



**Human Resources Office**

18 N. County St. – 7<sup>th</sup> Floor  
Waukegan, Illinois 60085  
Phone: 847.377.2250  
[www.lakecountyil.gov](http://www.lakecountyil.gov)

**MEMORANDUM**

**Date:** September 3, 2021  
**To:** Finance & Administrative Services Committee  
**Through:** Gary Gibson, County Administrator  
**From:** John Light, Director of Human Resources  
**Subject:** Recommendation – Reclassification

---

**Issue**

Recent changes in legislation prompted a review of the workload of the FOIA/Redaction Clerk position in the Sheriff's Department.

**Analysis**

The FOIA/Redaction Clerk in the Sheriff's Department primarily focuses on responding to requests from outside entities or individuals for information. These requests must be responded to in a timely manner as required by law.

Based upon the increasing number of requests, we recommend increasing the number of budgeted hours of this position. The FOIA/Redaction Clerk is currently a .5 FTE position and we recommend increasing it to a 1.0 FTE.

Increasing the number of budgeted hours of this position will make the employee in the position eligible for more benefits, but it will not change the salary range or the hourly rate of earnings for the position.

**Recommendation**

Human Resources recommends the Committee approve the reclassification of position 39512 FOIA/Redaction Clerk from part-time .5 FTE to 1.0 full-time FTE.