



Human Resources Office
18 N. County St. – 7th Floor
Waukegan, Illinois 60085
Phone: 847.377.2250
www.lakecountyil.gov

MEMORANDUM

Date: June 28, 2021
To: Financial & Administrative Committee
Via: Gary Gibson, County Administrator *EG*
Patrice Sutton (CFO), Director of Finance and Administrative Services *PS*
From: John Light, Director of Human Resources *JL*
Subject: Reclassification of Two Positions in County Clerk's Office

Action Requested

The Lake County Clerk requests the reclassification of two Administrative Clerk positions (Grade S2) to Administrative Assistant (Grade S3) as well a corresponding wage increase. In accordance with Employee Policy 5.11, this request must be approved by the Finance and Administrative Committee.

Analysis

The Clerk requests this action because the nature of the work of the Administrative Clerks is similar or the same in terms of complexity and scope as that of the Administrative Assistants.

In accordance with Lake County Employee Policy, if an Administrative Clerk position is occupied when reclassified, the individual in that position will receive a pay increase equal to the entry level of the new pay grade or a 5% pay increase, whichever is greater.

Human Resources agrees that it would be more efficient and equitable to place these positions in the same job classification.

Budget and FTE Impact

- FTE – No change / no impact
- Budget – No short- or long-term offset provided for the increase in wages. For FY21, the Clerk can absorb the increase to their personnel budget (vacancy savings).

Recommendation

The Director of Human Resources recommends the reclassification of the following positions and will modify the position inventory if approved by the F&A Committee:

- Position 27036 Administrative Clerk (S2) to Administrative Assistant (S3)
- Position 27033 Administrative Clerk (S2) to Administrative Assistant (S3)