs delinquent property tax bills as requested.

35665 - VOTER SERVICES PROGRAM & POST ELECTION SERVICES

Manages the building of voter lists, voter data quality control, voter outreach, minority language services, customer service management including voter registration services, and nursing home and detainee voter services. Also conducts post-election audits, recounts and canvassing.

35160 - ELECTION DAY SERVICES

Provides election information such as election reports and "who voted" lists. Provides election worker recruitment and placement. Manages election day field operations, election judge and equipment manager training, polling places location management, deputy registrar services such as training for organizations and local officials, and early voting.

35170 - ELECTIONS SUPPORT SERVICES

Provides services related to ballot layout, proofing printing and the creation of election materials. Provides candidate services, mail voting services, ethics and lobbyist filing services and other election day support services such as mail handling and map creation and maintenance.

35175 - ELECTORAL BOARDS

Conducts hearings on objections to nomination papers and petitions for candidates and referenda.

35670 - VOTING EQUIPMENT MANAGEMENT

Provides all services involving the maintenance of voting equipment.

10035 - ABSENTEE VOTING

Sends out applications for mail ballots, processes returned mail ballots, tabulates mail ballots, and packs and secures counted ballots.

10725 - BALLOT CONSOLIDATION

Proofs all ballots.

13545 - ETHICS AND FINANCIAL DISCLOSURE

Manages ethics filings and lobbyist filings.

17080 - OUTREACH

Conducts voter registration at community events. Reaches out to different communities.

35165 - ELECTIONS ADMINISTRATION

Supervises Elections programs. Manages budget & purchasing processes, internal audits, IT support, FOIA Compliance, Legal consultation, procurement activities, and manages record retention & disposal.

35750 - EARLY VOTING

Administers and manages early voting. Conducts equipment manager training.

35755 - ELECTION WORKER PLACEMENT

Reviews past performances, enrolls judges in trainings, communicates with committeemen/coordinators, and processes payroll. Sends assignments to judges and assigns judges, nursing home judges, and student judges.

DISCUSSION OF 2017 DEPARTMENT AND PROGRAM OUTCOMES

Providing excellent customer service in our Real Estate and Tax Services division is an ongoing goal. In 2017, the Clerk's Real Estate and Tax Services division was again successful in assisting the county by calculating tax rates in a timely manner so that second installment tax bills were sent out with an August 1st due date.

Our online 20-year tax search, which allows individuals and businesses to search overdue tax records on any PIN, continues to be heavily used

Appropriations (\$ thousands)			
Fund Category	2016 Adopted	2017 Adjusted Appropriation	2018 Approved and Adopted
Corporate Fund	8,250	10,331	10,875
Election Fund	24,791	20,914	24,176
Special Purpose Funds	1,579	1,683	1,452
	Adopted	Adjusted Appropriation	Approved and Adopted
FTE Positions	275.0	275.0	263.1

to review payment status of properties. Last year, total page views climbed to 3,067,116 – a 24% increase over 2,481,523 in 2015. This 24/7 self-service tool continues to conserve staff resources. From January 1, 2017 – August 1, 2017, we have already experienced more than 1.2 million unique page views.

We have experienced improved production time from the recent GIS system upgrade, which was part of a county-wide project. We look forward to implementing e-government solutions for other records such as tax delinquency, tax sale judgment books and all budget, levy and bond information. Tax Services is also increasing outreach efforts, partnering with community organizations and leaders to ensure that all residents of Cook County understand tax delinquency issues, the information that is available and services provided by the County Clerk.

The Ethics division successfully launched two online filing systems for lobbyist registrations and reporting, as well as statements of economic interest filers. With the change in the lobbyist ordinance in 2014, the lobbyist online system was enhanced to incorporate the changes and improve the flow of the program as well as increase the ability to obtain more useful reports.

To reduce the costs associated with paper mailings and ensure compliance, the Ethics division has automated its communications with filers. A movement toward emails and calls to filers is the trend because it encourages timely filing and produces overall program efficiencies.

In 2017, we conducted successful Suburban Cook County Primary and General elections. Through continuous outreach efforts, a popular "Be Vocal. Vote Local" PR and Marketing campaign, for the first time in modern Suburban Cook County history we surpassed more than 1.5 million registered voters. With more voters than ever going to the polls before Election Day, the Clerk's office harnessed technology to make voting more convenient.

The Clerk's office and County's GIS Department collaborated to develop a Wait Time Viewer – an interactive map on the Clerk's website which shows real-time waits at our 52 Early Voting sites. The tool uses an algorithm that considers the number of people in line, the number of active check-in stations, and the speed of each check-in process to give voters an approximate wait time for each voting site.

This year also marked the first election for candidates using the Clerk's new Running for Office Starter Kit (RFO), an online tool that assists candidates with finding and filling out the appropriate paperwork in order to run for office. Candidates running in 70 municipalities and 26 townships used the RFO tool for the April Consolidated election.

Since the RFO was launched last fall, 376 prospective candidates utilized the application to generate their candidate packets for the April 4 Consolidated Election. Of the original 376 prospective candidates to generate a candidate packet, 248 filed their paperwork in 129 contests and made it on the ballot – accounting for nearly 10 percent of all candidates (2,542).

Additionally, staff from the Clerk's office visited the Cook County Department of Corrections to register eligible detainees to vote. Detainees requested their mail ballots when they registered to vote. Staff determined which ballot they needed, then, during the Early Voting period, our office and volunteers brought mail ballots to all detainees who requested them. Detainee voting for the Consolidated Election took place on Tuesday, March 28, when 150 detainees voted, of 257 who requested mail ballots.

Our office continued to press for the passage and implementation of Automatic Voter Registration (AVR) in Springfield. We worked with legislators and the Governor's office to craft a bipartisan bill that would harness technology to clean and modernize Suburban Cook County's voter rolls. The bipartisan legislation – which was passed unanimously by the state legislature this spring – was signed into law by the Governor on August 28, making Illinois the 10th state (+ D.C.) with Automatic Voter Registration. Once implemented, AVR will make our voter rolls cleaner and more inclusive, streamline the process of voter registration while taking the burden off the backs of eligible voters and shift the responsibility where it belongs – with government, all while being a natural registration fraud fighter.

In 2017, the Vital Records office worked with the Cook County Board of Commissioners to pass an amendment to a Vital Records ordinance that removes the fees for birth certificates for homeless residents, domestic violence survivors and recently released inmates.

The amendment to the Vital Records fees ordinance states that homeless Cook County residents or not-for-profit organizations representing them, individuals who have been released from the Illinois Department of Corrections or the Cook County Department of Corrections in the past 90 days and individuals residing in domestic violence shelters, may receive a copy of their birth record at no cost. The Clerk's office is working with organizations such as the Chicago Coalition for the Homeless, other social service organizations and groups that provide assistance to domestic violence survivors to ensure that all eligible persons know about this fee waiver. As persons who were born in Cook

County but currently reside elsewhere are also eligible for free birth certificates, the Clerk's office is directing some of these outreach activities to surrounding counties.

In the weeks ahead, the Bureau of Vital Records will launch a website allowing anyone seeking to marry in Cook County the opportunity to apply for a marriage license online. Both parties are required to appear in person at one of the Cook County Clerk's six locations to complete the application and obtain the marriage license, though this is expected to greatly reduce the amount of time that residents will spend in line at the customer service counter.

Within our outreach services the office holds informational sessions for numerous agencies, as well as consulates from France, Mexico, Germany, Poland, Pakistan, Serbia, Uruguay and Ukraine. During these sessions we share information on acquiring vital records, births, deaths and the issuances of marriage licenses that can assist citizens of Cook County, or people visiting from abroad.

BUDGET, COST ANALYSIS AND 2018 STRATEGIC INITIATIVES AND GOALS

The major cost driver for the County Clerk's budget is contracted salary increases and the end of the GIS reimbursement valued at \$450,000.

- **Online Witness Slipping:** The Clerk's office is working with the Cook County President's office and the Secretary of the Board to create an online witness slipping programing that will let residents and advocacy groups weigh in on pending legislation online. We will work over the next several months to finalize the technology required to implement a system similar to the one the Illinois Legislature uses. This service will hopefully encourage more Cook County residents to express their opinions on legislative matters before the Board of Commissioners.
- **New Website:** By early 2018 our office will unveil a new website. The new platform will allow for a more robust architecture, including the ability to support complex content to go along with a new look and feel, decentralized content management and dashboard functionality for frequent site users.
- **Two-way Communication:** With the introduction of an updated web portal in late 2017, we will begin providing two-way communications between the Clerk's office and taxing districts for the 2017 tax year. This enhancement, will allow districts to file important documents such as levies and budgets electronically each year, which will then be used to calculate taxes in 2018. It will also facilitate an easier approval process by taxing districts once levies are reviewed by the Clerk.

- **Tyler Technologies:** We continue to work closely with Tyler Technologies and other tax offices to ensure that Integrated Property Tax System (IPTS) is properly developed and implemented as planned, replicating all functionality in time for a calendar 2020 rollout.
- **Story Map Explainer:** We have finalized a Story Map explanation of property taxes in Cook County using ArcGIS technology which will now provide helpful information to the public about how property taxes are calculated in Cook County.
- **Automation:** With an RFP released in 2017, Tax Services will select a vendor and implement a new accounting and cashing system for the entire office in 2018.
- **2018 Gubernatorial Elections:** In 2018, we will conduct the 2018 Gubernatorial Primary and General Elections. The Gubernatorial Election, along with the Presidential and U.S. Senate Elections, is one of the most closely watched and spotlighted elections that the Clerk's office administers.
- **Election Equipment RFP:** Our office also recently issued a Request for Proposals to procure new election equipment. Cook County last rolled out new election equipment in 2006. Our election equipment has served us well for a decade, but it has aged significantly. The public – as well as our poll workers – deserve the best election equipment that address the technological and security issues.
- **The new election equipment will cost an estimated \$25-\$30 million.** Our goal is to test new equipment in some suburban Cook County locations as early as 2018. The Clerk's office – in collaboration with the Chicago Board of Election Commissioners – hosted a demonstration expo for vendors earlier this year to showcase their balloting solutions, as both election authorities seek to replace their voting machines.
- **Running for Office Starter Kit 2.0:** We will continue to build upon the success of the Running for Office Starter Kit and seek to expand its capabilities in 2018 while also increasing the number of RFO users for the 2018 elections. The RFO Starter Kit has already won numerous awards including the prestigious Innovator Award by the International Association of Government Officials and has been spotlighted by the Center for Technology and Civic Life.
- **Warehouse Consolidation:** The Clerk's office has been working in conjunction with Capital Planning to move our warehouse operation. This collaborative effort will save the County millions of dollars and lead to a more efficient election operation for our warehouse.
- **Data Integration:** We will increase the public's access to our data through the launch of the new Cook County Clerk website with integrated Tableau dashboards. This will provide the public an easy way to view and election results and other statistical data pertaining to elections.

Performance Metric Name	2016 Year End Actual	2017 Q1 Actual	2017 Q2 Actual	2017 Year End Projection	2017 Year End Target	2018 Year End Target
Tax Services Customer Service Output Metric						
# of notices and extensions	154,484	TBD	TBD	TBD	140,000	TBD
Tax Services Customer Service Efficiency Metric						
avg # of transactions per FTE	11,883	TBD	TBD	TBD	10,769	TBD
Tax Services Customer Service Outcome Metric						
% of customers processed	100%	TBD	TBD	TBD	100%	TBD
Zero Based Budget Metric						
Cost per activity measure	TBD	TBD	TBD	TBD	TBD	TBD

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11000)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	8,109,389	8,245,797	136,408
501165-Planned Salary Adjustment	-	4,258	4,258
501210-Planned Overtime Compensation	57,565	30,000	(27,565)
501225-Planned Benefit Adjustment	4,000	4,000	0
501510-Mandatory Medicare Cost	120,731	123,369	2,638
501585-Insurance Benefits	1,909,600	1,908,452	(1,148)
501765-Professional Develop/Fees	1,710	3,500	1,790
501835-Transp And Travel Expenses	1,660	2,500	840
Personal Services Total	10,204,655	10,321,875	117,220
Contractual Service			
520029-Armored Car Service	21,434	25,000	3,566
520149-Communication Services	23,913	16,281	(7,632)
520259-Postage	55,280	50,000	(5,280)
520279-Shipping And Freight Services	0	500	500
520485-Graphics And Reproduction Svcs	30,820	20,000	(10,820)
520609-Advertising And Promotions	0	2,000	2,000
520725-Loss And Valuation	3,200	3,500	300
Contractual Service Total	134,647	117,281	(17,366)
Supplies & Materials			
530600-Office Supplies	40,555	30,000	(10,555)
530635-Books, Periodicals And Publish	1,161	600	(561)
Supplies & Materials Total	41,716	30,600	(11,116)
Operations & Maintenance			
540129-Maint And Subscription Svcs	75,332	264,445	189,113
540345-Property Maint And Operations	284,703	252,268	(32,435)
Operations & Maintenance Total	360,035	516,713	156,678
Rental & Leasing			
550005-Office And Data Proc Equip Rental	1,700	5,000	3,300
550029-Countywide Office And Data Proc Equip Rental	39,782	43,134	3,352
Rental & Leasing Total	41,482	48,134	6,652
Contingencies & Special Purpose			
580419-Appropri Transfer	(451,618)	(160,000)	291,618
Contingencies & Special Purpose Total	(451,618)	(160,000)	291,618
Operating Funds Total	10,330,917	10,874,603	543,686

