



Human Resources Office

18 N. County St. – 7th Floor
Waukegan, Illinois 60085
Phone: 847.377.2250
www.lakecountyil.gov

MEMORANDUM

Date: June 7, 2022
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator *GH*
Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *JL*
Subject: Reclassification Request(s) in Public Defender’s Office

Action Requested:

Reclassify two Assistant Attorney positions from K7 to K8 in the Public Defender’s Office in lieu of capability promotions.

Analysis:

In lieu of a capability promotion, Human Resources is partnering with the Public Defender’s Office to reclassify two Assistant Attorney positions from K7 to K8 in order to provide the level of representation the County must provide to individuals who are unable to otherwise secure legal representation. The employees in positions 35000 and 35020 would be eligible for a traditional capability increase if that program had been approved.

Human Resources has reviewed the capability increase process and believe it would be simpler and more effective to reclassify these positions in the near term. In the longer term, Staff will examine the grade of each attorney position to ensure it is appropriate.

This reclassification can be funded by the savings generated by unfilled positions within the 2022 Public Defender’s Budget. Going forward this reclassification would have the same financial effect as a capability increase, therefore it could be argued that this action would have no greater impact than an approved capability increase.

In accordance with County Policies, the reclassification of a position which is occupied, accompanied by a salary increase must be approved by the County Administrator and the Finance and Administrative Committee. The Policy specifies that the pay increase for the individual can be 5% or the starting pay of the new grade (whichever is higher). In this case, the starting pay of the new grade would be higher.

Recommendation:

The Director of Human Resources recommends the reclassification of the positions below and the employees in those positions be moved to the minimum salary of the new grade retroactive to June 1, 2022.

Position Number	Current Title	Current Grade	Current Salary	Proposed Title	Proposed Grade	Proposed Salary
35000	Assistant Attorney	K7	\$60,424	Assistant Attorney	K8	\$68,048
35020	Assistant Attorney	K7	\$60,424	Assistant Attorney	K8	\$68,048

Budget Impact/CFO’s Assessment:

- Current FY Budget – While it is difficult to forecast only halfway through the fiscal year, the Public Defender outlined several vacancies which should provide sufficient funding for personnel for the remainder of Fiscal Year 2022.
- Long Term Budget – The upward reclassification of a position compounds over time and increases other expenses such as payroll taxes and pension contributions. Nonetheless, the

ability to hire and retain this entry level attorney position has historically been a challenge; a method to move the incumbents through the salary pay scale is critical. This action achieves that goal for these two positions.

County Administrator Decision:

Approved

Comments: Recommend approval and forwarding to the F&A Committee.

Not Approved

Gary Sims 6/24/2022

County Administrator Signature and Date
