



Human Resources Office

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MEMORANDUM

Date: September 30, 2022
To: Chair, Financial & Administrative Committee
Via: Gary Gibson, County Administrator
Jim Hawkins, Deputy County Administrator
Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *HL*
Subject: Reclassification of Position 36001

Action Requested:

Reclassification and salary increase for the employee in position number 36001, Assistant Director of Public Works.

Analysis:

The Assistant Director of Public Works should be reclassified up a grade and the salary for the incumbent be adjusted so that it is equitable to other positions within the Public Works Department and the County.

After looking at comparable positions, HR believes the Assistant Director position is compensated below the market value for the work assigned to the position and is classified at a grade lower than it should be.

Recommendation:

The Director of Human Resources recommends reclassifying the Assistant Director of Public Works position to salary grade M12 and increasing the salary to an annual rate of \$136,000.

Recommendation					
Position Number	Current Title	Current Grade	Current Salary	Proposed Grade	Proposed Salary
36001	Assistant Director of PW	M11	\$121,784	M12	\$136,000

Budget Impact / CFO's Assessment:

- Current FY Budget – There is sufficient budget authority to absorb this increase for the rest of FY2022.
- Long Term Budget - Any salary increase has a compounded effect over time. However, the Public Works rate structure is reviewed routinely to account for changes such as these and currently grows at CPI. Therefore, future budgets should be able to absorb this compounded growth.

County Administrator Recommendation:

- Approve
 Do Not Approve

Comments: Forward to the Financial and Administrative Committee for final approval according to Lake County Employee Policies and Procedures, Policy 5.11

Gary Gibson 10/3/2022
County Administrator Signature and Date