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	FTE Pos.	Salaries
10075-Accounting Section					
0047-Admin Assistant II	14	1.0	59,290	-	-
0050-Administrative Assistant IV	18	1.0	69,905	-	-
0370-Tax Examiner V	15	1.0	64,617	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	58,340	-	-
4846-Election Support Clerk V	16	1.0	59,304	-	-
		5.0	\$311,456	-	-
10155-Administration					
0005-County Clerk	S	-	-	1.0	105,000
0037-Deputy County Clerk	24	-	-	0.5	69,500
0043-Assistant to County Clerk	24	-	-	1.0	122,000
0048-Administrative Assistant III	16	-	-	2.5	156,419
0050-Administrative Assistant IV	18	-	-	1.0	76,141
0076-Admin Asst to County Clerk II	22	-	-	1.0	107,309
1043-Director of Human Resources	24	-	-	1.0	118,000
4834-Admin Assistant I-County Clerk	15	-	-	0.5	30,743
4837-Admin Assistant II-County Clk	16	-	-	1.0	65,859
4842-Clerk V-County Clerk	13	-	-	1.0	43,707
4843-Clerk V-County Clerk/Sheriff	14	-	-	1.5	77,077
5801-Administrative Support V	17	-	-	1.0	72,251
5803-Administrative Support VII	19	-	-	0.5	36,191
5978-Exec Dir of Communications	24	-	-	1.0	104,000
6305-Dir of Strategic Plan Policy	24	-	-	0.1	1
		-	-	14.6	\$1,184,198
10235-Administrative Division					
0005-County Clerk	S	1.0	105,000	-	-
0037-Deputy County Clerk	24	1.0	135,624	-	-
0050-Administrative Assistant IV	18	1.0	59,304	-	-
0051-Administrative Assistant V	20	1.0	86,885	-	-
		4.0	\$386,813	-	-
10665-Assumed Names					
3145-Vital Records Clerk V	15	1.0	62,741	-	-
4842-Clerk V-County Clerk	13	1.0	52,753	-	-
		2.0	\$115,494	-	-
11005-Bridgeview Operations					
6404-Director of Public Information	20	1.0	87,028	-	-
		1.0	\$87,028	-	-
11715-Clerk of the Board					
0047-Admin Assistant II	14	-	-	0.5	28,551
0048-Administrative Assistant III	16	1.0	69,054	1.0	69,736
0050-Administrative Assistant IV	18	1.0	72,754	3.5	272,002
0067-Exec Asst to the Director	23	-	-	0.5	52,354
0653-Election Division Supvr I	18	-	-	1.0	93,158
3144-Election Support Clerk V	15	-	-	0.5	28,653
4842-Clerk V-County Clerk	13	-	-	0.5	21,939
4843-Clerk V-County Clerk/Sheriff	14	1.0	57,768	1.0	45,086
4847-Stenographer V-County Clerk	14	1.0	49,111	-	-
5801-Administrative Support V	17	-	-	0.5	37,550
		4.0	\$248,687	9.0	\$649,029
12305-Correspondence					
0048-Administrative Assistant III	16	1.0	56,099	-	-
3145-Vital Records Clerk V	15	1.0	63,177	-	-
4842-Clerk V-County Clerk	13	0.0	1	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4843-Clerk V-County Clerk/Sheriff	14	7.0	393,865	-	-
		9.0	\$513,142	-	-
12520-Customer Service					
0048-Administrative Assistant III	16	-	-	1.0	69,736
4842-Clerk V-County Clerk	13	-	-	4.0	206,424
4843-Clerk V-County Clerk/Sheriff	14	-	-	7.0	414,434
4848-Stenographer V	15	-	-	1.0	65,256
5803-Administrative Support VII	19	-	-	1.0	83,234
		-	-	14.0	\$839,085
12595-Data Processing					
4843-Clerk V-County Clerk/Sheriff	14	1.0	57,768	-	-
		1.0	\$57,768	-	-
13035-Document Processing					
4843-Clerk V-County Clerk/Sheriff	14	1.0	57,632	-	-
5801-Administrative Support V	17	1.0	70,172	-	-
		2.0	\$127,804	-	-
14935-Human Resources/payroll					
0048-Administrative Assistant III	16	1.0	68,290	-	-
0051-Administrative Assistant V	20	1.0	74,407	-	-
		2.0	\$142,697	-	-
15745-Map Section					
0047-Admin Assistant II	14	1.0	59,627	-	-
0048-Administrative Assistant III	16	1.0	68,506	-	-
0050-Administrative Assistant IV	18	1.0	74,957	-	-
0051-Administrative Assistant V	20	1.0	87,530	-	-
0076-Admin Asst to County Clerk II	22	1.0	86,885	-	-
0370-Tax Examiner V	15	1.0	62,745	-	-
4842-Clerk V-County Clerk	13	1.0	45,673	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	56,598	-	-
		8.0	\$542,521	-	-
15780-Markham Operations					
0047-Admin Assistant II	14	1.0	51,396	-	-
4842-Clerk V-County Clerk	13	2.0	98,189	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	38,500	-	-
5803-Administrative Support VII	19	1.0	78,501	-	-
		5.0	\$266,586	-	-
15785-Marriage Licenses					
3145-Vital Records Clerk V	15	1.0	64,617	-	-
4843-Clerk V-County Clerk/Sheriff	14	2.0	106,346	-	-
		3.0	\$170,963	-	-
15855-Maywood Operations					
4842-Clerk V-County Clerk	13	1.0	54,221	-	-
4843-Clerk V-County Clerk/Sheriff	14	2.0	110,612	-	-
		3.0	\$164,833	-	-
16440-Notary Public					
5194-Vital Records Supervisor I	18	1.0	79,604	-	-
		1.0	\$79,604	-	-
17935-Posting and Payouts					
0369-Tax Examiner IV	13	1.0	45,673	-	-
0370-Tax Examiner V	15	1.0	64,617	-	-
0936-Stenographer V	13	1.0	54,321	-	-
4842-Clerk V-County Clerk	13	1.0	50,237	-	-
4843-Clerk V-County Clerk/Sheriff	14	4.0	228,236	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
5803-Administrative Support VII	19	1.0	83,514	-	-
		9.0	\$526,598	-	-
18390-Public Service					
0369-Tax Examiner IV	13	1.0	53,806	-	-
0936-Stenographer V	13	3.0	132,927	-	-
4837-Admin Assistant II-County Clk	16	1.0	69,054	-	-
4842-Clerk V-County Clerk	13	10.0	494,362	-	-
4843-Clerk V-County Clerk/Sheriff	14	9.0	494,260	-	-
4849-Tax Examiner III-County Clerk	13	1.0	52,753	-	-
5194-Vital Records Supervisor I	18	1.0	61,500	-	-
		26.0	\$1,358,662	-	-
19030-Rolling Meadows Operations					
4842-Clerk V-County Clerk	13	1.0	50,220	-	-
4843-Clerk V-County Clerk/Sheriff	14	2.0	114,502	-	-
5194-Vital Records Supervisor I	18	1.0	77,048	-	-
		4.0	\$241,770	-	-
19360-Skokie Operations					
4842-Clerk V-County Clerk	13	2.0	104,439	-	-
5194-Vital Records Supervisor I	18	1.0	74,957	-	-
		3.0	\$179,396	-	-
19755-Supervisory					
0043-Assistant to County Clerk	24	3.0	324,194	-	-
0048-Administrative Assistant III	16	3.0	201,549	-	-
0050-Administrative Assistant IV	18	2.0	150,032	-	-
0067-Exec Asst to the Director	23	1.0	105,389	-	-
0371-Tax Redemption Supervisor	22	1.0	110,573	-	-
0936-Stenographer V	13	1.0	45,673	-	-
4842-Clerk V-County Clerk	13	1.0	54,104	-	-
4843-Clerk V-County Clerk/Sheriff	14	2.0	113,332	-	-
5194-Vital Records Supervisor I	18	1.0	77,048	-	-
5205-Deputy Director	24	1.0	100,321	-	-
5803-Administrative Support VII	19	1.0	83,224	-	-
5897-Project Manager-Bureau of Tech	24	1.0	98,109	-	-
		18.0	\$1,463,548	-	-
20035-Tax Extension Section					
0048-Administrative Assistant III	16	1.0	66,388	-	-
0067-Exec Asst to the Director	23	1.0	109,141	-	-
4851-Tax Examiner V-County Clerk	16	2.0	129,070	-	-
		4.0	\$304,599	-	-
20050-Tax Order Redemption Cashier					
4837-Admin Assistant II-County Clk	16	1.0	58,675	-	-
4843-Clerk V-County Clerk/Sheriff	14	4.0	229,902	-	-
		5.0	\$288,577	-	-
20055-Tax Redemption Cashier					
4843-Clerk V-County Clerk/Sheriff	14	1.0	56,598	-	-
4849-Tax Examiner III-County Clerk	13	1.0	54,161	-	-
		2.0	\$110,759	-	-
20065-Tax Sales					
4842-Clerk V-County Clerk	13	1.0	52,753	-	-
4843-Clerk V-County Clerk/Sheriff	14	2.0	114,994	-	-
5803-Administrative Support VII	19	1.0	83,608	-	-
		4.0	\$251,355	-	-
20070-Tax Searches					

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4842-Clerk V-County Clerk	13	2.0	95,378	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	41,738	-	-
4848-Stenographer V	15	1.0	63,678	-	-
4850-Tax Examiner IV-County Clerk	15	1.0	64,617	-	-
5803-Administrative Support VII	19	1.0	78,501	-	-
		6.0	\$343,912	-	-
20605-Vital Statistics Cashiers					
3145-Vital Records Clerk V	15	1.0	64,617	-	-
4838-Bookkeeper IV-County Clerk	15	1.0	64,038	-	-
4843-Clerk V-County Clerk/Sheriff	14	2.0	110,134	-	-
		4.0	\$238,789	-	-
35465-Public Service/License & Registration					
0047-Admin Assistant II	14	-	-	1.0	53,184
0659-Election Polling Place Coord	14	-	-	1.0	57,103
0936-Stenographer V	13	-	-	1.0	46,301
3145-Vital Records Clerk V	15	-	-	2.0	128,623
4834-Admin Assistant I-County Clerk	15	-	-	1.0	63,367
4837-Admin Assistant II-County Clk	16	-	-	1.0	59,894
4838-Bookkeeper IV-County Clerk	15	-	-	2.0	130,512
4842-Clerk V-County Clerk	13	-	-	15.0	763,751
4843-Clerk V-County Clerk/Sheriff	14	-	-	20.0	1,170,625
5801-Administrative Support V	17	-	-	1.0	63,666
		-	-	45.0	\$2,537,024
35490-Research & Bill Writing					
0369-Tax Examiner IV	13	-	-	1.0	43,878
0370-Tax Examiner V	15	-	-	1.0	64,200
0936-Stenographer V	13	-	-	1.0	54,858
4842-Clerk V-County Clerk	13	-	-	1.0	51,230
4849-Tax Examiner III-County Clerk	13	-	-	1.0	54,858
4850-Tax Examiner IV-County Clerk	15	-	-	1.0	65,256
5803-Administrative Support VII	19	-	-	1.0	87,745
		-	-	7.0	\$422,025
35595-Tax Extension & GIS Maps					
0047-Admin Assistant II	14	-	-	1.0	60,699
0048-Administrative Assistant III	16	-	-	1.0	67,698
0050-Administrative Assistant IV	18	-	-	3.0	230,732
0067-Exec Asst to the Director	23	-	-	1.0	112,989
0621-Sup of Real Estate & Tax Svcs	22	-	-	1.0	100,387
4843-Clerk V-County Clerk/Sheriff	14	-	-	2.0	119,692
4851-Tax Examiner V-County Clerk	16	-	-	2.0	133,600
		-	-	11.0	\$825,797
35600-Tax Sales & Posting					
0047-Admin Assistant II	14	-	-	1.0	60,699
0369-Tax Examiner IV	13	-	-	1.0	43,878
0370-Tax Examiner V	15	-	-	1.0	65,256
4842-Clerk V-County Clerk	13	-	-	1.0	54,338
4843-Clerk V-County Clerk/Sheriff	14	-	-	2.0	119,288
4849-Tax Examiner III-County Clerk	13	-	-	1.0	54,338
5803-Administrative Support VII	19	-	-	1.0	87,041
		-	-	8.0	\$484,837
35605-Tax Service Accounting					
0047-Admin Assistant II	14	-	-	1.0	60,699
0050-Administrative Assistant IV	18	-	-	1.0	81,162

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0051-Administrative Assistant V	20	-	-	1.0	87,745
0144-Accountant IV	17	-	-	1.0	75,148
0936-Stenographer V	13	-	-	1.0	49,501
4842-Clerk V-County Clerk	13	-	-	2.0	98,150
4843-Clerk V-County Clerk/Sheriff	14	-	-	7.0	416,647
5801-Administrative Support V	17	-	-	1.0	73,448
		-	-	15.0	\$942,499
35610-Tax Services Administration					
0048-Administrative Assistant III	16	-	-	2.0	134,567
0333-Dep Dir Real Estate & Tax Svcs	24	-	-	1.0	101,999
0371-Tax Redemption Supervisor	22	-	-	1.0	114,362
4842-Clerk V-County Clerk	13	-	-	1.0	45,769
5662-Dir of Real Estate & Tax Svcs	24	-	-	1.0	117,000
		-	-	6.0	\$513,697
35655-Vital Records Administration					
0043-Assistant to County Clerk	24	-	-	1.0	110,001
		-	-	1.0	\$110,001
Total Salaries and Positions		135.0	\$8,523,361	130.6	\$8,508,193
Turnover Adjustment		-	(255,703)	-	(262,396)
Operating Fund Totals		135.0	\$8,267,658	130.6	\$8,245,797

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
13	32.0	1,591,644	32.5	1,632,920
14	48.0	2,660,549	46.0	2,683,783
15	10.0	639,464	10.0	641,866
16	13.0	845,989	11.5	757,507
17	1.0	70,172	4.5	322,063
18	11.0	797,109	9.5	753,195
19	5.0	407,348	3.5	294,211
20	4.0	335,850	1.0	87,745
22	2.0	197,458	3.0	322,059
23	2.0	214,530	1.5	165,344
24	6.0	658,248	6.6	742,502
S	1.0	105,000	1.0	105,000
Total Salaries and Positions	135.0	\$8,523,361	130.6	\$8,508,193
Turnover Adjustment	-	\$(255,703)	-	\$(262,396)
Operating Funds Total	135.0	\$8,267,658	130.6	\$8,245,797

