

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

**From:** Meaghan Murphy  
Director of Budget and Operations, Cook County Assessor's Office

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

**Date:** November 5, 2021

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

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The following information is provided in response to questions posed at our department's hearing held on October 25, 2021.

**I. Request ID# 1040-1**

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:**

Please find the responses from the Assessor's Office in the accompanying Excel document. The Assessor's Office has not added any new Full Time Employees in FY22. The positions listed on the accompanying document are part-time Student Administrative Aide positions, as well as existing positions that will be reclassified in December 2021 as part of the new Collective Bargaining Agreement. Further information is included in the Excel responses.

As always, please let us know if you have any additional questions.

Sincerely,

Meaghan Murphy

Director of Budget and Operations, Cook County Assessor's Office

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 gone.
0079-Student Administrative Aide	Permanent	Part-time graduate student intern for Data Science Department	The Assessor's Office has formed strong partnerships with local colleges and universities to provide students with an exceptional internship experience in the public sector. In turn, our interns have provided the Assessor's Office with tremendous value through the projects they have participated in while working with our office. In 2022 we plan on expanding our list of partner schools to offer this experience to more students from Cook County.	N/A
0079-Student Administrative Aide	Permanent	Part-time graduate student intern for Data Science Department	The Assessor's Office has formed strong partnerships with local colleges and universities to provide students with an exceptional internship experience in the public sector. In turn, our interns have provided the Assessor's Office with tremendous value through the projects they have participated in while working with our office. In 2022 we plan on expanding our list of partner schools to offer this experience to more students from Cook County.	N/A
0079-Student Administrative Aide	Permanent	Part-time graduate student intern for Legal Department	The Assessor's Office has formed strong partnerships with local colleges and universities to provide students with an exceptional internship experience in the public sector. In turn, our interns have provided the Assessor's Office with tremendous value through the projects they have participated in while working with our office. In 2022 we plan on expanding our list of partner schools to offer this experience to more students from Cook County.	N/A
0079-Student Administrative Aide	Permanent	Part-time college or graduate student intern for IT Department	The Assessor's Office has formed strong partnerships with local colleges and universities to provide students with an exceptional internship experience in the public sector. In turn, our interns have provided the Assessor's Office with tremendous value through the projects they have participated in while working with our office. In 2022 we plan on expanding our list of partner schools to offer this experience to more students from Cook County.	N/A
0079-Student Administrative Aide	Permanent	Part time college or graduate student intern for HR Department	The Assessor's Office has formed strong partnerships with local colleges and universities to provide students with an exceptional internship experience in the public sector. In turn, our interns have provided the Assessor's Office with tremendous value through the projects they have participated in while working with our office. In 2022 we plan on expanding our list of partner schools to offer this experience to more students from Cook County.	N/A

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4944-Division Analyst I-Assessor	Permanent	Division Analysts work on the divisions and/or consolidations of PINs, which is a crucial part of the tax and assessment cycles	Succession Planning and addressing current levels of understaffing. Please note, this is not a new position but a reclassifying of an existing vacancy to a Division Analyst job code and title.	N/A
4920-Taxpayer Info Specialist II	Permanent	Taxpayer Information Specialists work directly with members of the public via phone and in-person service, process homestead exemptions, and perform a wide range of tasks all related to ensuring a great "customer" experience	This is a reclassification of an existing position, as part of the new CBA	N/A
4993-I/C Valuations Jr Analyst III	Permanent	Valuations Analysts play an important role in the assessment and appeals processes, evaluating market data as well as evidence submitted on appeal to finalize assessments	This is a reclassification of an existing position, as part of the new CBA	N/A
4920-Taxpayer Info Specialist II	Permanent	Taxpayer Information Specialists work directly with members of the public via phone and in-person service, process homestead exemptions, and perform a wide range of tasks all related to ensuring a great "customer" experience	This is a reclassification of an existing position, as part of the new CBA	N/A
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4920-Taxpayer Info Specialist II	Permanent	Taxpayer Information Specialists work directly with members of the public via phone and in-person service, process homestead exemptions, and perform a wide range of tasks all related to ensuring a great "customer" experience	This is a reclassification of an existing position, as part of the new CBA	N/A
4925-Freedom of Info Special III	Permanent	FOIA Specialist respond to incoming FOIA requests, retrieving data, documents, and other responsive information for the requestor	This is a reclassification of an existing position, as part of the new CBA	N/A
4925-Freedom of Info Special III	Permanent	FOIA Specialist respond to incoming FOIA requests, retrieving data, documents, and other responsive information for the requestor	This is a reclassification of an existing position, as part of the new CBA	N/A
4977-Resident Jr Analyst III	Permanent	Valuations Analysts play an important role in the assessment and appeals processes, evaluating market data as well as evidence submitted on appeal to finalize assessments	This is a reclassification of an existing position, as part of the new CBA	N/A
4993-I/C Valuations Jr Analyst III	Permanent	Valuations Analysts play an important role in the assessment and appeals processes, evaluating market data as well as evidence submitted on appeal to finalize assessments	This is a reclassification of an existing position, as part of the new CBA	N/A
4993-I/C Valuations Jr Analyst III	Permanent	Valuations Analysts play an important role in the assessment and appeals processes, evaluating market data as well as evidence submitted on appeal to finalize assessments	This is a reclassification of an existing position, as part of the new CBA	N/A
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4886-Taxpayer Info Senior Spec II	Permanent	Taxpayer Information Specialists work directly with members of the public via phone and in-person service, process homestead exemptions, and perform a wide range of tasks all related to ensuring a great "customer" experience	This is a reclassification of an existing position, as part of the new CBA	N/A
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5087-IC Valuations Group Leader III	Permanent	Valuations Group Leaders conduct research, analyze more complex appeal cases, and may provide feedback on the work of analysts as part of the assessment and appeals processes	This is a reclassification of an existing position, as part of the new CBA	N/A
5090-Ind/Com Grp Ldr/Sr Fld Ins III	Permanent	Field Inspectors perform field checks, collecting valuable data in response to permits, appeals, and other requests	This is a reclassification of an existing position, as part of the new CBA	N/A
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