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MEMORANDUM

Date: June 28, 2021
To: Financial & Administrative Committee
Via: Jim Hawkins, Deputy County Administrator *JH*
From: John Light, Director of Human Resources *JL*
Subject: Reclassification of One Stormwater Management Commission Position

Action Requested

The Executive Director of the Lake County Stormwater Management Commission requests the reclassification of the Capital Program Manager (Grade K8) to Grade M8 as well a corresponding salary increase. In accordance with Employee Policy 5.11, this request must be approved by the Finance and Administrative Committee.

Analysis

The Executive Director has defined the need to reclassify the current Capital Project Manager from a K8 to an M8 as well as a corresponding five percent salary increase because the position has recently been assigned supervisory responsibilities and has taken on increased capital project management responsibilities.

Budget and FTE Impact

- FTE – No change / no impact
- Budget – A short-term offset for the proposed five percent increase in salary is available in FY21.

Recommendation

The Director of Human Resources recommends the reclassification of the following positions and will modify the position inventory if approved by the F&A Committee:

- Position 42021 Capital Program Manager (K8) to Capital Program Manager (M8)