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11306)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	8,382,783	8,147,347	(235,436)
501130-Sal/Wag Of Non-Reg Empl With Benefits	700,000	2,154,247	1,454,247
501165-Planned Salary Adjustment	-	4,375	4,375
501210-Planned Overtime Compensation	333,000	920,000	587,000
501225-Planned Benefit Adjustment	-	3,200	3,200
501295-Sal/Wag Of Per Diem Empl	550,441	-	(550,441)
501510-Mandatory Medicare Cost	144,516	128,875	(15,641)
501540-Workers' Compensation	-	94,983	94,983
501585-Insurance Benefits	1,687,637	1,624,660	(62,977)
501765-Professional Develop/Fees	24,500	24,500	0
501835-Transp And Travel Expenses	45,000	50,000	5,000
Personal Services Total	11,867,877	13,152,187	1,284,310
Contractual Service			
520149-Communication Services	250,000	225,000	(25,000)
520259-Postage	1,130,000	70,000	(1,060,000)
520279-Shipping And Freight Services	500	500	0
520485-Graphics And Reproduction Svcs	699,958	1,207,200	507,242
520609-Advertising And Promotions	190,000	230,000	40,000
520825-Professional Services	2,400,000	2,392,779	(7,221)
521005-Professional Legal Expenses	2,056,000	4,620,000	2,564,000
521530-Non-Capitalizable Project Service Costs	-	150,000	150,000
Contractual Service Total	6,726,458	8,895,479	2,169,021
Supplies & Materials			
530005-Food Supplies	7,500	15,000	7,500
530170-Institutional Supplies	159,000	132,500	(26,500)
530600-Office Supplies	160,000	175,000	15,000
530635-Books, Periodicals And Publish	680,000	155,000	(525,000)
530700-Multimedia Supplies	5,000	5,000	0
Supplies & Materials Total	1,011,500	482,500	(529,000)
Operations & Maintenance			
540105-Moving Expense And Remodeling	1,179,000	1,500,000	321,000
540129-Maint And Subscription Svcs	45,000	73,995	28,995
540245-Automotive Operation And Maint	5,000	5,000	0
540345-Property Maint And Operations	291,510	288,203	(3,307)
Operations & Maintenance Total	1,520,510	1,867,198	346,688
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	30,978	18,215	(12,763)
550059-Automotive Equipment Rental	45,000	45,000	0
550129-Facility And Office Space Rental	225,000	375,000	150,000
Rental & Leasing Total	300,978	438,215	137,237
Contingencies & Special Purpose			
580379-Appopr. Adjust	(371,466)	-	371,466
580419-Appopr Transfer	(141,811)	(660,000)	(518,189)
Contingencies & Special Purpose Total	(513,277)	(660,000)	(146,723)
Operating Funds Total	20,914,046	24,175,579	3,261,533

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
10035-Absentee Voting					
0047-Admin Assistant II	14	1.0	56,577	-	-
0050-Administrative Assistant IV	18	-	-	0.2	12,452
0067-Exec Asst to the Director	23	-	-	0.4	35,756
0076-Admin Asst to County Clerk II	22	-	-	0.5	39,485
0653-Election Division Supvr I	18	1.0	75,782	0.2	11,252
3144-Election Support Clerk V	15	1.0	64,617	0.1	6,225
4835-Admin Assistant I-Cnty Clk/Shf	14	-	-	0.1	2,957
4836-Admin Assistant II-CC/ROD/SHF	15	-	-	0.1	3,263
4842-Clerk V-County Clerk	13	2.0	89,068	0.4	18,835
4843-Clerk V-County Clerk/Sheriff	14	1.0	60,090	2.2	126,361
4846-Election Support Clerk V	16	-	-	0.4	22,172
4848-Stenographer V	15	-	-	0.1	3,102
		6.0	\$346,134	4.2	\$281,861
10155-Administration					
0037-Deputy County Clerk	24	-	-	0.5	69,500
0048-Administrative Assistant III	16	-	-	0.5	34,358
4834-Admin Assistant I-County Clerk	15	-	-	0.5	30,743
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.5	27,672
5803-Administrative Support VII	19	-	-	0.5	36,191
		-	-	2.5	\$198,465
10725-Ballot Consolidation					
0051-Administrative Assistant V	20	1.0	73,769	-	-
0067-Exec Asst to the Director	23	-	-	0.2	14,898
0075-Admin Asst to County Clerk I	21	-	-	1.0	104,193
0653-Election Division Supvr I	18	-	-	0.2	11,410
3144-Election Support Clerk V	15	-	-	0.1	2,963
4835-Admin Assistant I-Cnty Clk/Shf	14	-	-	0.1	2,957
4842-Clerk V-County Clerk	13	-	-	0.3	16,092
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.3	14,824
4846-Election Support Clerk V	16	-	-	0.1	6,534
5801-Administrative Support V	17	-	-	0.8	57,410
		1.0	\$73,769	2.9	\$231,281
11480-Changes In Registration of Voters					
0047-Admin Assistant II	14	1.0	57,768	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	57,586	-	-
		2.0	\$115,354	-	-
11715-Clerk of the Board					
0047-Admin Assistant II	14	-	-	0.5	28,551
0050-Administrative Assistant IV	18	-	-	0.5	39,779
0067-Exec Asst to the Director	23	-	-	0.5	52,354
3144-Election Support Clerk V	15	-	-	0.5	28,653
4842-Clerk V-County Clerk	13	-	-	0.5	21,939
5801-Administrative Support V	17	-	-	0.5	37,550
		-	-	3.0	\$208,826
12575-Data Entry and Voter Verification					
0653-Election Division Supvr I	18	1.0	87,298	-	-
0659-Election Polling Place Coord	14	1.0	56,577	-	-
3144-Election Support Clerk V	15	1.0	56,734	-	-
4834-Admin Assistant I-County Clerk	15	1.0	62,111	-	-
4842-Clerk V-County Clerk	13	3.0	156,188	-	-
4843-Clerk V-County Clerk/Sheriff	14	6.0	344,392	-	-
4846-Election Support Clerk V	16	1.0	65,768	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4847-Stenographer V-County Clerk	14	1.0	44,642	-	-
		15.0	\$873,710	-	-
13200-Election and Registration Sites					
0048-Administrative Assistant III	16	1.0	49,648	-	-
4842-Clerk V-County Clerk	13	2.0	97,436	-	-
4843-Clerk V-County Clerk/Sheriff	14	3.0	173,304	-	-
4845-Election Field Coordinator II	13	1.0	45,673	-	-
4846-Election Support Clerk V	16	2.0	134,062	-	-
		9.0	\$500,123	-	-
13215-Election Judges					
0659-Election Polling Place Coord	14	1.0	56,577	-	-
1109-Programmer I	16	1.0	56,598	-	-
3144-Election Support Clerk V	15	1.0	52,753	-	-
4842-Clerk V-County Clerk	13	1.0	54,103	-	-
4843-Clerk V-County Clerk/Sheriff	14	4.0	209,174	-	-
4848-Stenographer V	15	1.0	58,143	-	-
		9.0	\$487,348	-	-
13545-Ethics and Financial Disclosure					
0067-Exec Asst to the Director	23	-	-	0.2	19,864
0075-Admin Asst to County Clerk I	21	-	-	0.3	25,302
0653-Election Division Supvr I	18	-	-	0.2	14,742
4842-Clerk V-County Clerk	13	-	-	0.6	28,581
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.5	26,484
4846-Election Support Clerk V	16	-	-	0.5	30,299
		-	-	2.1	\$145,272
15050-Information Technology					
0034-Director of Clerk of the Board	24	-	-	1.0	108,838
0043-Assistant to County Clerk	24	-	-	1.0	130,000
0050-Administrative Assistant IV	18	-	-	2.0	150,120
0067-Exec Asst to the Director	23	-	-	1.0	89,636
0076-Admin Asst to County Clerk II	22	-	-	2.0	172,521
0655-Election Division Supvr III	24	-	-	1.0	132,001
1108-Programmer IV	22	-	-	1.0	101,033
1109-Programmer I	16	-	-	1.0	62,839
		-	-	10.0	\$946,988
17080-Outreach					
0048-Administrative Assistant III	16	-	-	0.3	20,921
0067-Exec Asst to the Director	23	-	-	0.1	6,071
3144-Election Support Clerk V	15	-	-	0.5	27,127
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.2	9,769
4846-Election Support Clerk V	16	-	-	0.2	10,254
		-	-	1.2	\$74,142
18805-Registration of Voters					
0067-Exec Asst to the Director	23	1.0	117,480	-	-
0659-Election Polling Place Coord	14	1.0	51,573	-	-
3144-Election Support Clerk V	15	1.0	58,143	-	-
4834-Admin Assistant I-County Clerk	15	1.0	52,170	-	-
4842-Clerk V-County Clerk	13	1.0	45,848	-	-
5801-Administrative Support V	17	1.0	66,863	-	-
		6.0	\$392,077	-	-
19780-Supervisory and Support					
0043-Assistant to County Clerk	24	6.0	753,492	-	-
0048-Administrative Assistant III	16	1.0	50,237	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0050-Administrative Assistant IV	18	3.0	223,422	-	-
0051-Administrative Assistant V	20	2.0	142,385	-	-
0067-Exec Asst to the Director	23	4.0	476,773	-	-
0075-Admin Asst to County Clerk I	21	1.0	84,045	-	-
0076-Admin Asst to County Clerk II	22	4.0	360,144	-	-
0653-Election Division Supvr I	18	1.0	71,430	-	-
0654-Election Division Supvr II	24	1.0	98,451	-	-
0655-Election Division Supvr III	24	1.0	131,950	-	-
0658-Election Judges Supervisor	20	1.0	74,167	-	-
0936-Stenographer V	13	1.0	54,321	-	-
4834-Admin Assistant I-County Clerk	15	1.0	60,882	-	-
4842-Clerk V-County Clerk	13	3.0	156,228	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	56,598	-	-
4847-Stenographer V-County Clerk	14	1.0	51,613	-	-
5801-Administrative Support V	17	1.0	71,965	-	-
5803-Administrative Support VII	19	3.0	227,023	-	-
		36.0	\$3,145,126	-	-
19810-Support Services					
0043-Assistant to County Clerk	24	1.0	99,568	-	-
0048-Administrative Assistant III	16	2.0	120,646	-	-
0050-Administrative Assistant IV	18	2.0	157,754	-	-
0067-Exec Asst to the Director	23	1.0	92,370	-	-
0075-Admin Asst to County Clerk I	21	1.0	101,737	-	-
0076-Admin Asst to County Clerk II	22	1.0	81,163	-	-
0653-Election Division Supvr I	18	1.0	76,492	-	-
3144-Election Support Clerk V	15	1.0	60,861	-	-
4836-Admin Assistant II-CC/ROD/SHF	15	1.0	64,617	-	-
4842-Clerk V-County Clerk	13	2.0	82,244	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	57,768	-	-
		14.0	\$995,220	-	-
20645-Voter Registration					
0047-Admin Assistant II	14	-	-	0.2	11,668
0048-Administrative Assistant III	16	-	-	0.2	10,460
0050-Administrative Assistant IV	18	1.0	81,955	1.2	101,844
0075-Admin Asst to County Clerk I	21	-	-	0.1	5,011
0076-Admin Asst to County Clerk II	22	-	-	0.3	26,323
0653-Election Division Supvr I	18	-	-	0.3	18,781
0654-Election Division Supvr II	24	1.0	115,762	-	-
0659-Election Polling Place Coord	14	-	-	0.9	46,144
0936-Stenographer V	13	-	-	0.3	13,565
3144-Election Support Clerk V	15	-	-	2.1	127,033
4835-Admin Assistant I-Cnty Clk/Shf	14	-	-	0.8	44,354
4836-Admin Assistant II-CC/ROD/SHF	15	-	-	0.9	55,467
4842-Clerk V-County Clerk	13	-	-	1.4	75,498
4843-Clerk V-County Clerk/Sheriff	14	-	-	4.0	234,930
4846-Election Support Clerk V	16	-	-	0.9	55,532
4847-Stenographer V-County Clerk	14	-	-	0.4	19,759
4848-Stenographer V	15	-	-	0.7	40,320
5801-Administrative Support V	17	-	-	0.9	60,855
		2.0	\$197,717	15.2	\$947,545
20655-Voting Device Maintenance/Warehouse					
0047-Admin Assistant II	14	1.0	49,111	-	-
0067-Exec Asst to the Director	23	1.0	116,805	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0653-Election Division Supvr I	18	1.0	62,608	-	-
0659-Election Polling Place Coord	14	1.0	56,577	-	-
1108-Programmer IV	22	1.0	98,059	-	-
3144-Election Support Clerk V	15	1.0	49,981	-	-
4834-Admin Assistant I-County Clerk	15	1.0	62,111	-	-
4835-Admin Assistant I-Cnty Clk/Shf	14	1.0	57,835	-	-
4837-Admin Assistant II-County Clk	16	1.0	62,166	-	-
4842-Clerk V-County Clerk	13	8.0	383,148	-	-
4843-Clerk V-County Clerk/Sheriff	14	4.0	211,473	-	-
4848-Stenographer V	15	1.0	60,350	-	-
5801-Administrative Support V	17	2.0	141,713	-	-
5978-Exec Dir of Communications	24	1.0	103,530	-	-
		25.0	\$1,515,467	-	-
35160-Election Day Services					
0048-Administrative Assistant III	16	-	-	0.7	43,472
0050-Administrative Assistant IV	18	-	-	0.1	6,542
0051-Administrative Assistant V	20	-	-	0.2	16,877
0067-Exec Asst to the Director	23	-	-	0.6	67,558
0075-Admin Asst to County Clerk I	21	-	-	0.1	5,011
0653-Election Division Supvr I	18	-	-	0.2	10,541
0658-Election Judges Supervisor	20	-	-	0.1	7,680
0936-Stenographer V	13	-	-	0.3	14,625
3144-Election Support Clerk V	15	-	-	0.3	16,314
4834-Admin Assistant I-County Clerk	15	-	-	0.2	12,303
4842-Clerk V-County Clerk	13	-	-	2.2	108,518
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.1	3,035
4846-Election Support Clerk V	16	-	-	0.5	33,949
4847-Stenographer V-County Clerk	14	-	-	0.1	4,940
4848-Stenographer V	15	-	-	0.1	6,248
5801-Administrative Support V	17	-	-	0.1	7,169
5803-Administrative Support VII	19	-	-	0.1	8,125
		-	-	5.7	\$372,907
35165-Elections Administration					
0043-Assistant to County Clerk	24	-	-	2.0	241,567
0050-Administrative Assistant IV	18	-	-	0.5	40,859
0051-Administrative Assistant V	20	-	-	0.6	49,154
0067-Exec Asst to the Director	23	-	-	1.7	199,263
0075-Admin Asst to County Clerk I	21	-	-	0.2	20,789
0076-Admin Asst to County Clerk II	22	-	-	0.2	13,162
0653-Election Division Supvr I	18	-	-	1.9	145,397
0654-Election Division Supvr II	24	-	-	1.0	96,997
0936-Stenographer V	13	-	-	0.4	18,087
1259-Senior Attorney	24	-	-	0.8	108,188
5803-Administrative Support VII	19	-	-	0.5	41,368
		-	-	9.7	\$974,831
35170-Elections Support Services					
0050-Administrative Assistant IV	18	-	-	0.1	4,058
0067-Exec Asst to the Director	23	-	-	0.2	17,953
0075-Admin Asst to County Clerk I	21	-	-	0.5	45,097
0653-Election Division Supvr I	18	-	-	0.9	68,689
0936-Stenographer V	13	-	-	0.2	9,044
3144-Election Support Clerk V	15	-	-	0.1	3,084
4842-Clerk V-County Clerk	13	-	-	1.4	58,426

