

**Human Resources Office**18 N. County St. – 7th Floor

Waukegan, Illinois 60085

Phone: 847.377.2250

www.lakecountyil.gov**MEMORANDUM**

Date: February 28, 2023
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator *JH*
Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *SL*
Subject: Request for a one-time increase to base pay

Action Requested:

Recommend the approval of an additional 7% increase to base pay (for a total of a 17% increase in base pay) for the Assistant Building Official, position number 34057.

Analysis:

The Assistant Building Official was recruited by another local government agency. To prevent the County from losing this employee, the County Administrator authorized a one-time increase in pay of 10%. However, this still does not equal the amount in salary which the other Community offered.

Therefore, Human Resources recommends authorizing an additional increase above the 10% (the total increase would be 17% from their original salary or what we refer to as "baseline"). The employee currently serving as the Assistant Building Official has marketable skills and certifications which are presently in high demand.

Continuity is important for positions in this department and the role of the Assistant Building Official is critical to the economic development of the County and the contracts in place with municipalities.

Position Number	Title	Grade	Beginning	Authorized by CA	Committee Request
34057	Assistant Building Official	M8	\$81,390.00	\$89,529.00	\$95,226.30
			<i>Baseline</i>	<i>10% increase from Baseline</i>	<i>17% increase from Baseline</i>

Recommendation:

The Director of Human Resources recommends approval of a one-time total increase of 17% to bring the employee in the Assistant Building Official position (number 34057) to an annual salary of \$95,226.30.

Budget Impact/CFO's Assessment:

- Current FY Budget – It is too early in the budget year to be ascertain whether the personnel budget will be able to absorb this increase, depending on vacancies, retirements, future hires, etc.
- Long Term Budget - Increased salaries increase future budgets exponentially, but they will be able to be accounted for in future fiscal years.

County Administrator Recommendation:☒ Recommend ApprovalComments: Forward to the F&A Committee for consideration☐ Do Not Recommend Approved

County Administrator Signature and Date

Gary Gibson 3/3/2023