



# Lake County Illinois

## Legislation Text

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**File #:** 09-1061, **Version:** 1

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Committee Action authorizing an approval for a change in work hours for an Accounts Payable position in the Finance and Administrative Services Department from 37.5 to 40 hours per week.

- The Finance department has three (3) budgeted positions for Accounts Payable, one of which is vacant.
- It has been determined that a large portion of the work is performed Wednesday through Friday, and; if one staff member's hours are increased from 37.5 to 40 hours per week then all the work can be completed.
- It is projected that the County will realize an annual savings of approximately \$25,000 by this action.

December 29, 2008

**TO:** Brent Paxton, Chair  
Financial and Administrative Committee

**FROM:** Rodney Marion, Human Resources Director

**RE:** Position reclassification

Your favorable consideration is requested to approve change in work hours for an Accounts Payable position in the Finance and Administrative Services Department from 37.5 to 40 hours per week.

The Finance and Administrative Department is budgeted for three (3) positions in the Accounts Payable Division.

One of the positions, Accounting Specialist, is vacant.

A large portion of the work is performed Wednesday through Friday and if one staff member's hours are increased from 37.5 to 40 hours per week all the work can be completed by the two remaining employees and;

It is projected that an annual cost savings of approximately \$25,000 will be realized by this action.

Your favorable consideration is requested.