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4843-Clerk V-County Clerk/Sheriff	14	-	-	1.5	89,474
4845-Election Field Coordinator II	13	-	-	1.0	46,301
4846-Election Support Clerk V	16	-	-	0.3	20,200
4847-Stenographer V-County Clerk	14	-	-	0.5	24,699
5801-Administrative Support V	17	-	-	0.3	17,951
		-	-	6.8	\$404,974
35175-Electoral Boards					
0048-Administrative Assistant III	16	-	-	0.1	3,487
0050-Administrative Assistant IV	18	-	-	0.1	4,336
0051-Administrative Assistant V	20	-	-	0.6	49,737
0067-Exec Asst to the Director	23	-	-	1.4	158,642
0653-Election Division Supvr I	18	-	-	0.5	37,924
0658-Election Judges Supervisor	20	-	-	0.1	7,680
0659-Election Polling Place Coord	14	-	-	0.2	8,436
1259-Senior Attorney	24	-	-	0.2	27,047
3144-Election Support Clerk V	15	-	-	0.3	18,440
4835-Admin Assistant I-Cnty Clk/Shf	14	-	-	0.2	8,871
4836-Admin Assistant II-CC/ROD/SHF	15	-	-	0.1	6,526
4842-Clerk V-County Clerk	13	-	-	0.2	10,868
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.5	29,909
4846-Election Support Clerk V	16	-	-	0.6	41,062
4848-Stenographer V	15	-	-	0.1	6,203
5803-Administrative Support VII	19	-	-	0.1	4,063
		-	-	5.0	\$423,230
35270-Genealogy & Mail Tracking					
0369-Tax Examiner IV	13	-	-	1.0	46,301
3145-Vital Records Clerk V	15	-	-	1.0	65,256
4837-Admin Assistant II-County Clk	16	-	-	1.0	62,094
4842-Clerk V-County Clerk	13	-	-	3.0	160,997
4843-Clerk V-County Clerk/Sheriff	14	-	-	4.0	237,786
5194-Vital Records Supervisor I	18	-	-	1.0	80,394
		-	-	11.0	\$652,828
35660-Vital Records Correspondence					
3145-Vital Records Clerk V	15	-	-	1.0	65,256
4837-Admin Assistant II-County Clk	16	-	-	1.0	62,783
4843-Clerk V-County Clerk/Sheriff	14	-	-	6.0	355,643
		-	-	8.0	\$483,682
35665-Voter Services Program & Post Election Services					
0048-Administrative Assistant III	16	-	-	1.0	59,345
0051-Administrative Assistant V	20	-	-	1.0	67,946
0369-Tax Examiner IV	13	-	-	1.0	44,658
4843-Clerk V-County Clerk/Sheriff	14	-	-	1.0	57,160
4847-Stenographer V-County Clerk	14	-	-	1.0	44,658
		-	-	5.0	\$273,769
35670-Voting Equipment Management					
0050-Administrative Assistant IV	18	-	-	0.9	58,877
0051-Administrative Assistant V	20	-	-	0.7	53,004
0067-Exec Asst to the Director	23	-	-	0.2	18,601
0653-Election Division Supvr I	18	-	-	0.5	30,052
0658-Election Judges Supervisor	20	-	-	0.8	61,437
0936-Stenographer V	13	-	-	1.8	90,928
4834-Admin Assistant I-County Clerk	15	-	-	1.8	110,730
4842-Clerk V-County Clerk	13	-	-	5.4	290,495

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4848-Stenographer V	15	-	-	0.9	56,230
5803-Administrative Support VII	19	-	-	0.5	40,625
		-	-	13.4	\$810,980
35750-Early Voting					
0047-Admin Assistant II	14	-	-	1.1	58,609
0050-Administrative Assistant IV	18	-	-	0.1	4,336
0067-Exec Asst to the Director	23	-	-	0.8	94,940
0076-Admin Asst to County Clerk II	22	-	-	0.1	8,774
0653-Election Division Supvr I	18	-	-	0.2	15,329
0659-Election Polling Place Coord	14	-	-	0.3	13,396
3144-Election Support Clerk V	15	-	-	0.8	46,835
4842-Clerk V-County Clerk	13	-	-	0.3	13,062
4843-Clerk V-County Clerk/Sheriff	14	-	-	0.5	29,716
4846-Election Support Clerk V	16	-	-	0.7	48,068
4848-Stenographer V	15	-	-	0.2	12,406
5803-Administrative Support VII	19	-	-	0.1	4,310
		-	-	4.9	\$349,783
35755-Election Worker Placement					
0047-Admin Assistant II	14	-	-	0.8	43,755
0048-Administrative Assistant III	16	-	-	0.9	48,755
0067-Exec Asst to the Director	23	-	-	0.6	72,853
0653-Election Division Supvr I	18	-	-	0.2	11,644
0659-Election Polling Place Coord	14	-	-	3.8	199,943
3144-Election Support Clerk V	15	-	-	0.9	53,848
4843-Clerk V-County Clerk/Sheriff	14	-	-	2.4	127,551
5803-Administrative Support VII	19	-	-	0.8	68,964
		-	-	10.2	\$627,313
Total Salaries and Positions		125.0	\$8,642,045	120.5	\$8,408,676
Turnover Adjustment		-	(259,262)	-	(261,329)
Operating Fund Totals		125.0	\$8,382,783	120.5	\$8,147,347

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
13	24.0	1,164,257	21.5	1,086,821
14	31.0	1,709,235	34.0	1,934,010
15	13.0	763,473	13.0	804,574
16	9.0	539,125	10.5	676,585
17	4.0	280,541	2.5	180,934
18	11.0	836,741	11.5	879,360
19	3.0	227,023	2.5	203,646
20	4.0	290,321	4.0	313,515
21	2.0	185,782	2.0	205,402
22	6.0	539,366	4.0	361,299
23	7.0	803,428	7.5	848,391
24	11.0	1,302,753	7.5	914,138
Total Salaries and Positions	125.0	\$8,642,045	120.5	\$8,408,676
Turnover Adjustment	-	\$(259,262)	-	\$(261,329)
Operating Funds Total	125.0	\$8,382,783	120.5	\$8,147,347

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11316)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	931,326	829,436	(101,890)
501225-Planned Benefit Adjustment	125,681	139,127	13,446
501510-Mandatory Medicare Cost	13,505	12,487	(1,018)
501585-Insurance Benefits	229,191	191,442	(37,749)
501765-Professional Develop/Fees	10,000	10,000	0
Personal Services Total	1,309,703	1,182,492	(127,211)
Contractual Service			
520485-Graphics And Reproduction Svcs	60,000	50,000	(10,000)
520825-Professional Services	300,000	150,000	(150,000)
Contractual Service Total	360,000	200,000	(160,000)
Supplies & Materials			
530600-Office Supplies	7,500	7,500	0
530635-Books, Periodicals And Publish	52,163	52,000	(163)
Supplies & Materials Total	59,663	59,500	(163)
Operations & Maintenance			
540129-Maint And Subscription Svcs	10,000	10,000	0
Operations & Maintenance Total	10,000	10,000	0
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	22,203	-	(22,203)
Rental & Leasing Total	22,203	-	(22,203)
Contingencies & Special Purpose			
580050-Cook County Administration	136,721	0	(136,721)
580419-Appopr Transfer	(215,082)	0	215,082
Contingencies & Special Purpose Total	(78,361)	0	78,361
Operating Funds Total	1,683,208	1,451,992	(231,216)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
10160-Administration and Clerical					
0047-Admin Assistant II	14	1.0	59,965	-	-
0050-Administrative Assistant IV	18	5.0	376,394	-	-
0067-Exec Asst to the Director	23	1.0	87,869	-	-
0144-Accountant IV	17	1.0	71,541	-	-
0936-Stenographer V	13	1.0	43,638	-	-
4842-Clerk V-County Clerk	13	2.0	91,521	-	-
5194-Vital Records Supervisor I	18	1.0	71,284	-	-
5801-Administrative Support V	17	1.0	60,245	-	-
		13.0	\$862,457	-	-
19720-Suburban Offices					
4842-Clerk V-County Clerk	13	1.0	43,638	-	-
4843-Clerk V-County Clerk/Sheriff	14	1.0	54,035	-	-
		2.0	\$97,673	-	-
35655-Vital Records Administration					
0048-Administrative Assistant III	16	-	-	1.0	69,736
0076-Admin Asst to County Clerk II	22	-	-	1.0	87,745
4834-Admin Assistant I-County Clerk	15	-	-	1.0	55,284
4837-Admin Assistant II-County Clk	16	-	-	1.0	69,736
4843-Clerk V-County Clerk/Sheriff	14	-	-	2.0	116,645
5194-Vital Records Supervisor I	18	-	-	4.0	293,998
5803-Administrative Support VII	19	-	-	2.0	168,060
		-	-	12.0	\$861,205
Total Salaries and Positions		15.0	\$960,130	12.0	\$861,205
Turnover Adjustment		-	(28,804)	-	(31,769)
Operating Fund Totals		15.0	\$931,326	12.0	\$829,436

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
13	4.0	178,797	-	-
14	2.0	114,000	2.0	116,645
15	-	-	1.0	55,284
16	-	-	2.0	139,472
17	2.0	131,786	-	-
18	6.0	447,678	4.0	293,998
19	-	-	2.0	168,060
22	-	-	1.0	87,745
23	1.0	87,869	-	-
Total Salaries and Positions	15.0	\$960,130	12.0	\$861,205
Turnover Adjustment	-	\$(28,804)	-	\$(31,769)
Operating Funds Total	15.0	\$931,326	12.0	\$829,436

BUREAU

BUREAU SUMMARY OF APPROPRIATIONS AND POSITIONS
BUREAU DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENTS

DEPARTMENT OVERVIEW
DEPARTMENT BUDGET
 DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 PERSONAL SERVICES, SUMMARY OF POSITIONS
 SUMMARY OF POSITIONS BY GRADE

RECORDER OF DEEDS

1130 RECORDER OF DEEDS	R-4
1130 COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND	R-12
1130 GIS FEE FUND	R-14
1130 RENTAL HOUSING SUPPORT FEE FUND	R-19

SUMMARY OF APPROPRIATIONS

Department and Title	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Corporate Fund			
1130-Recorder Of Deeds	6,636,031	6,946,022	309,991
Corporate Fund Total	\$6,636,031	\$6,946,022	\$309,991
General Funds Total	\$6,636,031	\$6,946,022	\$309,991
Special Purpose Funds			
11259-GIS Fee	1,503,843	1,575,872	72,029
11260-Recorder Of Deeds Rental Housing Support Fee	457,117	268,640	(188,477)
11314-Recorder Document Storage System	3,782,689	2,987,772	(794,917)
Special Purpose Funds Total	\$5,743,649	\$4,832,284	\$(911,365)
Total Appropriations	\$12,379,680	\$11,778,306	\$(601,374)

SUMMARY OF POSITIONS

Department and Title	2017 Approved Positions	2018 Approved & Adopted	Difference
Corporate Fund			
1130-Recorder Of Deeds	81.0	78.0	(3.0)
Corporate Fund Total	81.0	78.0	(3.0)
General Funds Total	81.0	78.0	(3.0)
Special Purpose Funds			
11259-GIS Fee	17.0	21.0	4.0
11260-Recorder Of Deeds Rental Housing Support Fee	4.0	4.0	-
11314-Recorder Document Storage System	39.0	33.0	(6.0)
Special Purpose Funds Total	60.0	58.0	(2.0)
Special Revenue Fund Total	60.0	58.0	(2.0)
Total Positions	141.0	136.0	(5.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (General and Enterprise)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	4,824,851	4,836,484	11,633
501165-Planned Salary Adjustment	-	9,244	9,244
501225-Planned Benefit Adjustment	1,600	1,600	0
501510-Mandatory Medicare Cost	71,081	73,715	2,634
501540-Workers' Compensation	71,091	126,039	54,948
501585-Insurance Benefits	1,170,755	1,095,509	(75,246)
501765-Professional Develop/Fees	20,370	38,000	17,630
501835-Transp And Travel Expenses	14,464	15,000	536
Personal Services Total	6,174,212	6,195,592	21,380
Contractual Service			
520029-Armored Car Service	7,822	10,000	2,178
520149-Communication Services	8,730	5,760	(2,970)
520259-Postage	14,250	15,000	750
520485-Graphics And Reproduction Svcs	2,425	3,000	575
520609-Advertising And Promotions	7,760	9,000	1,240
520725-Loss And Valuation	0	3,000	3,000
520825-Professional Services	409,725	478,000	68,275
521005-Professional Legal Expenses	3,200	50,000	46,800
521530-Non-Capitalizable Project Service Costs	-	45,700	45,700
Contractual Service Total	453,912	619,460	165,548
Supplies & Materials			
530600-Office Supplies	25,948	25,000	(948)
530635-Books, Periodicals And Publish	11,623	11,964	341
530700-Multimedia Supplies	946	0	(946)
531900-Other Supp And Material Costs	4,850	0	(4,850)
Supplies & Materials Total	43,367	36,964	(6,403)
Operations & Maintenance			
540129-Maint And Subscription Svcs	103,668	74,341	(29,327)
540245-Automotive Operation And Maint	2,910	2,000	(910)
Operations & Maintenance Total	106,578	76,341	(30,237)
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	20,183	17,665	(2,518)
Rental & Leasing Total	20,183	17,665	(2,518)
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	535	0	(535)
580419-Appopr Transfer	(162,756)	-	162,756
Contingencies & Special Purpose Total	(162,221)	0	162,221
Operating Funds Total	6,636,031	6,946,022	309,991

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (Special Purpose)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	3,576,120	3,490,839	(85,281)
501165-Planned Salary Adjustment	-	2,536	2,536
501225-Planned Benefit Adjustment	499,572	479,813	(19,759)
501510-Mandatory Medicare Cost	54,718	51,575	(3,143)
501585-Insurance Benefits	895,408	735,200	(160,208)
501765-Professional Develop/Fees	4,000	5,000	1,000
501835-Transp And Travel Expenses	8,000	6,000	(2,000)
Personal Services Total	5,037,818	4,770,963	(266,855)
Contractual Service			
520149-Communication Services	-	2,321	2,321
520259-Postage	1,000	1,000	0
520485-Graphics And Reproduction Svcs	13,000	13,000	0
520609-Advertising And Promotions	3,500	4,000	500
520649-Media Storage Services	5,000	5,000	0
Contractual Service Total	22,500	25,321	2,821
Supplies & Materials			
530100-Wearing Apparel	10,000	12,000	2,000
530600-Office Supplies	4,000	4,000	0
530635-Books, Periodicals And Publish	15,000	20,000	5,000
Supplies & Materials Total	29,000	36,000	7,000
Operations & Maintenance			
540129-Maint And Subscription Svcs	4,500	-	(4,500)
Operations & Maintenance Total	4,500	-	(4,500)
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	162,756	0	(162,756)
580050-Cook County Administration	593,901	0	(593,901)
580419-Appopr Transfer	(106,826)	-	106,826
Contingencies & Special Purpose Total	649,831	0	(649,831)
Operating Funds Total	5,743,649	4,832,284	(911,365)

MISSION

The Office of the Cook County Recorder of Deeds (CCRD) accurately records, stores and maintains land records and other official documents in perpetuity for public and private use, facilitating home ownership and mortgage lending. The Recorder's staff works to provide access to this information in an accurate, efficient and courteous manner, both in our physical offices and on-line. Our main goal is to ensure accuracy, efficiency and advocacy for the citizens of Cook County in respect to their land records.

