



**Human Resources Office**

18 N. County St. – 7<sup>th</sup> Floor  
 Waukegan, Illinois 60085  
 Phone: 847.377.2750  
[www.lakecountyil.gov](http://www.lakecountyil.gov)

**MEMORANDUM**

**Date:** February 28, 2023  
**To:** Finance & Administrative Services Committee  
**Via:** Gary Gibson, County Administrator  
 James Hawkins, Deputy County Administrator *JGH*  
 Patrice Sutton, Chief Financial Officer *PS*  
**From:** John Light, Director of Human Resources *JL*  
**Subject:** Reclassification of Principal Engineer position number 29057 - DOT

**Action Requested:**

A reclassification of position 29057 from Principal Engineer, grade M9 to Manager of Permitting, grade MIT10. Pursuant to Policy the reclassification would be accompanied with a 5% increase in pay.

**Analysis:**

During a review of the Engineering positions in the Department of Transportation (DOT). We noticed position 29057 is listed in position control with the same title and pay range as two positions it supervises. We believe this needs to be fixed because management positions need to have a title that reflects their responsibilities, and the pay range should reflect that higher level of responsibility. Moreover, the grade of manager should not be the same as positions it supervises.

This is a problem we should address and can address by reclassifying the position from an M9 to M10 which addresses the present inequity and is more reflective of the actual duties/job market for this position. Additionally, we recommend formally changing the title of the position to Manager of Permitting to reflect the actual title used.

Title	Proposed Title	Grade	Proposed Grade	Department	Salary	Proposed Salary
Principal Engineer	Manager of Permitting	M9	MIT 10	DOT	\$123,540.56	\$129,717.59
Principal Engineer	No Change	K9	No Change	DOT		
Principal Engineer	No Change	K9	No Change	DOT		
Principal Engineering Technician	No Change	K5	No Change	DOT		
Engineer	No Change	K7	No Change	DOT		

**Recommendation:**

The Director of Human Resources recommends reclassifying position number 29057 Principal Engineer, grade M9 to Manager of Permitting, grade MIT 10 and increasing the base pay for the employee in this position by 5% consistent with Policy 5.11 effective the first pay period following Committee approval.

**Budget Impact/CFO's Assessment:**

- Current FY Budget – Only three months into the fiscal year, it is difficult to forecast whether the department will be able to absorb this increase in its existing budget and no direct offset has been provided.
- Long Term Budget – Any increase in base salaries compounds over time and increases exponentially. However, future budgets will be able to be adjusted to include the higher base salary.

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**County Administrator Recommendation:**

Recommend Approval

Comments: Forward to the F&A Committee for consideration

Do Not Recommend Approved

*Gary Gibson* 3/3/2023  
County Administrator Signature and Date