

**Human Resources Office**18 N. County St. – 7<sup>th</sup> Floor

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[www.lakecountyil.gov](http://www.lakecountyil.gov)**MEMORANDUM**

**Date:** September 3, 2021  
**To:** Chair, Finance & Administration Committee  
**Through:** Gary Gibson, County Administrator  
**From:** John Light, Director of Human Resources  
**Subject:** Reclassification of position in Department of Transportation (DOT)

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**Action Requested:**

The Department of Transportation has requested to reclassify position 29019 Principal Engineering Technician to an Entry Level Civil Engineer.

**Analysis:**

The County has been unable to recruit a candidate to fill the Principal Engineering Technician position for nine (9) months. Over this period of time, the landscape of the marketplace has changed and with the approval of the new project plan, the complexity of work the Department will be performing has also changed.

For this reason, we now believe this vacant position should be reclassified from a Principal Engineering Technician (K5) to an entry level Civil Engineer (K7).

**Budget and FTE Impact:**

- FTE – No change / no impact.
- Budget – This action will not result in a need to increase the DOT Budget in the next fiscal year, but will not cause the Department to exceed their current budget.

**Recommendation:**

The Director of Human Resources recommends the County Administrator reclassify the position below:

Position #	Current Title	Grade	New Title	Grade
29019	Principal Engineering Technician	K5	Civil Engineer	K7