MANDATES

Operates pursuant to Illinois State Statutes: 55ILCS 5/3-5001.

KEY ACTIVITIES AND SERVICES

- Records documents, collects fees, creates a property database with a historical perspective, and implements new legislation.
- Images every document and maintains it in an electronic format and makes them available, at an authorized cost, to public and private entities.
- Works with law enforcement and victims of property fraud pursuant to Public Act 98-99.
- Mails postcard notifications to property owners when a "Quitclaim Deed" affecting ownership of property is recorded.
- Safeguards DD-214 military discharge records and protects them from public view.
- Operates three full service satellite offices across Cook County for customer convenience.
- Collects Transfer Stamp fees and remits to the County and State accordingly.

- Extracts relevant data from recorded documents for a computer-searchable property index database that makes public records easy to find and use.
- Converts older records from unstable microfilm to digitized images for preservation.
- Ensures network access to the Recorder's database for county departments requesting private access.
- Maintains an online records database that allows remote access and purchasing.
- Offers a free Property Fraud Alert program to allow property owners to register their property to receive a phone call or email alert whenever a document is recorded reflecting property activity. This will help prevent property fraud and identity theft.
- Maintains a Veterans Service Office (VSO) as a statutorily sanctioned repository for DD-214 discharge records. Veterans can record this document for free and receive a free certified copy.
- Offers a Veterans Discount card which can be utilized at various Cook County merchants and retailers for goods and services, or other appropriate savings promotions at their discretion.
- Update County residents on the services provided by the Recorder of Deeds Office through Outreach Services.
- Collects a fee for the recordation of any real estate-related document to support the Rental Housing Support Program Fund.

10155 – ADMINISTRATION

Supervises and manages departmental programs including human resources/payroll, compliance, financial and procurement activities, legal, public information, operations and make and implement policy decisions.

35120 - DATABASE MANAGEMENT

Provides indexing support for all recorded documents and ensures accuracy of recorded detail.

35140 - DOCUMENT & INFORMATION RETRIEVAL PROCESSING

Sorts, validates, and prepares incoming mail for recording and performing property searches.

13945 – FINANCE

Performs accounting and procurement functions to support recording operations.

17080 – OUTREACH

Establishes and supports County Outreach Services including Property Fraud Alert, Veteran's Services, and Property after Death seminars.

11295 – CASHIER

Program	2018 FTE	2018 Expenses
13945-Finance	8.0	646,158
10155-Administration	7.0	842,865
10270-Administrative Support	28.0	2,082,508
11295-Cashier	23.0	1,325,486
17080-Outreach	4.0	287,985
35030-Bulk Processing	15.0	816,041
35120-Database Management	21.0	1,122,619
35140-Document & Information Retrieval Processing	30.0	1,564,060

Processes customer recordings and other document requests via public facing cashiers.

35030 - BULK PROCESSING

Validates, prepares, and processes bulk work received from Title Companies via reviewers, preparers, and cashiers.

10270 - ADMINISTRATIVE SUPPORT

Provides support for departmental programs including human resources/payroll, compliance, financial and procurement activities, legal, public information, recording operations, and information technology.

DISCUSSION OF 2017 DEPARTMENT AND PROGRAM OUTCOMES

Outreach Services: Expand Property Fraud Alert reach by increasing outreach initiatives and other forms of media to apprise homeowners of Property Fraud and our alert system. In 2017, our goal was to enroll an additional 7,500 property owners. In 2018, our goal is to enroll an additional 5,000 property owners.

In 2016 The Recorder's Office added the Property After Death Seminars to our suite of programs and services. As a result, we have enhanced our strategic awareness campaign to promote the seminar by increasing our community outreach team to collaborate with various state and local community agencies on property owner's rights and other forms of advertisement. We have seen the growth of the recording of Transfer On Death Forms from 4 in 2011 (its authorization) to 10 in 2016 after the completion of a few seminars during the second half of the year. We are expecting a significant increase in the FY2017 volume. This is a free service in which the Recorder's office absorbs all cost for supplies, marketing collateral, and staffing.

Database Management: Ensure all recordation is accurate and available for public viewing: The goal for indexing turnaround from recordation to public availability in 2017 was to reduce it from two days to 1.5. Our goal for 2018 is for 1 day turn-around once the new core application is deployed.

Cashiering: On average, each cashier records over 15,000 documents annually. This includes both paper and eRecorded documents.

Bulk Processing: Recording from title companies are delivered in bundles. Each staff person in Bulk Recording section processes on average 9 bundles a month.

Administration: Our administration team supervises and manages departmental programs including human resources/payroll, compliance, financial and procurement activities, legal, public information, operations, information technology, and implement and monitor office policies and procedures. Our internet output purchases are stable for FY2017. However, with our enhanced search engine, we believe that we will experience a 3% increase in FY2018.

Documentation & Information Retrieval Processing: In 2017, CCRD began fully utilizing its new postage machine which offers several robust features and functionality which enhances our mail processing function. It allows for tracking of incoming and outgoing mail and the respective processor.

We receive on average 576 pieces of mail on a weekly basis in which the bulk is returned to customers.

Finance: Finance consist of both accounting and purchasing functions. On average the purchasing department completes the invoice cycle in 7 days. Our accounting department has released their monthly reports to the County within the 15 day requested time with minimal exceptions.

BUDGET, COST ANALYSIS AND 2018 STRATEGIC INITIATIVES AND GOALS

The major cost drivers for the Recorder of Deeds are increased professional services due to the launch of a new cashiering system and the end of reimbursements from special purpose funds.

- Expand Property Fraud Alert reach by increasing outreach initiatives and other forms of media to apprise homeowners of Property Fraud and our alert system. By fiscal year end, we will have informed over 10,000 County Residents of documents recorded on their property in which they were unaware. In 2018 our goal is to enroll an additional 5,000 property owners. Ensure all recordation is accurate and available for public viewing. The goal for indexing turnaround from recordation to public availability in 2017 is 1.5. Our goal for 2018 is for 1 day turn-around once the new core application is deployed.
- Increase the availability of electronically recorded data. e-Recordings averaged approximately 45% of overall recordings in 2016. By year end 2017, we expect to average 49%. The growth was expected since we added additional conveyance documents which can be eRecorded. With the ongoing initiatives to shift from paper to electronic modes of delivery in the business industry overall, we anticipate averaging 55% in 2018.

Appropriations (\$ thousands)			
Fund Category	2016 Adopted	2017 Adjusted Appropriation	2018 Approved and Adopted
Corporate Fund	5,247	6,636	6,946
Special Purpose Funds	7,376	5,744	4,832
	Adopted	Adjusted Appropriation	Approved and Adopted
FTE Positions	171.0	141.0	136.0

Performance Metric Name	2016 Year End Actual	2017 Q1 Actual	2017 Q2 Actual	2017 Year End Projection	2017 Year End Target	2018 Year End Target
Outreach Services Program Output						
Number of property fraud events (Alert/Property After Death)	39	6	19	50	45	50
Database Management Program Efficiency Metric						
Average # of days to index recorded documents	6.0	10.0	6.0	1.5	1.5	1.5
Cashiering Program Output Metric						
% of all recordings that are e-recordings	38%	48%	46%	48%	48%	49%
Zero Based Budget Metric						
Staff salary cost per property fraud event	\$438.36	\$438.36	\$438.36	\$438.36	\$438.36	\$442.65

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11000)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	4,824,851	4,836,484	11,633
501165-Planned Salary Adjustment	-	9,244	9,244
501225-Planned Benefit Adjustment	1,600	1,600	0
501510-Mandatory Medicare Cost	71,081	73,715	2,634
501540-Workers' Compensation	71,091	126,039	54,948
501585-Insurance Benefits	1,170,755	1,095,509	(75,246)
501765-Professional Develop/Fees	20,370	38,000	17,630
501835-Transp And Travel Expenses	14,464	15,000	536
Personal Services Total	6,174,212	6,195,592	21,380
Contractual Service			
520029-Armored Car Service	7,822	10,000	2,178
520149-Communication Services	8,730	5,760	(2,970)
520259-Postage	14,250	15,000	750
520485-Graphics And Reproduction Svcs	2,425	3,000	575
520609-Advertising And Promotions	7,760	9,000	1,240
520725-Loss And Valuation	0	3,000	3,000
520825-Professional Services	409,725	478,000	68,275
521005-Professional Legal Expenses	3,200	50,000	46,800
521530-Non-Capitalizable Project Service Costs	-	45,700	45,700
Contractual Service Total	453,912	619,460	165,548
Supplies & Materials			
530600-Office Supplies	25,948	25,000	(948)
530635-Books, Periodicals And Publish	11,623	11,964	341
530700-Multimedia Supplies	946	0	(946)
531900-Other Supp And Material Costs	4,850	0	(4,850)
Supplies & Materials Total	43,367	36,964	(6,403)
Operations & Maintenance			
540129-Maint And Subscription Svcs	103,668	74,341	(29,327)
540245-Automotive Operation And Maint	2,910	2,000	(910)
Operations & Maintenance Total	106,578	76,341	(30,237)
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	20,183	17,665	(2,518)
Rental & Leasing Total	20,183	17,665	(2,518)
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	535	0	(535)
580419-Appopr Transfer	(162,756)	-	162,756
Contingencies & Special Purpose Total	(162,221)	0	162,221
Operating Funds Total	6,636,031	6,946,022	309,991

