



**Human Resources Office**

18 N. County St. – 7<sup>th</sup> Floor

Waukegan, Illinois 60085

Phone: 847.377.2250

[www.lakecountyil.gov](http://www.lakecountyil.gov)

**MEMORANDUM**

**Date:** February 24, 2021  
**To:** Finance & Administrative Services Committee  
**Via:** Gary Gibson, County Administrator  
**From:** John Light, Director of Human Resources  
**Subject:** Facilities and Construction Services (FCS) Department Realignment

---

**Issue**

The Facilities Director and I reviewed the design of his department and realized if we realigned three positions it would improve service and generate a net budget savings in FY 2021.

**Analysis**

Through an extensive period of review, as well as the functionality of the Department compared against other high performing facilities teams, FSC has been restructured to improve efficiencies and increase workflow from conception, to construction/renovation, and, finally, to operations and maintenance.

FCS internally reorganized to establish division director positions for Facilities Management and Capital Improvements. The final step of the reorganization process calls for the establishment of the Operations Division Director position and the Maintenance Leader positions, which will provide greater command, control, and oversight of the long-term planning and daily operations of the County's facilities.

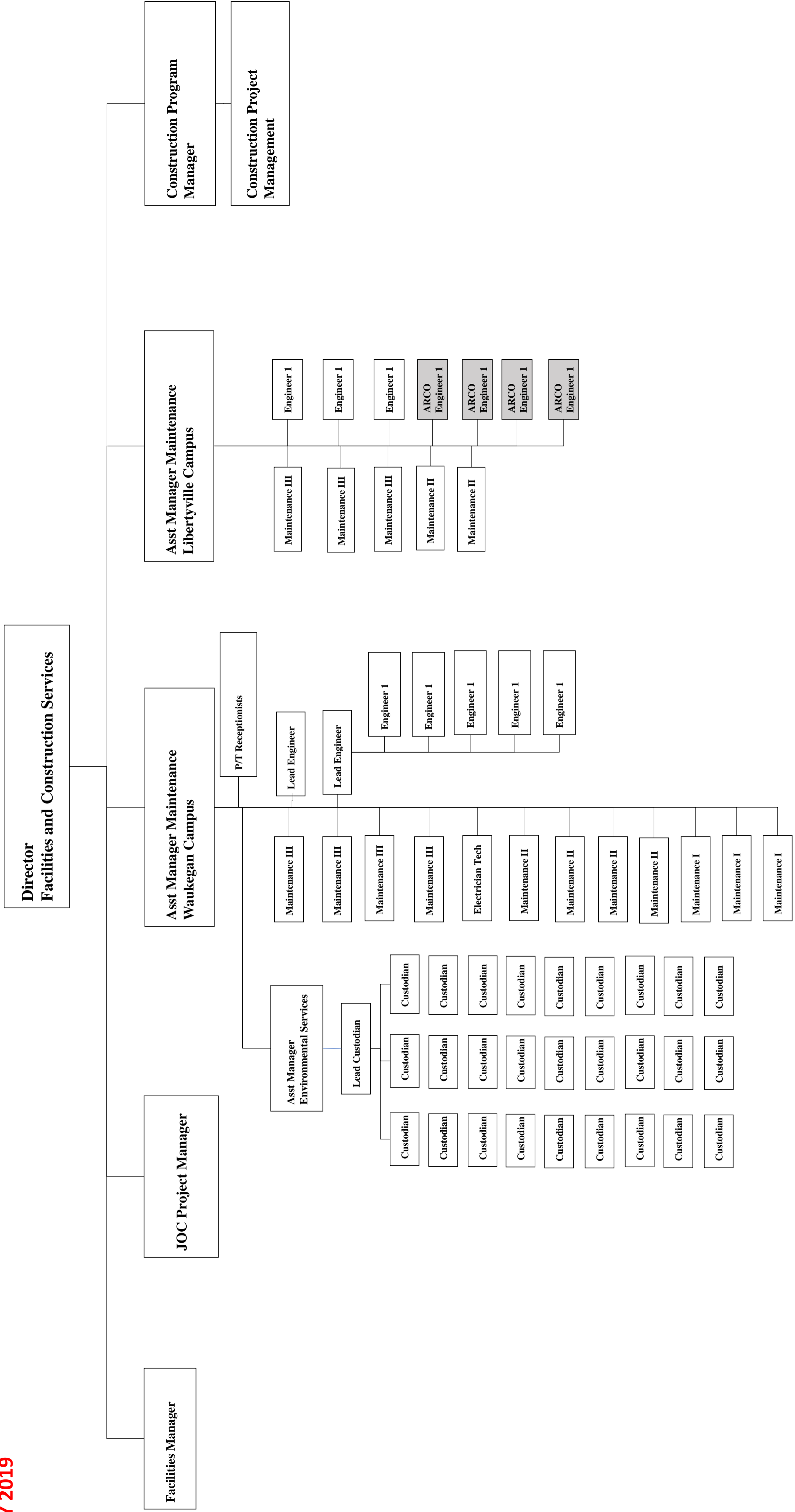
Based upon this analysis, we looked at reclassifying one of our vacant custodian positions into a Director of Operations Division and two Maintenance III union positions to Maintenance Leader union positions.

