



Human Resources Office
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MEMORANDUM

Date: July 24, 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 *[Signature]*
Subject: Reclassification of position number 26043 FOIA Coordinator

Action Requested:

A reclassification of position 26043 FOIA Coordinator from grade K7 salaried to an Assistant to the County Administrator, M9 salaried.

Analysis:

I reviewed the job description provided and I believe there is concurrence that it needs to be updated so it reflects the management of the FOIA programs as well as other duties or areas of responsibilities the position is expected to oversee and perform.

The more specific the job description, the more likely it will aid the incumbent because it will outline duties, authorities, and responsibilities. The proposed grade (M9) is like some other positions within the enterprise that supervise programs.

Recommendation:

Complete the revision of the job description before enacting the grade change from K7 to M9. If the position is reclassified, the incumbent should be moved to the minimum of the new grade (M9). Additionally, if approved by the County Administrator, this reclassification needs to be routed to the Finance & Administration Committee for final approval.

Position #	Last Name	First Name	Current Title	Current Grade	Current Salary	Proposed Title	Grade	Proposed Salary
26043	██████	██████	FOIA Coord.	K7	\$68,775.00	Assistant to County Administrator	M9	\$78,909.19

Budget Impact/CFO's Assessment:

- Current FY Budget – The County Administrator’s budget should be able to absorb this increase with other vacancies.
- Long Term Budget – This reclassification will result in higher ongoing costs in personnel and related benefits in the future, but subsequent budgets will be adjusted to absorb the increase.

County Administrator Recommendation:

- Recommend Approval
 Do Not Recommend Approved

Comments: Recommend approval. In accordance with Personnel Policy 5.11, forwarding to F&A committee for final approval.

[Signature] 8/28/2023
 County Administrator Signature and Date