



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

MEMORANDUM

Date: October 1, 2021
To: Finance & Administration Committee
Via: Gary Gibson, County Administrator
 Jim Hawkins, Deputy County Administrator *JGH*
 Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *JL*
Subject: Request for creation of a Full-Time IT Technician position

Action Requested:

Replace of one (1) part-time contract IT position in the Sheriff's Department with an internal full-time position using the funding offset from the monies allocated for the contract.

Analysis:

Using the funding offset from the monies allocated for a contract, Lake County Sheriff's Office (LCSO) would like to create a full time IT Technician position at a grade S5, bringing the total number of IT Technicians in the department to three (3). With this addition of a new FTE, LCSO will still be one less full time FTE from the general fund heading into FY 2022 based on other positions removed from the General Fund earlier in FY22.

Recommendation:

The Director of Human Resources recommends the addition of one full-time IT Technician position at a grade S5 using the funding offset from the monies allocated for a contract IT position that will be ending.

Position #	Title	Committee Action
Not applicable	IT Technician	Creation of 1.0 FTE

Budget Impact/CFO's Assessment:

- Current FY Budget – There is a direct offset between categories (contractual to personnel) to fully offset this proposed change.
- Long Term Budget – Personnel costs for staff generally outpace the increase in third party contracts, so this does increase the cost to the County on an ongoing basis.

County Administrator Recommendation:

- Approved Comments
- Not Approved

John Light 10/4/2021

County Administrator Signature and Date