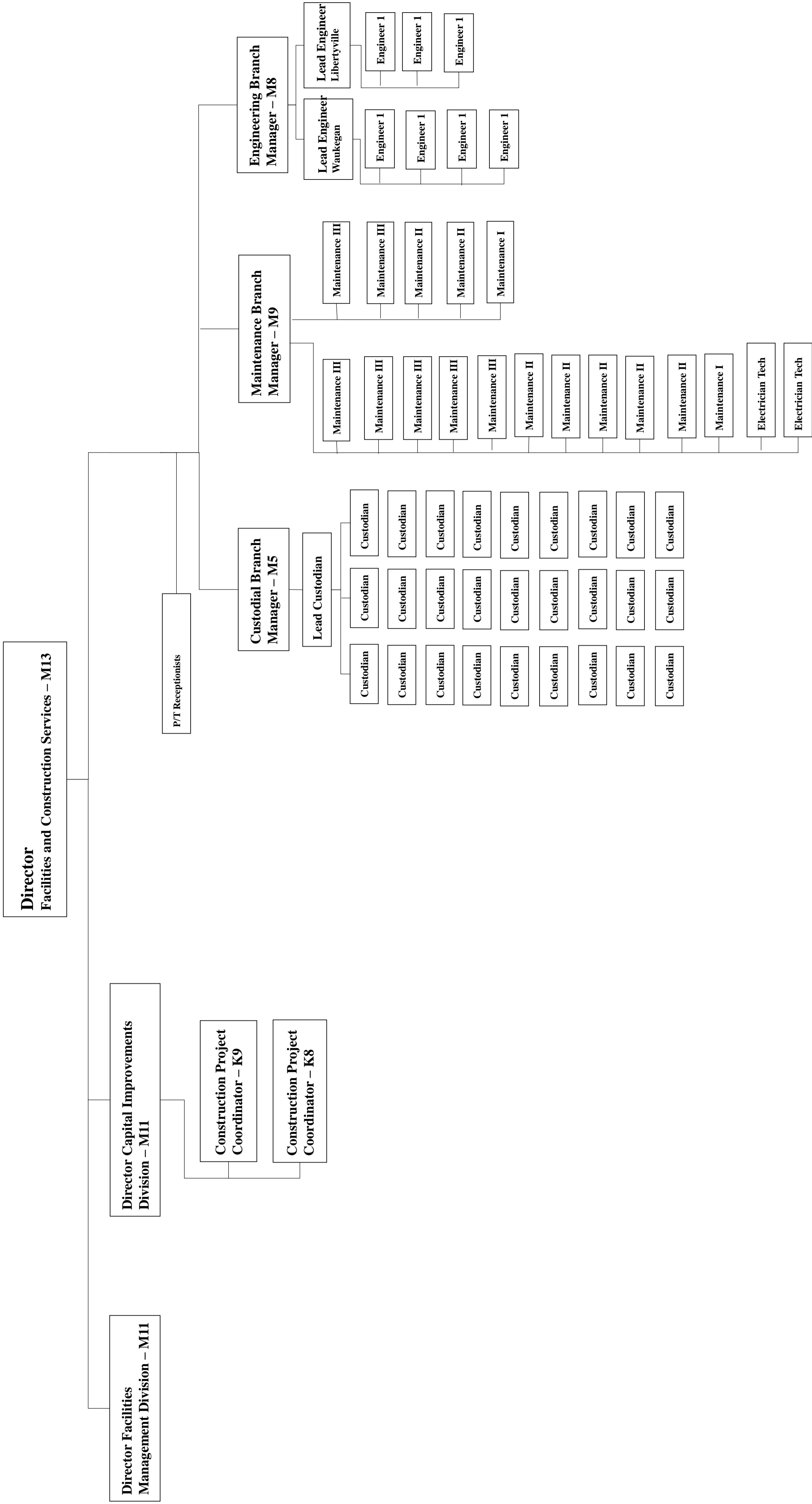
**Recommendation**

We recommend the Committee approve the following reclassifications which will not increase the FTE in FSC but will result in an annual budget savings of \$36,019 in annual savings moving forward.

