



Human Resources Office

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MEMORANDUM

Date: May 26, 2023
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator *JDH*
Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *JL*
Subject: Request for Reclassification of position 35013

Action Requested:

The Public Defender has requested to reclassify position 35013 from grade S2 hourly to S4 hourly.

Analysis:

In speaking with the Public Defender, we have learned the Jail Liaison is important to the functionality of the Public Defender’s Office and that the grade/range of the position should be adjusted in light of current market conditions.

Therefore, we reviewed the current pay grade and arrived at a determination that moving the position from grade S2 to S4 would be appropriate to better align the work of the position with the current market value of that work.

Because the position is currently filled a pay adjustment would be in order if the recommendation is approved by the County Administrator and the Finance & Administration Committee. If approved, the Policy requires we move the employee to the starting pay of the new grade.

Current Title	Current Grade	Current Pay	Proposed Title	Proposed Grade	Proposed New Pay
Admin Clerk	S2	\$38,362.77	Jail Liaison	S4	\$42,056.00

Recommendation:

Human Resources recommends reclassification of position 35013, Admin Clerk, grade S2 to Jail Liaison, S4.

Budget Impact/CFO’s Assessment:

- Current FY Budget – Through twelve payrolls in FY23, it appears that there is sufficient personnel budget available to absorb the increases.
- Long Term Budget – These increases increase the overall cost of operations, particularly because the salary increases compound year over year and drive-up related benefit costs that also compound on an annual basis.

County Administrator Recommendation:

- Approve Comments: Forward to F&A Committee for approval
- Not Approve

Gary Gibson *6/5/2023*

County Administrator Signature and Date