



Human Resources Office

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MEMORANDUM

Date: October 29, 2023
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator
 Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *SL*
Subject: Request for a reclassification of position 37002 & position 27001

Action Requested:

Recommend the reclassification of position 37002 Office Coordinator from grade S6 to Administrative Coordinator grade K7 with a corresponding increase to base pay of 20%.

Analysis:

Recent turnover in the Accountant I position forced an evaluation of the positions that perform business functions in the Clerk’s Office. The evaluation showed that it is possible to concentrate business functions in one position (presently 2) and repurpose the vacant Accountant I position to one that provides direct service to the public (Accountant I to Elections Clerk).

This move does result in more and different duties being placed upon the incumbent in Office Coordinator. Thus, we recommend a reclassification along with an increase in pay. The increase in pay is significant, but we feel it is needed to ensure the retention of this employee.

The vacant Accountant I position is best repurposed to a forward (customer) facing Election Clerk position.

The employee current in the Office Coordinator position has been working for the County for over 10 years and this increase in pay would recognize the additional responsibilities the employee would be assuming. The savings from the vacant Accountant I position will help to offset this increase.

Position Number	Title	Grade	Current Pay	Title	Proposed Grade	Proposed Pay	Percentage Increase
37002	Office Coordinator	S6	\$61,214	Administrative Coordinator	K7	\$73,456	20%
27001	Accountant I	K5	Vacant	Elections Clerk	K5	Vacant	N/A

Recommendation:

The Director of Human Resources recommends approval of a reclassification of position 34000 and an increase in pay of 20% and reclassification of vacant position 27001.

Budget Impact/CFO’s Assessment:

- Current FY Budget – The timing of this recommendation is such that the FY2024 budget did not accommodate this increase, but it is noted that other vacancies/changes will be used to offset the increase.
- Long Term Budget - Future budgets will reflect the reorganization.

Recommend Approval

Comments: Forward to the F&A Committee for consideration

Do Not Recommend Approved

 11/6/2023

County Administrator Signature and Date