- Vacant Custodian position to Director of Operations Division (M11)
- Two Maintenance III (Local 150) to two Maintenance Leader (Local 150)

We believe these moves will provide FCS with the flexibility needed to meet the demands placed upon the department, create a career ladder for employees, and offer a savings over the existing structure.





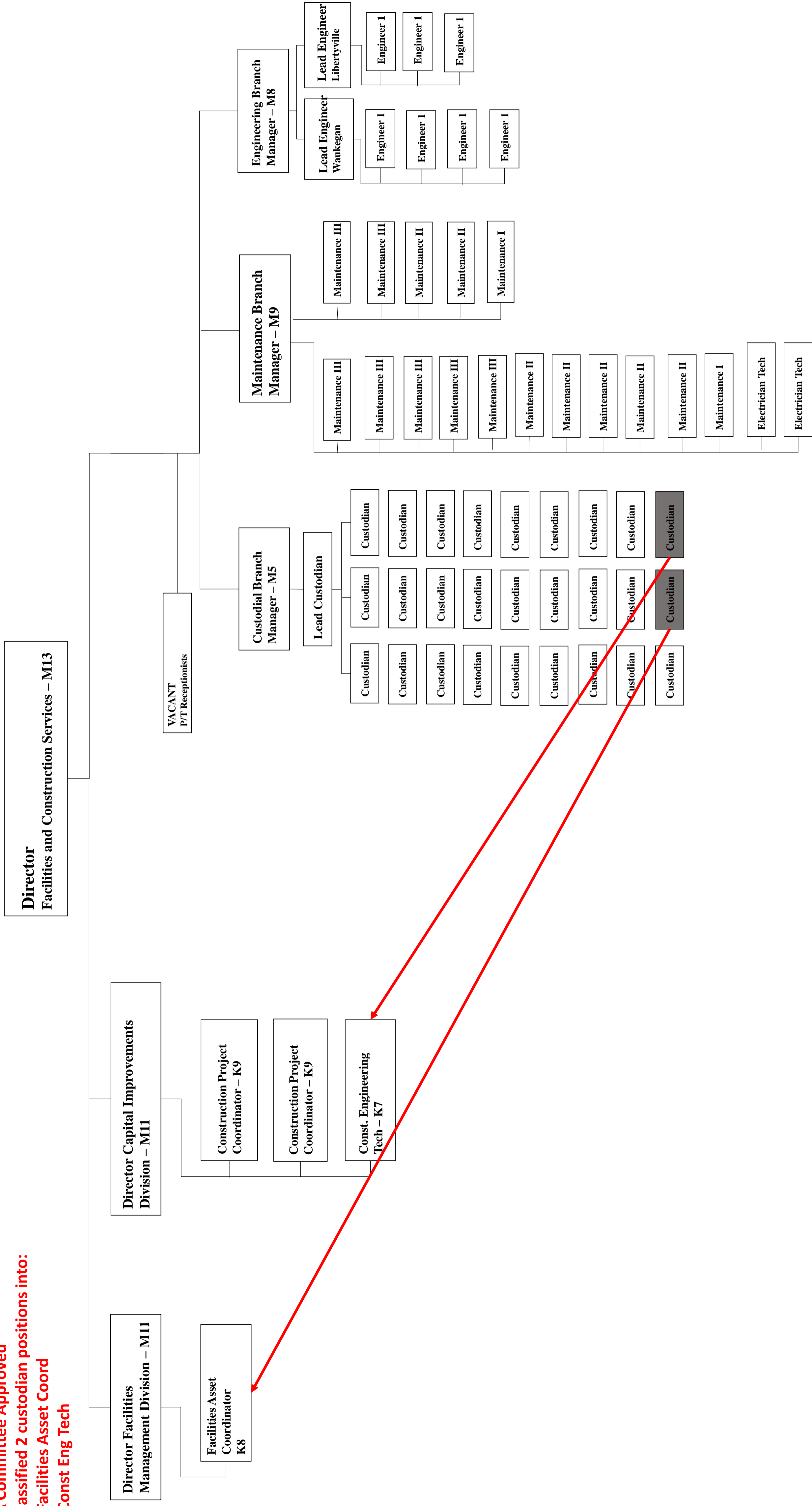
**JAN 2020**

**F&A Committee Approved**

**Reclassified 2 custodian positions into:**

**- Facilities Asset Coord**

**- Const Eng Tech**



# PROPOSED

Reclassify Custodian to Director of Operations Division  
 Reclassify two Maintenance III positions into Maintenance Leads

