

# Mutual Aid Box Alarm System – Illinois

## Policy – Practices – Guidelines Manual

Index #: A-02-01

Adopted: 10/24/2007

Revised: 2/1/2019

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Subject: Functional Position Descriptions  
Functional Area: Governance and Administration  
Category: Policy and Attachments

Approved By:



### PURPOSE

To establish a set of position descriptions for functional MABAS Staff and provide guidance for matters associated for the governance and administration of those positions found in attachments.

### RESPONSIBILITY

It is the responsibility of the MABAS CEO to provide supervision and guidance to the functional staff members, as needed. Further, it is the responsibility of the MABAS CEO to update position descriptions. Amending position descriptions specifically does not require policy amendments by full MABAS Board action. Should position descriptions be amended by the MABAS CEO, the MABAS elected Executive Board Leadership Team will be advised.

### ACCOUNTABILITY

Functional position incumbents are accountable, and report to the MABAS CEO and the position descriptions. The MABAS CEO has the sole authority to provide interpretations of position descriptions, as required.

### REPORTING REQUIREMENT

Functional position incumbents will meet reporting requirements as directed by the MABAS CEO.

### GENERAL INFORMATION AND STRUCTURE

#### 1. Description of functional staff positions

- A. Exempt, non-employees.
- B. Full and part-time employee who have responsibilities for deliverables as provided in position description.
- C. Appoints contractors as determined by the MABAS CEO. The MABAS CEO may select contractors through the assistance of Ad-Hoc Work – Task Groups.

#### 2. Compensation

- A. All functional positions are compensated for deliverables as determined by adoption of an annual budget.
- B. Rates of compensation specifics are determined by the MABAS Leadership Team who will seek majority ratification of their recommended fees for services from the full MABAS Executive Board.

#### 3. Amendments to position descriptions which have budgetary impact

- A. Any amendment to a functional staff position which will increase the line item expenditure beyond the approved budget will require prior approval by the full MABAS Executive Board as a budget amendment.
- B. Any amendment to a functional staff position which will decrease a line item expenditure below the approved budget does not require an approval of the full MABAS Executive Board.

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- C. Any modifications of a position description which will have a direct, measurable change to a client service level, requires that the CEO advise and inform the full MABAS Executive Board.
  - D. The MABAS CEO may take all reasonable actions required, without board approval, to assure that the financial health and welfare on the MABAS Organization is maintained.
  - E. Attached position descriptions may include some which are left unfilled for various reasons. One such reason is that positions which have been filled with a contractor are done so through annual budget approvals by the full MABAS Executive Board.
  - F. This policy does not preclude the MABAS CEO from retaining the services of other contractors for “surge” duties or efforts whose budget impact is neutral on MABAS-Illinois.
  - G. The attachments to this policy are the position descriptions noted in number 5 (A thru G). From time to time, the descriptions may require modification, updating and amendments. The CEO has the authority to modify, update, and/or amend the position descriptions without Board approval, unless the changes significantly impact approved budgeted amounts or membership service levels.
4. Full or Part-Time MABAS employees may only fill the role of divisional voting members at MABAS Executive Board meetings if they are a duly elected member of the Divisions Executive Board. The employee shall abstain from voting, or vote “present”, on issues that may directly relate to their employment status or present a conflict of interest.
5. **Attachments included - Positions included**
- A. Chief Executive Office
  - B. Deputy Chief Executive Officer
  - C. Finance-Administrative Branch Chief
  - D. Logistics Branch Chief
  - E. Plans Branch Chief
  - F. US&R Director
  - G. Administrative Assistant & Clerical Specialist