

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

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www.lakecountyil.gov**MEMORANDUM**

Date: October 29, 2021
To: Gary Gibson, County Administrator
Via: Jim Hawkins, Deputy County Administrator
Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *SL*
Subject: Request for Off-Cycle Increase to Base Wage

Action Requested:

Increase to the base salary of employee in position number 32003 (Human Resources Generalist) to bring the incumbent in this position to a comparable rate paid to new employees in similar positions in the Department.

Analysis:

The current employee has a 14-year history with the County. The employee is extremely well respected and is a key component to the Department's success. The County Administrator has authorized increases to the extent of their authority listed in 5.11 of the Personnel Policies, but additional authority is needed to ensure the employee in this position is paid comparably to new employee in similar positions.

For example, the last two experienced hires in similar positions were hired at the rate of \$70,000 annually.

If the proposed increase is approved, the employee will still be paid below the midpoint of the salary range.

Recommendation:

The Director of Human Resources recommends the additional 6% increase in the base salary of the employee in position 32003.

Position Number	Current Salary	Proposed Annual	Difference	Percent Increase
32003	\$66,834	\$71,000	\$4,166	6%

Budget Impact/CFO's Assessment:

- Current FY Budget – These unbudgeted increases increase the overall payroll for the current year and on an ongoing basis, but the impact is minimal for the remainder of FY21, given the proximity to year end. It is likely the increase can be absorbed by FY21 vacancy savings.
- Long Term Budget – Higher salaries compound over time and result in higher payroll tax and pension costs.

County Administrator Decision:☒ Approved

Comments

Forward for F&A approval.☐ Not Approved*Gary Gibson*
County Administrator Signature and Date