



Human Resources Office

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MEMORANDUM

Date: October 29, 2023
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator *JGH*
 Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *JL*
Subject: Request for a reclassification of position 34000 & increase in pay

Action Requested:

Recommend the approval of the reclassification of position 34000 Principal Bldg./Structural Inspector to an Assistant Field Superintendent from K7 to K8 with a corresponding increase to base pay of 21%.

Analysis:

The employee in position 34000 has been recruited and received a verifiable job offer from a private sector entity for 36% increase in pay. To prevent this loss and protect the ability of the County to continue to service the communities the County is contracted to serve, the Director of Human Resources worked with the Director of Planning & Development to accelerate a succession plan that is being caused by the planned retirement of a long tenured management employee in approximately two years.

The employee in this situation has been working for the County for 15+ years and still has not reached the midpoint of the salary range his position is assigned to. Advancing the timeline of the succession plan is necessary because this employee is integral to that plan.

Therefore, Human Resources recommends the reclassification of this position and the pay increase specified below. The employee currently serving in this position has marketable skills and certifications which are presently in high demand.

Continuity is important for positions in this department, much of the training is done on the job and the role of the proposed Assistant Field Superintendent will be critical to the economic development of the County and the contracts in place with municipalities.

Position Number	Title	Grade	Current Pay	Title	Proposed Grade	Proposed Pay	Percentage Increase
34000	Principal Bldg/Struct. Inspector	K7	\$73,961	Assistant Field Superintendent	K8	\$93,600	21%

Recommendation:

The Director of Human Resources recommends approval of a reclassification of position 34000 and an increase in pay of 21%, (\$93,600 per yr.). Additionally, this recommendation includes the proviso that the employee should still be eligible for the annual pay increase which other non-union employees are eligible for.

Budget Impact/CFO's Assessment:

- Current FY Budget – The FY2024 Recommended Budget did not anticipate this significant of an increase for this employee. The Department Director has indicated that he will monitor the personnel budget and hold vacancies as necessary.

- Long Term Budget - Future budgets will be adjusted to account for this reclassification and higher salary.

County Administrator Recommendation:

Recommend Approval

Comments: Forward to the F&A Committee for consideration

Do Not Recommend Approved

Jang Jin 11/6/2023
County Administrator Signature and Date