



June 12, 2025

**To: Patrice Sutton, County Administrator**  
**From: Darcy Adcock, HR Director**

**Re: Reclassification of Position #33058**  
**Communications Technician Grade 5 to Radio Coordinator Grade 9**

**Department Request [EMA]**

Attached.

**Human Resources Analysis [Darcy Adcock]**

Human Resources reviewed the request from the Lake County Emergency Management Agency. This position has been vacant since November 2024. The current grade and salary of the role does not allow for the level of responsibility that is required. This role requires interdepartmental strategy, interfacing, coordination and relationship building with internal partners. The role is expected and required to be flexible to handle after-hours emergencies and be forward thinking to accomplish long term goals and program enhancements. This position plays an integral role in public safety in the event of an emergency within the community. The collaboration required with external partners within the County and the State, requires a dedicated professional.

Human Resources supports the request for a reclassification of the vacant position, as well as the adjustment from a non-exempt hourly position to an exempt salaried position.

Position	Occupant of Position	Existing Position	Existing Grade	Proposed Position Name	Proposed Grade
#33058	VACANT	Communications Technician	Hourly 5	Radio Coordinator	Salary 9

**Budget Analysis [Michael Wheeler, Budget Manager]**

Due to the vacancy in the existing position for the first seven months of the fiscal year, it is anticipated that the FY26 approved budget will be able to absorb this increased salary. Additionally, the incumbent who previously held this position and whose salary was used for FY26 budget preparation was a long-time County employee nearer the top of the previous grade, so the increase and impact on future budgets will not be overly burdensome.

**The applicable policies are as follows:**

Policy 5.11 Section 2- Reclassification of an Existing Position