



## COOK COUNTY CLERK KAREN A. YARBROUGH

118 North Clark Street, Room 230, Chicago, Illinois 60602-1304

Cedric Giles  
Chief Deputy Clerk

James Gleffe  
Deputy Chief of Staff  
- Labor Counsel

Scott Kozlov  
Chief Ethics Officer  
- Legal Counsel

Travis Richardson  
Chief Legal Counsel

John Mirkovic  
Deputy Clerk - Policy

Edmund Michalowski  
Deputy Clerk - Elections

Byron Steele  
Deputy Clerk -  
Vital Records

William Drobitsch  
Deputy Clerk -  
Recording Operations

Carolyn Wilhight  
Deputy Clerk -  
Real Estate & Tax Services

Carmen Triche-Colvin  
Deputy Clerk of the Board

Kevin McDermott  
Chief Technology Officer

Linda Gillie-Batchelor  
Deputy Clerk - Finance

Sally Daly  
Deputy Clerk -  
Communications

Timothy Curry  
Deputy Clerk - Security

Khang Trinh  
Legal Counsel -  
Recording Operations

**To:** Honorable John P. Daley, *Chairman*  
Cook County Board of Commissioners, Finance Committee

**From:** Cook County Clerk

**CC:** Annette C.M. Guzman, *Budget Director*  
Department of Budget & Management Services

**Date:** October 29, 2021

**Re:** Request for Information from FY2022 Department Budget Hearing

The following information is provided in response to questions posed at our department's hearing held on October 26, 2021.

### **I. Request ID# 1110-1**

Commissioner Morrison has requested your office to justify each new position by title, and, if the funding for the positions is temporary, how your office will support the continued funding of such positions. Attached to this memo is a list of your new FTEs in the FY22 Executive Budget Recommendation. For each new position, please respond to the questions set forth in the list.

### **Response:**

Our office continues to monitor our resource needs to ensure *Accuracy-Efficiency-Advocacy and Cybersecurity* best practice measures are in place. In review of our resource needs, we noted the lack of the follow: Security in our Real Estate and Tax Services Division, Managers in our Vital Records Division and Finance Department, and an official Customer Service department in our Vital Records Division. In governing four large divisions, we are ensuring best practices are in place which includes, but not limited to, security and safety, adequate human resource talent, and the rendering of exceptional customer service. Thus, the human resource talent gap needs to be fulfilled within the FY2022 Budget. To do this, we have analyzed our overall human resource needs with each designated department leader and realigned positions which resulted in an overall decrease of two positions from the budget.

Please see Exhibit I for additional detail on the needed human resource talent roles and responsibilities.

As always, please let us know if you have any additional questions and/or concerns.

**EXHIBIT I  
COOK COUNTY CLERK FY 2022 POSITIONS**

Office	Fund	Position	Job Code	Funding Status	Job Function - indicate what the position will do within the operation	Justification - please indicate why your office needs the position.	Revenue Source - if the position is marked as "temporary" in column E, please indicate how this will be funded once the funding is
1110-County Clerk (Office)	11000-Corporate	New Position 753	7764-Security Officer I	Permanent	Serve in the Security function monitoring the office entrances/exits, ensuring no customer issues occur, ensure the security of the people and premises at all times	The Security was needed due to the consolidation of the Recordings/Vitals area creating a lack of Security in the Tax Division where we often receive large cash payments for	
1110-County Clerk (Office)	11000-Corporate	New Position 898	4842-Clerk V-County Clerk	Permanent	Customer Service for Vital Records-answer customer calls and emails in a timely manner. Currently the department is lacking an official customer service	Clerk V-Add a much needed Customer Service team to Vitals.	
1110-County Clerk (Office)	11000-Corporate	New Position 899	4842-Clerk V-County Clerk	Permanent	Customer Service for Vital Records-answer customer calls and emails in a timely manner. Currently the department is lacking an official customer service	Clerk V-Add a much needed Customer Service team to Vitals.	
1110-County Clerk (Office)	11000-Corporate	New Position 894	5654-Manager	Permanent	Function in Manager Role in either Vital Records/Finance Operations governing supervisors and staff, monitoring, tracking, and completing complex customer request. Fulfilling Accounting duties from collecting and depositing funds to balancing reconciliations. Supporting the Director and Deputy of the Dept.	The Manager positions are place holders to convert the Vitals Supervisors to Manager title and Add a Manager in the Recording-Accounting/Finance Group.	
1110-County Clerk (Office)	11000-Corporate	New Position 897	5654-Manager	Permanent	Function in Manager Role in either Vital Records/Finance Operations governing supervisors and staff, monitoring, tracking, and completing complex customer request. Fulfilling Accounting duties from collecting and depositing funds to balancing reconciliations. Supporting the Director and Deputy of the Dept.	The Manager positions are place holders to convert the Vitals Supervisors to Manager title and Add a Manager in the Recording-Accounting/Finance Group.	
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