



Human Resources Office

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MEMORANDUM

Date: November 29, 2022
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator *JH*
 Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *SL*
Subject: Request for Position Reclassification

Action Requested:

Reclassify position number 46000 Job Center Supervisor, M6 to Job Center Manager, M8 to align with significant added responsibilities.

Analysis:

The Job Center Supervisor position is currently graded an M6. The Job Center Supervisor has taken on added responsibilities including managing the Workforce Development Board Job Center Action Plan, identified as first line of communication for the Job Center partners (14 mandated partners), and on-site lead role for the One Stop Operator (One Stop Operator is the partnership of Workforce Development, IDES, College of Lake County and IL Department of Rehabilitation Services). Additionally, the Job Center Supervisor is responsible for customer flow and partner integration. The recommended reclassification to a grade M8, in conjunction with a 5% increase in base will assist in the retention of the incumbent.

External Comparable

Title	Location	Wage
Job Center Supervisor	Lake County	\$52,795-\$82,713
Contract Monitor	Racine County	\$48,494-\$66,015
Consortium Workload Coordinator	Racine County	\$53,236-\$73,516
Youth Development Care Center Supervisor	Racine County	\$70,424-\$101,341
Facilitator/Mobile Unit	Will County	\$66,078.00
Supervisor II	Will County	\$82,689.00
Director of Workforce Network Board	McHenry County	\$76,463.00
Workforce Board Manager	DuPage County	\$71,544.00
Performance Manager	Kane County	\$66,400.00
Special Programs Coordinator	Kane County	\$50,554.00

Internal Comparable

Title	Location	Wage	Grade	# of reports
Program Manager	Workforce Development	\$77,647-\$121,565	M9	4
Business Manager	Workforce Development	\$77,647-\$121,565	M9	3
Business Services Manager	Workforce Development	\$77,647-\$121,565	M9	4
Job Center Supervisor	Workforce Development	\$52,795-\$82,713	M6	2
Capital Improvement Program Manager	Stormwater Management	\$68,048-\$106,648	M8	

Contract Manager	Sheriff's Administration	\$68,048-\$106,648	K8	
Tax System Manager	CCAO	\$68,048-\$106,648	K8	
Business Manager	Circuit Clerk	\$68,048-\$106,648	K8	
Business Manager	Public Defender	\$68,048-\$106,648	M8	
Contract Manager	Public Works	\$68,048-\$106,648	K8	
Sustainability Programs Manager	County Admin	\$77,647-\$121,565	K9	
Life Cycle Manager	Public Works	\$68,048-\$106,648	M8	
Project Manager	Facilities/DOT	\$77,647-\$121,565	K9	
Project Manager	Planning & Development	\$77,647-\$121,565	M9	
TMC Manager	DOT	\$68,048-\$106,648	M8	
Billing Supervisor	Public Works	\$59,728-\$93,511	M7	
Maintenance Supervisor	DOT	\$68,048-\$106,648	M8	
Vital Records Supervisor	County Clerk	\$68,048-\$106,648	M8	
Communications Specialist Supervisor	Communications	\$59,728-\$93,511	M7	
Elections Supervisor	County Clerk	\$77,647-\$121,565	M9	
Regulatory Supervisor	Stormwater Management	\$77,647-\$121,565	M9	
Investigator Supervisor	Public Defender	\$77,647-\$121,565	M9	
Records Supervisor	Sheriff's Office	\$52,795-\$82,713	M6	

If approved, this action would be within the authority granted to the Financial and Administrative Committee in Policy 5.11 Compensation Program Procedures.

Recommendation:

The Director of Human Resources recommends position 46000 Job Center Supervisor to be reclassified from a grade 6 to a grade 8 as Job Center Manager effective immediately following approval.

Position #	Current Title	Proposed Title	Current Grade	Current Salary	Proposed Grade	Proposed Salary
46000	Job Center Supervisor	Job Center Manager	Grade 6 \$52,795.98- \$82,713.60	\$81,868.80	Grade 8 \$68,048.16- \$106,648.42	\$85,962.24

Budget Impact/CFO's Assessment:

- Current FY Budget – Grant funded. No impact on General Fund.
- Long Term Budget – Grant funded. No impact on General Fund.

County Administrator Decision:

Approved Comments;

Not Approved

Gary Stein 12/7/2022

 County Administrator Signature and Date