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	Approved & Adopted FTE Pos.	Salaries
13945-Finance					
0042-Assistant to County Recorder	23	-	-	2.0	248,019
0047-Admin Assistant II	14	-	-	1.0	60,699
0144-Accountant IV	17	-	-	2.0	142,716
4841-Clerk V-CNTY CLK/ROD/SHERIFF	12	-	-	1.0	50,569
6067-Storekeeper	17	-	-	1.0	75,685
6633-Senior Accountant	20	-	-	1.0	68,471
		-	-	8.0	\$646,158
10065-Accounting					
0042-Assistant to County Recorder	23	1.0	124,367	-	-
0144-Accountant IV	17	2.0	133,112	-	-
6633-Senior Accountant	20	1.0	60,470	-	-
		4.0	\$317,949	-	-
10155-Administration					
0014-Recorder	S	-	-	1.0	105,000
0401-Deputy Recorder	24	-	-	1.0	124,673
0406-Chief Deputy Recorder	24	-	-	1.0	144,799
6374-Chief of Human Resources - ROD	24	-	-	1.0	127,000
6393-Deputy Recorder-Communications	23	-	-	1.0	121,422
6612-SpecAssttoRecder-Comm Affairs	23	-	-	1.0	94,093
		-	-	6.0	\$716,987
10270-Administrative Support					
0042-Assistant to County Recorder	23	-	-	2.0	214,718
0047-Admin Assistant II	14	-	-	1.0	58,555
0398-Chief Lgl Advsr-Recorder	24	-	-	1.0	121,647
0403-Examiner of Titles I	20	-	-	1.0	97,606
0800-Safety Inspector II	15	-	-	1.0	65,256
4859-Security Officer IRecorder	11	-	-	6.0	245,910
5690-Dir of Human Resources-ROD	23	-	-	1.0	84,165
5936-Director of Compliance ROD	23	-	-	1.0	85,861
6020-Director of Security	20	-	-	1.0	70,145
6661-Exec Asst to HR Director ROD	18	-	-	1.0	53,664
6663-Exec Asst to Chief Dep Recordee	20	-	-	1.0	82,646
		-	-	17.0	\$1,180,171
10990-Bridgeview					
0050-Administrative Assistant IV	18	1.0	79,604	-	-
0237-Cashier II Recorder	12	0.0	1	-	-
4854-Cashier III Recorder	14	1.0	60,104	-	-
		2.0	\$139,709	-	-
11295-Cashier					
0048-Administrative Assistant III	16	-	-	2.0	139,472
0050-Administrative Assistant IV	18	-	-	2.0	139,019
0237-Cashier II Recorder	12	-	-	4.0	190,954
4854-Cashier III Recorder	14	-	-	2.0	121,397
		-	-	10.0	\$590,843
11305-Cashiers					
0237-Cashier II Recorder	12	1.0	50,575	-	-
		1.0	\$50,575	-	-
12630-Declaration & Revenue Stamp Review					
0050-Administrative Assistant IV	18	1.0	79,604	-	-
0907-Clerk V	11	2.0	97,290	-	-
4841-Clerk V-CNTY CLK/ROD/SHERIFF	12	1.0	51,987	-	-
4855-Clerk IV-Recorder of Deeds	11	3.0	136,522	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
4857-Microfilm Oper III-Recorder	11	1.0	47,197	-	-
4860-Microfilm Operator II-Recorder	11	1.0	46,768	-	-
		9.0	\$459,368	-	-
13035-Document Processing					
4855-Clerk IV-Recorder of Deeds	11	1.0	45,419	-	-
		1.0	\$45,419	-	-
13575-Executive					
0014-Recorder	S	1.0	105,000	-	-
0042-Assistant to County Recorder	23	2.0	212,010	-	-
0047-Admin Assistant II	14	1.0	57,768	-	-
0048-Administrative Assistant III	16	1.0	69,054	-	-
0401-Deputy Recorder	24	1.0	124,672	-	-
0406-Chief Deputy Recorder	24	1.0	144,799	-	-
5690-Dir of Human Resources-ROD	23	1.0	76,445	-	-
5936-Director of Compliance ROD	23	1.0	91,942	-	-
6374-Chief of Human Resources - ROD	24	1.0	104,565	-	-
6660-Exec Asst to Dep Recorder Fin	18	1.0	52,730	-	-
6661-Exec Asst to HR Director ROD	18	1.0	52,608	-	-
6662-Exec Asst to Labor Counsel ROD	18	1.0	52,932	-	-
6663-Exec Asst to Chief Dep Recorder	20	1.0	80,262	-	-
		14.0	\$1,224,787	-	-
15530-Legal					
0047-Admin Assistant II	14	0.0	1	-	-
0398-Chief Lgl Advsr-Recorder	24	1.0	121,646	-	-
0403-Examiner of Titles I	20	1.0	99,707	-	-
		2.0	\$221,354	-	-
15645-Mail					
0907-Clerk V	11	3.0	145,935	-	-
4839-Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	46,768	-	-
4855-Clerk IV-Recorder of Deeds	11	4.0	182,265	-	-
6286-Mail Recording & Process Supv	18	1.0	50,280	-	-
		9.0	\$425,248	-	-
15765-Markham					
0048-Administrative Assistant III	16	1.0	69,054	-	-
0050-Administrative Assistant IV	18	1.0	74,957	-	-
0237-Cashier II Recorder	12	0.0	1	-	-
4854-Cashier III Recorder	14	1.0	60,104	-	-
		3.0	\$204,116	-	-
16155-Microfilm Library/Retrieval					
0047-Admin Assistant II	14	1.0	58,344	-	-
4836-Admin Assistant II-CC/ROD/SHF	15	1.0	64,617	-	-
4855-Clerk IV-Recorder of Deeds	11	1.0	43,638	-	-
		3.0	\$166,599	-	-
16160-Microfilm Reproduction					
4855-Clerk IV-Recorder of Deeds	11	1.0	45,848	-	-
		1.0	\$45,848	-	-
17080-Outreach					
0051-Administrative Assistant V	20	-	-	1.0	94,158
3639-Investigator II	16	-	-	2.0	117,000
6404-Director of Public Information	20	-	-	1.0	76,827
		-	-	4.0	\$287,985
18415-Purchasing					
0042-Assistant to County Recorder	23	1.0	124,367	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0047-Admin Assistant II	14	1.0	60,104	-	-
4841-Clerk V-CNTY CLK/ROD/SHERIFF	12	1.0	50,381	-	-
6067-Storekeeper	17	1.0	74,679	-	-
		4.0	\$309,531	-	-
18840-Rental Housing Support Fee Fund					
0051-Administrative Assistant V	20	1.0	91,378	-	-
0294-Administrative Analyst IV	22	0.0	1	-	-
3639-Investigator II	16	2.0	115,858	-	-
6393-Deputy Recorder-Communications	23	1.0	115,338	-	-
6404-Director of Public Information	20	1.0	77,064	-	-
6612-SpecAssttoRecder-Comm Affairs	23	1.0	92,796	-	-
		6.0	\$492,435	-	-
19015-Rolling Meadows					
0048-Administrative Assistant III	16	1.0	69,054	-	-
0237-Cashier II Recorder	12	2.0	88,485	-	-
		3.0	\$157,539	-	-
19150-Security					
0047-Admin Assistant II	14	1.0	59,222	-	-
0800-Safety Inspector II	15	1.0	64,617	-	-
4859-Security Officer IRecorder	11	6.0	230,133	-	-
6020-Director of Security	20	1.0	68,448	-	-
		9.0	\$422,420	-	-
19545-Special Services					
0907-Clerk V	11	1.0	45,848	-	-
4854-Cashier III Recorder	14	1.0	60,104	-	-
4855-Clerk IV-Recorder of Deeds	11	3.0	125,478	-	-
		5.0	\$231,430	-	-
20285-Tract					
4839-Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	46,768	-	-
4855-Clerk IV-Recorder of Deeds	11	4.0	180,410	-	-
		5.0	\$227,178	-	-
35030-Bulk Processing					
0907-Clerk V	11	-	-	1.0	47,407
4854-Cashier III Recorder	14	-	-	1.0	60,699
4855-Clerk IV-Recorder of Deeds	11	-	-	2.0	91,902
6659-Cashier II-ROD	11	-	-	1.0	47,665
		-	-	5.0	\$247,673
35140-Document & Information Retrieval Processing					
0047-Admin Assistant II	14	-	-	2.0	120,155
0048-Administrative Assistant III	16	-	-	1.0	59,833
0050-Administrative Assistant IV	18	-	-	1.0	80,394
0907-Clerk V	11	-	-	4.0	191,809
4839-Clerk IV-CNTY CLK/ROD/SHERIFF	11	-	-	2.0	94,995
4841-Clerk V-CNTY CLK/ROD/SHERIFF	12	-	-	1.0	52,626
4855-Clerk IV-Recorder of Deeds	11	-	-	14.0	649,446
4857-Microfilm Oper III-Recorder	11	-	-	1.0	47,665
4860-Microfilm Operator II-Recorder	11	-	-	1.0	44,664
6286-Mail Recording & Process Supv	18	-	-	1.0	72,413
		-	-	28.0	\$1,413,999
Total Salaries and Positions		81.0	\$5,141,505	78.0	\$5,083,818
Turnover Adjustment		-	(240,075)	-	(247,334)
Operating Fund Totals		81.0	\$4,901,430	78.0	\$4,836,484

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	33.0	1,466,287	32.0	1,461,463
12	5.0	241,430	6.0	294,149
14	7.0	415,751	7.0	421,504
15	2.0	129,234	1.0	65,256
16	5.0	323,020	5.0	316,305
17	3.0	207,791	3.0	218,401
18	7.0	442,715	5.0	345,490
20	6.0	477,329	6.0	489,853
22	-	1	-	-
23	8.0	837,265	8.0	848,278
24	4.0	495,682	4.0	518,119
S	1.0	105,000	1.0	105,000
Total Salaries and Positions	81.0	\$5,141,505	78.0	\$5,083,818
Turnover Adjustment	-	\$(240,075)	-	\$(247,334)
Operating Funds Total	81.0	\$4,901,430	78.0	\$4,836,484

1130 COUNTY RECORDER
DOCUMENT STORAGE SYSTEM FUND

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11314)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	2,522,174	2,167,286	(354,888)
501165-Planned Salary Adjustment	-	2,536	2,536
501225-Planned Benefit Adjustment	347,570	266,703	(80,867)
501510-Mandatory Medicare Cost	38,122	32,455	(5,667)
501585-Insurance Benefits	571,429	467,472	(103,957)
501765-Professional Develop/Fees	2,000	3,000	1,000
501835-Transp And Travel Expenses	5,000	3,000	(2,000)
Personal Services Total	3,486,295	2,942,451	(543,844)
Contractual Service			
520149-Communication Services	-	2,321	2,321
520485-Graphics And Reproduction Svcs	10,000	10,000	0
520649-Media Storage Services	5,000	5,000	0
Contractual Service Total	15,000	17,321	2,321
Supplies & Materials			
530100-Wearing Apparel	10,000	12,000	2,000
530600-Office Supplies	1,000	1,000	0
530635-Books, Periodicals And Publish	10,000	15,000	5,000
Supplies & Materials Total	21,000	28,000	7,000
Contingencies & Special Purpose			
580050-Cook County Administration	329,919	0	(329,919)
580419-Approp Transfer	(69,525)	-	69,525
Contingencies & Special Purpose Total	260,394	0	(260,394)
Operating Funds Total	3,782,689	2,987,772	(794,917)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	Approved & Adopted FTE Pos.	Salaries
10155-Administration					
0401-Deputy Recorder	24	-	-	1.0	125,877
		-	-	1.0	\$125,877
10270-Administrative Support					
0051-Administrative Assistant V	20	-	-	1.0	75,921
1111-Systems Analyst II	18	-	-	1.0	75,815
1114-Systems Analyst V	23	-	-	1.0	108,496
1135-Proj Leader - Data Syst	22	-	-	1.0	117,976
1140-Dir of Management Information	24	-	-	1.0	124,740
5937-Dir of Satellite Offices ROD	22	-	-	1.0	88,235
6664-Exec Asst to Dep Rec Ops ROD	19	-	-	1.0	68,132
		-	-	7.0	\$659,313
11295-Cashier					
0050-Administrative Assistant IV	18	-	-	1.0	80,394
0237-Cashier II Recorder	12	-	-	3.0	153,418
0238-Cashier III Recorder	13	-	-	2.0	111,376
0936-Stenographer V	13	-	-	1.0	54,858
4854-Cashier III Recorder	14	-	-	4.0	242,794
4855-Clerk IV-Recorder of Deeds	11	-	-	1.0	47,454
6659-Cashier II-ROD	11	-	-	1.0	44,349
		-	-	13.0	\$734,643
11305-Cashiers					
0237-Cashier II Recorder	12	0.0	1	-	-
0238-Cashier III Recorder	13	0.0	1	-	-
0999-Title Express Supervisor	18	1.0	79,604	-	-
4836-Admin Assistant II-CC/ROD/SHF	15	1.0	64,617	-	-
4854-Cashier III Recorder	14	3.0	180,312	-	-
4857-Microfilm Oper III-Recorder	11	1.0	48,634	-	-
6659-Cashier II-ROD	11	1.0	43,638	-	-
		7.0	\$416,807	-	-
12035-Computer Administration					
0047-Admin Assistant II	14	2.0	118,448	-	-
0048-Administrative Assistant III	16	1.0	66,026	-	-
0050-Administrative Assistant IV	18	2.0	142,264	-	-
0051-Administrative Assistant V	20	1.0	74,079	-	-
0237-Cashier II Recorder	12	1.0	50,073	-	-
0401-Deputy Recorder	24	1.0	125,876	-	-
0415-Recording Division Supervisor	22	0.0	1	-	-
0907-Clerk V	11	1.0	47,198	-	-
1111-Systems Analyst II	18	1.0	71,430	-	-
1114-Systems Analyst V	23	1.0	102,129	-	-
1135-Proj Leader - Data Syst	22	1.0	115,559	-	-
1140-Dir of Management Information	24	1.0	124,739	-	-
4856-Microfilm Operator II-Recorder	11	1.0	43,638	-	-
5937-Dir of Satellite Offices ROD	22	1.0	85,247	-	-
6223-Dir of Information Retrieval	20	1.0	79,925	-	-
6659-Cashier II-ROD	11	2.0	90,636	-	-
6664-Exec Asst to Dep Rec Ops ROD	19	1.0	65,872	-	-
		19.0	\$1,403,140	-	-
20260-Title Express					
0050-Administrative Assistant IV	18	1.0	79,604	-	-
0236-Cashier I Recorder	11	1.0	46,768	-	-
0237-Cashier II Recorder	12	3.0	151,725	-	-

1130 COUNTY RECORDER
DOCUMENT STORAGE SYSTEM FUND

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	FTE Pos.	Salaries
0238-Cashier III Recorder	13	2.0	110,283	-	-
0936-Stenographer V	13	1.0	54,321	-	-
4854-Cashier III Recorder	14	4.0	239,872	-	-
4855-Clerk IV-Recorder of Deeds	11	1.0	45,848	-	-
		13.0	\$728,421	-	-
35030-Bulk Processing					
0236-Cashier I Recorder	11	-	-	1.0	47,231
0237-Cashier II Recorder	12	-	-	1.0	50,831
0999-Title Express Supervisor	18	-	-	1.0	80,394
4836-Admin Assistant II-CC/ROD/SHF	15	-	-	1.0	65,256
4854-Cashier III Recorder	14	-	-	3.0	182,096
4856-Microfilm Operator II-Recorder	11	-	-	1.0	47,665
4857-Microfilm Oper III-Recorder	11	-	-	1.0	47,665
6659-Cashier II-ROD	11	-	-	1.0	47,231
		-	-	10.0	\$568,368
35140-Document & Information Retrieval Processing					
0048-Administrative Assistant III	16	-	-	1.0	65,693
6223-Dir of Information Retrieval	20	-	-	1.0	84,368
		-	-	2.0	\$150,061
Total Salaries and Positions		39.0	\$2,548,368	33.0	\$2,238,263
Turnover Adjustment		-	(26,194)	-	(70,977)
Operating Fund Totals		39.0	\$2,522,174	33.0	\$2,167,286

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	8.0	366,360	6.0	281,595
12	4.0	201,799	4.0	204,249
13	3.0	164,605	3.0	166,234
14	9.0	538,632	7.0	424,890
15	1.0	64,617	1.0	65,256
16	1.0	66,026	1.0	65,693
18	5.0	372,902	3.0	236,603
19	1.0	65,872	1.0	68,132
20	2.0	154,004	2.0	160,289
22	2.0	200,807	2.0	206,211
23	1.0	102,129	1.0	108,496
24	2.0	250,615	2.0	250,617
Total Salaries and Positions	39.0	\$2,548,368	33.0	\$2,238,263
Turnover Adjustment	-	\$(26,194)	-	\$(70,977)
Operating Funds Total	39.0	\$2,522,174	33.0	\$2,167,286

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11259)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	858,135	1,109,814	251,679
501225-Planned Benefit Adjustment	125,578	190,453	64,875
501510-Mandatory Medicare Cost	13,756	15,932	2,176
501585-Insurance Benefits	254,693	238,673	(16,020)
501765-Professional Develop/Fees	2,000	2,000	0
501835-Transp And Travel Expenses	3,000	3,000	0
Personal Services Total	1,257,162	1,559,872	302,710
Contractual Service			
520259-Postage	1,000	1,000	0
520485-Graphics And Reproduction Svcs	3,000	3,000	0
520609-Advertising And Promotions	3,500	4,000	500
Contractual Service Total	7,500	8,000	500
Supplies & Materials			
530600-Office Supplies	3,000	3,000	0
530635-Books, Periodicals And Publish	5,000	5,000	0
Supplies & Materials Total	8,000	8,000	0
Operations & Maintenance			
540129-Maint And Subscription Svcs	4,500	-	(4,500)
Operations & Maintenance Total	4,500	-	(4,500)
Contingencies & Special Purpose			
580050-Cook County Administration	263,982	0	(263,982)
580419-Apprpr Transfer	(37,301)	-	37,301
Contingencies & Special Purpose Total	226,681	0	(226,681)
Operating Funds Total	1,503,843	1,575,872	72,029

