



December 20, 2024

To: Patrice Sutton, County Administrator
From: Darcy Adcock, Interim HR Director

Re: Public Works-New Position Request

Department Request [PW]

Attached.

Human Resources Analysis [Darcy Adcock]

Addition of a second Assistant Director position:

Due to significant growth over the past three years, the Department's workload and staffing requirements have significantly changed and now require re-alignment. The growth has stemmed from new funding sources, additional Intergovernmental Agreements, new regulations, sewer system consolidation, and a failing infrastructure. The Department has recently lost a tenured Assistant Director. The workload for a new Assistant Director, given these competing priorities, is excessive for one person to manage. In order to ensure compliance and reliability, Director McFarlane is requesting an additional Assistant Director to be added to his position inventory and budget. The duties and responsibilities would be split between the two Assistant Directors in a manner that is appropriately balanced and ensures departmental achievements and success.

Public Works Assistant Director Salary Grade:

Salary 20

25th percentile: \$147,462

In an effort to support the Public Works' business operations, ensure compliance, provide service to the Lake County residents, and retain high performing employees, I recommend proceeding with the addition of the second Public Works Assistant Director position.

Request follows Policy 5.11 Compensation Program Procedures: Section 1-Classification of Newly Created Positions.