



Human Resources Office
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MEMORANDUM

Date: January 21, 2023
To: Finance & Administrative Services Committee
Via: Gary Gibson, County Administrator
 Jim Hawkins, Deputy County Administrator *JAH*
 Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *JL*
Subject: Reclassification of Assistant Human Resources Director position

Action Requested:

A reclassification and corresponding pay increase to the employee in the Assistant Director of Human Resources position (position # 32021).

Analysis:

The reclassification of the Assistant Public Works Director to grade M12 leaves only the Assistant Director of Human Resources as the lone Deputy Director in grade M11 in an appointed Department.

This is an inequity even more so when comparing the classification of the current Assistant Director of Human Resources to positions within the organization which touch the human resources function in outlying departments because they are graded M12 (see table below).

If the position is reclassified, the cost of a 5% increase will be absorbed by vacancy savings within the Human Resources Department and possibly in outlying years by the downgrade of other positions which are currently being considered.

Recommendation:

The Director of Human Resources recommends reclassifying the Assistant Human Resources Director from grade M11 to grade M12 and increasing the salary of the incumbent in the position by 5% consistent with the applicable personnel policies. Additionally, the recommendation is to change the naming convention of the position to Deputy Chief Human Resources Officer to reflect true scope of responsibility of the position.

Comparable Positions - Deputies		
Deputy Chief IT Officer	M12	Information Technology
Deputy Director/Building Official	M12	Planning & Development
Deputy Finance Director	M12	Finance
Assistant County Engineer	M12	DOT
Assistant County Engineer	M12	DOT
Assistant Director of Public Works	M12	Public Works
Position we recommend reclassifying		
Assistant Director of Human Resources	M11	Human Resources
Positions with Higher Grades/less scope of work in Human Resources		
Director of Admin Services	M12	19th Judicial Circuit
Director of Human Resources	M12	Health Department
Proposed Change		
Deputy Chief Human Resources Ofc	M12	Human Resources

Budget Impact/CFO's Assessment:

- Current FY Budget – The recommendation results in an increase of 8.6% during FY2023, as opposed to the 3.25% that was budgeted. \$3,915 was budgeted and the total increase, including the 3.46% increase on 12/3/2022, is a total of \$10,400, a difference of \$6,485, that was not anticipated in the budget. It is too early in the fiscal year budget to estimate whether the departmental budget will be able to absorb this increase.
 - Long Term Budget - All salary increases have a compounded impact, since the base salary also drives payroll taxes and pension contributions. However, this increase would be able to be built into future budgets.
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County Administrator Decision:

Recommended

Not Recommended

Comments: Recommend approval to correct inequity.
Forward to F&A Committee for approval in accordance
with Personnel Policy 5.11



County Administrator Signature and Date

2/1/2023