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
10270-Administrative Support					
6469-Database Administrator	22	-	-	1.0	101,106
		-	-	1.0	\$101,106
14400-GIS Fee Fund					
0047-Admin Assistant II	14	1.0	60,104	-	-
0561-Real Estate Indexer III	14	0.0	1	-	-
0562-Real Estate Indexer II	13	3.0	167,886	-	-
0563-Real Estate Indexer I	11	7.0	314,039	-	-
4858-Real Estate Indexer I	12	5.0	253,733	-	-
6469-Database Administrator	22	1.0	98,580	-	-
		17.0	\$894,343	-	-
35120-Database Management					
0047-Admin Assistant II	14	-	-	3.0	168,401
0048-Administrative Assistant III	16	-	-	1.0	69,736
0562-Real Estate Indexer II	13	-	-	3.0	169,553
0563-Real Estate Indexer I	11	-	-	7.0	329,642
0907-Clerk V	11	-	-	1.0	48,259
4858-Real Estate Indexer I	12	-	-	5.0	259,047
		-	-	20.0	\$1,044,638
Total Salaries and Positions		17.0	\$894,343	21.0	\$1,145,744
Turnover Adjustment		-	(36,208)	-	(35,930)
Operating Fund Totals		17.0	\$858,135	21.0	\$1,109,814

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	7.0	314,039	8.0	377,900
12	5.0	253,733	5.0	259,047
13	3.0	167,886	3.0	169,553
14	1.0	60,105	3.0	168,401
16	-	-	1.0	69,736
22	1.0	98,580	1.0	101,106
Total Salaries and Positions	17.0	\$894,343	21.0	\$1,145,744
Turnover Adjustment	-	\$(36,208)	-	\$(35,930)
Operating Funds Total	17.0	\$858,135	21.0	\$1,109,814

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11260)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	195,811	213,739	17,928
501225-Planned Benefit Adjustment	26,424	22,657	(3,767)
501510-Mandatory Medicare Cost	2,840	3,189	349
501585-Insurance Benefits	69,286	29,056	(40,230)
Personal Services Total	294,361	268,640	(25,721)
Contingencies & Special Purpose			
580031-Reimbursement Designated Fund	162,756	0	(162,756)
Contingencies & Special Purpose Total	162,756	0	(162,756)
Operating Funds Total	457,117	268,640	(188,477)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	Approved & Adopted FTE Pos.	Salaries
10270-Administrative Support					
0907-Clerk V	11	-	-	1.0	49,128
4855-Clerk IV-Recorder of Deeds	11	-	-	2.0	92,789
		-	-	3.0	\$141,917
18840-Rental Housing Support Fee Fund					
0048-Administrative Assistant III	16	0.0	1	-	-
0907-Clerk V	11	1.0	48,645	-	-
4855-Clerk IV-Recorder of Deeds	11	2.0	91,097	-	-
5436-Cashier V Recorder of Deeds	15	1.0	62,124	-	-
		4.0	\$201,867	-	-
35120-Database Management					
0050-Administrative Assistant IV	18	-	-	1.0	77,981
		-	-	1.0	\$77,981
Total Salaries and Positions		4.0	\$201,867	4.0	\$219,898
Turnover Adjustment		-	(6,056)	-	(6,159)
Operating Fund Totals		4.0	\$195,811	4.0	\$213,739

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
11	3.0	139,742	3.0	141,917
15	1.0	62,124	-	-
16	-	1	-	-
18	-	-	1.0	77,981
Total Salaries and Positions	4.0	\$201,867	4.0	\$219,898
Turnover Adjustment	-	\$(6,056)	-	\$(6,159)
Operating Funds Total	4.0	\$195,811	4.0	\$213,739



BUREAU

BUREAU SUMMARY OF APPROPRIATIONS AND POSITIONS
BUREAU DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENTS

DEPARTMENT OVERVIEW
DEPARTMENT BUDGET
 DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 PERSONAL SERVICES, SUMMARY OF POSITIONS
 SUMMARY OF POSITIONS BY GRADE

COUNTY TREASURER

1060 COUNTY TREASURER
1060 COUNTY TREASURER - TAX SALES AUTOMATION FUND

S-4
S-9

SUMMARY OF APPROPRIATIONS

Department and Title	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Corporate Fund			
1060-County Treasurer	1,266,029	951,703	(314,326)
Corporate Fund Total	\$1,266,029	\$951,703	\$(314,326)
General Funds Total	\$1,266,029	\$951,703	\$(314,326)
Special Purpose Funds			
11854-Treasurer Tax Sales Automation	11,690,191	11,984,938	294,747
Special Purpose Funds Total	\$11,690,191	\$11,984,938	\$294,747
Total Appropriations	\$12,956,220	\$12,936,641	\$(19,579)

SUMMARY OF POSITIONS

Department and Title	2017 Approved Positions	2018 Approved & Adopted	Difference
Corporate Fund			
1060-County Treasurer	13.0	10.0	(3.0)
Corporate Fund Total	13.0	10.0	(3.0)
General Funds Total	13.0	10.0	(3.0)
Special Purpose Funds			
11854-Treasurer Tax Sales Automation	75.5	78.5	3.0
Special Purpose Funds Total	75.5	78.5	3.0
Special Revenue Fund Total	75.5	78.5	3.0
Total Positions	88.5	88.5	-

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (General and Enterprise)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	930,248	710,324	(219,924)
501165-Planned Salary Adjustment	-	3,513	3,513
501510-Mandatory Medicare Cost	13,886	10,656	(3,230)
501585-Insurance Benefits	187,067	153,075	(33,992)
501765-Professional Develop/Fees	3,880	3,468	(412)
Personal Services Total	1,135,081	881,036	(254,045)
Contractual Service			
520029-Armored Car Service	14,550	34,875	20,325
520149-Communication Services	17,534	0	(17,534)
520485-Graphics And Reproduction Svcs	11,155	9,690	(1,465)
520725-Loss And Valuation	8,000	8,160	160
521005-Professional Legal Expenses	9,550	0	(9,550)
Contractual Service Total	60,789	52,725	(8,064)
Supplies & Materials			
530100-Wearing Apparel	5,380	5,000	(380)
530635-Books, Periodicals And Publish	3,572	3,238	(334)
530700-Multimedia Supplies	194	204	10
Supplies & Materials Total	9,146	8,442	(704)
Operations & Maintenance			
540129-Maint And Subscription Svcs	51,293	9,500	(41,793)
Operations & Maintenance Total	51,293	9,500	(41,793)
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	9,720	-	(9,720)
Rental & Leasing Total	9,720	-	(9,720)
Operating Funds Total	1,266,029	951,703	(314,326)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (Special Purpose)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	6,204,167	6,706,512	502,345
501130-Sal/Wag Of Non-Reg Empl With Benefits	274,560	291,200	16,640
501165-Planned Salary Adjustment	-	8,513	8,513
501210-Planned Overtime Compensation	8,000	10,000	2,000
501225-Planned Benefit Adjustment	735,576	598,673	(136,903)
501510-Mandatory Medicare Cost	94,058	100,214	6,156
501585-Insurance Benefits	989,769	893,832	(95,937)
501765-Professional Develop/Fees	42,230	48,052	5,822
Personal Services Total	8,348,360	8,656,996	308,636
Contractual Service			
520149-Communication Services	-	6,250	6,250
520485-Graphics And Reproduction Svcs	494,500	700,000	205,500
520609-Advertising And Promotions	4,000	4,080	80
520825-Professional Services	767,500	867,000	99,500
521005-Professional Legal Expenses	-	15,000	15,000
Contractual Service Total	1,266,000	1,592,330	326,330
Supplies & Materials			
530600-Office Supplies	30,000	30,600	600
530635-Books, Periodicals And Publish	120,220	73,491	(46,729)
Supplies & Materials Total	150,220	104,091	(46,129)
Operations & Maintenance			
540129-Maint And Subscription Svcs	623,994	626,894	2,900
540345-Property Maint And Operations	300,000	306,000	6,000
Operations & Maintenance Total	923,994	932,894	8,900
Rental & Leasing			
550005-Office And Data Proc Equip Rental	65,000	67,300	2,300
550029-Countywide Office And Data Proc Equip Rental	9,720	20,973	11,253
Rental & Leasing Total	74,720	88,273	13,553
Capital Equipment and Improvements			
560220-Computer Equipment	670,830	354,287	(316,543)
Capital Equipment and Improvements Total	670,830	354,287	(316,543)
Contingencies & Special Purpose			
580050-Cook County Administration	256,067	256,067	0
Contingencies & Special Purpose Total	256,067	256,067	0
Operating Funds Total	11,690,191	11,984,938	294,747

MISSION

The County Treasurer’s Office is responsible for collecting, safeguarding, investing and distributing property tax funds.

MANDATES

Printing and mailing bills based on the data provided by other county and state agencies on assessments, exemptions and tax rates. Collection of \$14 billion each year in taxes from the owners of more than 1.8 million parcels of property. Distribution of the tax funds to approximately 2,200 local government agencies.

(55 ILCS 5/3-10005) Sec. 3-10005. Functions, powers and duties of treasurer. She shall receive and safely keep the revenues and other public moneys of the county, and all money and funds authorized by law to be paid to her, and disburse the same pursuant to law.

(35 ILCS 200/21-245) Sec. 21-245. Automation fee. The county collector in all counties may assess to the purchaser of property for delinquent taxes an automation fee of not more than \$10 per parcel.

KEY ACTIVITIES AND SERVICES

- Prints and mails property tax bills (current & prior)
- Collects property tax payments (current & prior)
- Distributes property taxes to approximately 2,200 taxing bodies
- Collects and safeguard court ordered deposits
- Provides delinquent taxpayer outreach to alert property owners and elected officials of delinquent property taxes
- Conducts tax sale for delinquent taxes (annual & scavenger)
- Collects delinquent special assessments
- Refunds over-payments on property taxes
- Processes court ordered refunds
- Discloses taxing district debts
- Invests public funds

10155 - ADMINISTRATION

Supervises departmental programs and manages administrative functions such as financial and procurement activities, human resource functions, and reporting responsibilities.

Program	2018 FTE	2018 Expenses
13945-Finance	25.0	1,971,061
10155-Administration	7.5	990,407
15050-Information Technology	16.0	1,795,330
15530-Legal	11.0	825,986
16995-Operations	29.0	2,063,439

15050 - INFORMATION TECHNOLOGY

Develops and maintains information systems and operations such as assets management, help desk, record retention, project development and management, systems and infrastructure security, communications management, and mainframe operations.

16995 - OPERATIONS

Performs various operational functions such as call center operations, customer service, 1st and 2nd installment tax bill collections, lockbox operations, mailroom operations, vault operations, 1st and 2nd installment tax bill printing and mailing, and delinquent bill notice printing and mailing.

13945 - FINANCE

Manages cash management operations and performs other related financial responsibilities such as refund processing, financial reporting, disclosures and statements as well as other related activities.

15530 - LEGAL

Manages legal tasks and responsibilities such as FOIA administration, as well as various legal reviews and processing including tax sale, bankruptcy and sale in error.

DISCUSSION OF 2017 DEPARTMENT AND PROGRAM OUTCOMES

The Treasurer’s Office provides taxpayers with the most convenient options to pay their taxes and view their tax information.

In Cook County, the County Treasurer oversees the second-largest property tax collection and distribution system in the United States. Cook County Treasurer Maria Pappas is responsible for:

- Printing and mailing bills based on the data provided by other county and state agencies on assessments, exemptions and tax rates.
- Collection of \$14 billion each year in taxes from the owners of more than 1.8 million parcels of property.
- Distribution of the tax funds to approximately 2,200 local government agencies that have the jurisdiction to collect taxes. The agencies include school districts, villages, cities, townships, park and forest preserve systems, libraries, public health and safety agencies, election authorities, economic-development agencies and bonds to pay for public-works projects.

In addition, the Treasurer is required by law to: Prepare delinquency tax lists and send notices to the last known taxpayer(s) of record; Obtain

Appropriations (\$ thousands)			
Fund Category	2016 Adopted	2017 Adjusted Appropriation	2018 Approved and Adopted
Corporate Fund	1,151	1,266	952
Special Purpose Funds	11,138	11,690	11,985
	Adopted	Adjusted Appropriation	Approved and Adopted
FTE Positions	89.0	88.5	88.5

a tax-sale judgment order in court; and Conduct an annual sale of tax liens to seek payment of delinquent taxes.

Under Illinois law, the Treasurer's Office also oversees the process of refunding overpayments of taxes that have occurred within the prior five years. These refunds are for overpayments that occur through:

- Duplicate payments of the same taxes; Overpayments of the amount due; Reductions in assessments after the original billing as authorized by various tax-assessment agencies or the courts; and Reductions in tax rates after the original billings as authorized by the courts.

In addition, the Treasurer's Office has worked with other County Agencies to create the <http://www.cookcountypropertyinfo.com/> portal that provides tax information from other Tax offices under one website. The portal continues to see an increase in visits and is very useful to taxpayers as they see property tax information from the Assessor, Clerk, and the Recorder of Deeds.

BUDGET, COST ANALYSIS AND 2018 STRATEGIC INITIATIVES AND GOALS

The Treasurer's office continues to automate its functions in an effort to streamline processes. FY2018 will be the 17th consecutive year that the Treasurer's office reduces its Budget in compliance with targets requested. Technological improvements allow this office to reduce costs, headcount and improve services. The Treasurer's office is committed to implementing improvements that will further reduce costs and increase services by way of technological advancements.

