



## Human Resources Office

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### MEMORANDUM

**Date:** August 15, 2023  
**To:** Gary Gibson, County Administrator  
James Hawkins, Deputy County Administrator *JDH*  
Patrice Sutton, Chief Financial Officer *PS*  
**From:** John Light, Director of Human Resources *JL*  
**Subject:** Reclassification of Program Director WFD to Assistant Director position number 46008

#### Action Requested:

The Director of Workforce Development has requested a one-time increase in base pay for [REDACTED] the current Program Director of WFD to compensate him for additional duties assigned to his position and for his performance in carrying out those duties.

#### Analysis:

I reviewed the new duties which have been assigned and the current organizational chart of the Department. Additionally, I reviewed the classification changes within the system that we have made for similarly situated positions within the enterprise.

The information gathered in my analysis guided me to a slightly different recommendation than that which the Director of Workforce Development requested. I believe similarly situated positions (Assistant Directors) in appointed departments have recently been reclassified (Public Works, DOT, Human Resources & Finance) and we have not yet addressed the second position in the succession order in Workforce Development.

Another item that emerged from the analysis was the need to have a title realignment to reflect a clear line of authority. Therefore when the Director is not available, an employee is empowered and individuals from the outside would know who to approach with a question or concern.

#### Recommendation:

Therefore, in recognition of the additional duties and to be equitable with similarly situated positions within the enterprise, I recommend a reclassification of position number 46008 from M11 to M12. Additionally, instead of the 5% increase that is standard, I recommend a 10% base salary increase because the individual in this position will be ineligible for an annual salary increase if this recommendation is approved (because the reclassification is within 6 months of December 1<sup>st</sup>).

Position Number	Last Name	First Name	Current Grade	Current Title	Current Salary	Proposed Grade	Proposed Title	Proposed Salary
46008	[REDACTED]	[REDACTED]	M11	Program Director	\$115,833.24	M12	Assistant Director	\$127,416.56

#### Budget Impact/CFO's Assessment:

- Current FY Budget – Human Resources has confirmed with Workforce that this increase would be fully absorbed by existing grants.
- Long Term Budget – Human Resources has confirmed with Workforce that this increase would be fully absorbed by existing grants.

#### County Administrator Recommendation:

- ☒ Recommend Approval  
☐ Do Not Recommend Approval

Comments: Recommend F&A approval of the reclassification to M12, a 10% increase to base salary, and FY24 cost of living increase according to policy.

*Gary Gibson* 9/1/2023  
County Administrator Signature and Date