With County Treasurer's ongoing efforts of technological improvements, the Treasurer's Office continues to reduce the corporate budget and headcount without compromising service. In fact, the Treasurer's Office will improve services – and continue to coordinate with the County to implement new systems. The following is a list of some of the projects the Treasurer's Office is already working on or are prepared to begin:

- County Enterprise Resource Planning (ERP) System Implementation
- County Integrated Property Tax System Implementation
- Comprehensive Imaging and Document Scanning Project
- Electronic Billing to Taxpayers
- Automation of Property Tax Appeal Board (PTAB) Refunds
- Automatic refunding of property owners via direct ACH instead of checks
- Exploring increasing property tax payment options via ATM or Kiosk machines
- Expanding online bulk payment options

Performance Metric Name	2016 Year End Actual	2017 Q1 Actual	2017 Q2 Actual	2017 Year End Projection	2017 Year End Target	2018 Year End Target
Information Technology Program Output Metric						
# of property tax portal visits (million)	4.3	1.4	1.3	4.3	4.3	4.3
Finance Program Efficiency Metric						
Average number of weeks to process D & O	6	5	5	5	5	5
Operations Program Outcome Metric						
% of individual taxpayer payments that were completed online	13%	12%	29%	15%	12%	13%
Zero Based Budget Metric						
Staff cost per Specific Objection refund processed	\$1.64	\$2.29	\$1.40	\$1.37	\$1.74	\$1.59

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11000)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	930,248	710,324	(219,924)
501165-Planned Salary Adjustment	-	3,513	3,513
501510-Mandatory Medicare Cost	13,886	10,656	(3,230)
501585-Insurance Benefits	187,067	153,075	(33,992)
501765-Professional Develop/Fees	3,880	3,468	(412)
Personal Services Total	1,135,081	881,036	(254,045)
Contractual Service			
520029-Armored Car Service	14,550	34,875	20,325
520149-Communication Services	17,534	0	(17,534)
520485-Graphics And Reproduction Svcs	11,155	9,690	(1,465)
520725-Loss And Valuation	8,000	8,160	160
521005-Professional Legal Expenses	9,550	0	(9,550)
Contractual Service Total	60,789	52,725	(8,064)
Supplies & Materials			
530100-Wearing Apparel	5,380	5,000	(380)
530635-Books, Periodicals And Publish	3,572	3,238	(334)
530700-Multimedia Supplies	194	204	10
Supplies & Materials Total	9,146	8,442	(704)
Operations & Maintenance			
540129-Maint And Subscription Svcs	51,293	9,500	(41,793)
Operations & Maintenance Total	51,293	9,500	(41,793)
Rental & Leasing			
550029-Countywide Office And Data Proc Equip Rental	9,720	-	(9,720)
Rental & Leasing Total	9,720	-	(9,720)
Operating Funds Total	1,266,029	951,703	(314,326)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
13945-Finance					
0048-Administrative Assistant III	16	-	-	2.0	132,354
4694-Tax Services Supervisor II	15	-	-	1.0	63,367
		-	-	3.0	\$195,721
10155-Administration					
0008-County Treasurer	S	-	-	1.0	105,000
0108-Deputy County Treasurer	24	1.0	163,506	-	-
		1.0	\$163,506	1.0	\$105,000
11025-Budget and Purchasing					
0202-Budget Analyst II	17	1.0	70,040	-	-
		1.0	\$70,040	-	-
13575-Executive					
0008-County Treasurer	S	1.0	105,000	-	-
		1.0	\$105,000	-	-
14325-General Office Supplies					
0291-Administrative Analyst I	17	2.0	150,335	-	-
4803-File Manager II	15	1.0	62,111	-	-
		3.0	\$212,446	-	-
15530-Legal					
0050-Administrative Assistant IV	18	-	-	1.0	81,162
		-	-	1.0	\$81,162
15545-Legal Department					
0050-Administrative Assistant IV	18	1.0	81,458	-	-
		1.0	\$81,458	-	-
16995-Operations					
0048-Administrative Assistant III	16	-	-	1.0	68,312
0202-Budget Analyst II	17	-	-	1.0	72,108
0291-Administrative Analyst I	17	-	-	2.0	149,876
4803-File Manager II	15	-	-	1.0	62,727
		-	-	5.0	\$353,023
18770-Refunds					
0048-Administrative Assistant III	16	2.0	128,233	-	-
4694-Tax Services Supervisor II	15	1.0	62,745	-	-
		3.0	\$190,978	-	-
20095-Taxpayer Assistance					
0048-Administrative Assistant III	16	2.0	116,992	-	-
4692-Tax Info Representative III	15	1.0	46,537	-	-
		3.0	\$163,529	-	-
Total Salaries and Positions		13.0	\$986,957	10.0	\$734,906
Turnover Adjustment		-	(29,608)	-	(24,582)
Operating Fund Totals		13.0	\$957,349	10.0	\$710,324

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
15	3.0	171,393	2.0	126,094
16	4.0	245,225	3.0	200,666
17	3.0	220,375	3.0	221,984
18	1.0	81,458	1.0	81,162
24	1.0	163,506	-	-
S	1.0	105,000	1.0	105,000
Total Salaries and Positions	13.0	\$986,957	10.0	\$734,906
Turnover Adjustment	-	\$(29,608)	-	\$(24,582)
Operating Funds Total	13.0	\$957,349	10.0	\$710,324

DISTRIBUTION BY APPROPRIATION CLASSIFICATION (F11854)

Account	2017 Adjusted Appropriation	2018 Approved & Adopted	Difference
Personal Services			
501006-Sal/Wag Of Reg Employees	6,204,167	6,706,512	502,345
501130-Sal/Wag Of Non-Reg Empl With Benefits	274,560	291,200	16,640
501165-Planned Salary Adjustment	-	8,513	8,513
501210-Planned Overtime Compensation	8,000	10,000	2,000
501225-Planned Benefit Adjustment	735,576	598,673	(136,903)
501510-Mandatory Medicare Cost	94,058	100,214	6,156
501585-Insurance Benefits	989,769	893,832	(95,937)
501765-Professional Develop/Fees	42,230	48,052	5,822
Personal Services Total	8,348,360	8,656,996	308,636
Contractual Service			
520149-Communication Services	-	6,250	6,250
520485-Graphics And Reproduction Svcs	494,500	700,000	205,500
520609-Advertising And Promotions	4,000	4,080	80
520825-Professional Services	767,500	867,000	99,500
521005-Professional Legal Expenses	-	15,000	15,000
Contractual Service Total	1,266,000	1,592,330	326,330
Supplies & Materials			
530600-Office Supplies	30,000	30,600	600
530635-Books, Periodicals And Publish	120,220	73,491	(46,729)
Supplies & Materials Total	150,220	104,091	(46,129)
Operations & Maintenance			
540129-Maint And Subscription Svcs	623,994	626,894	2,900
540345-Property Maint And Operations	300,000	306,000	6,000
Operations & Maintenance Total	923,994	932,894	8,900
Rental & Leasing			
550005-Office And Data Proc Equip Rental	65,000	67,300	2,300
550029-Countywide Office And Data Proc Equip Rental	9,720	20,973	11,253
Rental & Leasing Total	74,720	88,273	13,553
Capital Equipment and Improvements			
560220-Computer Equipment	670,830	354,287	(316,543)
Capital Equipment and Improvements Total	670,830	354,287	(316,543)
Contingencies & Special Purpose			
580050-Cook County Administration	256,067	256,067	0
Contingencies & Special Purpose Total	256,067	256,067	0
Operating Funds Total	11,690,191	11,984,938	294,747

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017		2018	
		FTE Pos.	Salaries	FTE Pos.	Salaries
13945-Finance					
0048-Administrative Assistant III	16	-	-	1.0	66,724
0051-Administrative Assistant V	20	-	-	1.0	81,475
0110-Dir of Financial Control I	20	-	-	1.0	73,823
0120-Chief Financial Officer	24	-	-	2.0	298,507
0143-Accountant III	15	-	-	1.0	63,367
0144-Accountant IV	17	-	-	2.0	116,998
0145-Accountant V	19	-	-	2.0	165,994
0291-Administrative Analyst I	17	-	-	4.0	265,352
0293-Administrative Analyst III	21	-	-	1.0	82,590
0370-Tax Examiner V	15	-	-	1.0	48,799
1112-Systems Analyst III	20	-	-	1.0	78,288
1115-System Software Programmer II	19	-	-	1.0	78,679
1135-Proj Leader - Data Syst	22	-	-	1.0	105,370
2223-Industrial Engineer I	20	-	-	1.0	82,419
4692-Tax Info Representative III	15	-	-	1.0	61,353
5574-Project Manager	22	-	-	1.0	105,602
				22.0	\$1,775,340
10155-Administration					
0048-Administrative Assistant III	16	9.0	509,384	-	-
0050-Administrative Assistant IV	18	3.0	218,680	-	-
0051-Administrative Assistant V	20	1.0	79,193	-	-
0107-First Deputy Treasurer	24	1.0	124,559	-	-
0108-Deputy County Treasurer	24	1.0	163,506	2.0	327,013
0112-Dir of Financial Control III	23	1.0	77,156	-	-
0120-Chief Financial Officer	24	2.0	293,506	-	-
0143-Accountant III	15	4.0	233,526	-	-
0144-Accountant IV	17	3.0	165,370	-	-
0145-Accountant V	19	1.0	88,173	-	-
0186-Cash Management Director	24	1.0	155,461	-	-
0193-Data Svcs Administrator	24	1.0	146,054	-	-
0291-Administrative Analyst I	17	9.0	561,294	-	-
0292-Administrative Analyst II	19	4.0	314,680	-	-
0293-Administrative Analyst III	21	2.0	159,723	-	-
0370-Tax Examiner V	15	2.0	81,554	-	-
0380-Divisions Supervisor II	17	1.0	66,479	-	-
0705-Personnel Analyst III	17	1.0	73,175	-	-
0745-Chief General Counsel	24	1.0	163,506	1.0	163,507
0813-Project Leader-Midrange Syste	23	3.0	319,420	-	-
0852-Information Supervisor	16	1.0	71,728	-	-
1043-Director of Human Resources	24	1.0	125,000	1.0	125,000
1108-Programmer IV	22	1.0	92,318	-	-
1112-Systems Analyst III	20	1.0	75,223	-	-
1113-Systems Analyst IV	21	2.0	177,968	-	-
1114-Systems Analyst V	23	6.5	698,535	0.5	52,988
1115-System Software Programmer II	19	1.0	76,325	-	-
1133-Chief Information Officer	24	1.0	163,505	-	-
1134-Mgr Comp Soft Prg	24	1.0	123,965	-	-
2168-Director of Info Systems	24	1.0	124,610	-	-
2178-Personnel Manager II	18	-	-	1.0	77,899
4692-Tax Info Representative III	15	1.0	59,872	-	-
4696-Spec Asst to Dept Head - Attny	23	1.0	103,020	-	-
5247-Cost Accountant	18	1.0	77,917	-	-

PERSONAL SERVICES - SUMMARY OF POSITIONS BY PROGRAM AND JOB CODE

Job Code/Title	Grade	2017 Appropriation		2018 Approved & Adopted	
		FTE Pos.	Salaries	FTE Pos.	Salaries
5351-Dep Dir of Pub Rel & Com Rel	24	-	-	1.0	139,000
5574-Project Manager	22	1.0	103,021	-	-
5863-Project Manager Office Lead	18	1.0	82,163	-	-
		72.5	\$6,149,569	6.5	\$885,407
15050-Information Technology					
0107-First Deputy Treasurer	24	-	-	1.0	124,559
0193-Data Svcs Administrator	24	-	-	1.0	146,056
0813-Project Leader-Midrange Syste	23	-	-	2.0	206,535
1108-Programmer IV	22	-	-	1.0	94,627
1111-Systems Analyst II	18	-	-	1.0	77,899
1112-Systems Analyst III	20	-	-	1.0	83,210
1113-Systems Analyst IV	21	-	-	1.0	95,910
1114-Systems Analyst V	23	-	-	4.0	448,856
1133-Chief Information Officer	24	-	-	1.0	163,507
1134-Mgr Comp Soft Prg	24	-	-	1.0	123,966
2168-Director of Info Systems	24	-	-	1.0	124,611
4696-Spec Asst to Dept Head - Attny	23	-	-	1.0	105,595
		-	-	16.0	\$1,795,330
15530-Legal					
0050-Administrative Assistant IV	18	-	-	1.0	68,227
0143-Accountant III	15	-	-	1.0	48,537
0186-Cash Management Director	24	-	-	1.0	155,461
0291-Administrative Analyst I	17	-	-	4.0	221,786
0292-Administrative Analyst II	19	-	-	1.0	85,763
0380-Divisions Supervisor II	17	-	-	1.0	69,847
1113-Systems Analyst IV	21	-	-	1.0	95,204
		-	-	10.0	\$744,825
16995-Operations					
0048-Administrative Assistant III	16	-	-	7.0	411,112
0050-Administrative Assistant IV	18	-	-	4.0	311,598
0051-Administrative Assistant V	20	-	-	2.0	178,539
0112-Dir of Financial Control III	23	-	-	1.0	101,579
0143-Accountant III	15	-	-	2.0	124,366
0291-Administrative Analyst I	17	2.0	150,630	2.0	140,769
0293-Administrative Analyst III	21	-	-	1.0	95,097
0370-Tax Examiner V	15	-	-	2.0	85,161
1055-Project Director V	24	-	-	1.0	128,565
1135-Proj Leader - Data Syst	22	1.0	103,609	-	-
4692-Tax Info Representative III	15	-	-	1.0	48,537
5863-Project Manager Office Lead	18	-	-	1.0	85,093
		3.0	\$254,239	24.0	\$1,710,415
Total Salaries and Positions		75.5	\$6,403,808	78.5	\$6,911,317
Turnover Adjustment		-	(199,641)	-	(204,805)
Operating Fund Totals		75.5	\$6,204,167	78.5	\$6,706,512

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Salary Grade	2017 Approved & Adopted		2018 Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
15	7.0	374,952	9.0	480,119
16	10.0	581,112	8.0	477,837
17	16.0	1,016,948	13.0	814,752
18	5.0	378,760	8.0	620,717
19	6.0	479,178	4.0	330,436
20	2.0	154,416	7.0	577,755
21	4.0	337,691	4.0	368,800
22	3.0	298,948	3.0	305,598
23	11.5	1,198,131	8.5	915,553
24	11.0	1,583,672	14.0	2,019,751
Total Salaries and Positions	75.5	\$6,403,808	78.5	\$6,911,317
Turnover Adjustment	-	\$(199,641)	-	\$(204,805)
Operating Funds Total	75.5	\$6,204,167	78.5	\$6,706,512