



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: November 9, 2017

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of the following changes to the Temporary Wage Schedule:

- Renumber salary grades as shown in chart below.
- Delete the title Team Leader.
- Add titles of Team Leader – Golf Course Laborer (T3); Team Leader – Independence Grove Attendant (T4); Team Leader – Marina (T4); Team Leader – Aquatics (T4.)
- Adjust salary grades T5 and T12.

	Title	Range
T31	Lead Program Instructor	\$20.00 - \$28.00
T42	Assistant Manager I – Golf Assistant Manager – Fox River	\$15.00 - \$23.00
T13	Assistant Manager Engineer Intern Information Technology Intern GIS Intern PGA Assistant Golf Professional Team Leader – Golf Course Laborer	\$12.00 - \$15.00
T24	Team Leader Team Leader – Independence Grove Attendant Team Leader – Marina Team Leader – Aquatics	\$10.00 - \$14.00
T165	Golf Course Laborer Laborer Laborer – Painting Crew Laborer – Seed Nursery	\$9.50 – \$13.50 \$11.00 - \$14.00
T156	Lifeguard	\$9.50 - \$12.00
T147	Collections Assistant Intern Instructor Coordinator of Golf Merchandiser of Golf Marina Attendant Independence Grove Attn. Visitor Services Assistant Assistant Program Instructor	\$9.00 - \$13.00

T68	Guest Services Attendant Food and Beverage Attendant Program Assistant	\$8.25 - \$10.00
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Youth Conservation Corps			
T9	YCC Program Manager	\$16.00 - \$20.00	
T10	Asst. Program Manager	\$12.00 - \$15.00	
T11	Crew Leader	\$10.25 - \$11.75	
		Season 1	Season 2
T12	Asst. Crew Leader	\$8.75 \$9.00	\$9.25 \$9.50
T13	Youth	\$8.25	\$8.50

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability.

FINANCIAL DATA: These changes will have a nominal impact on the cost of temporary labor, as the District has been routinely hiring well above the minimum in pay grade T5 in order to fill these positions. The proposed wage grade increases simply reflect what the District already pays, and budgets for, to fill these positions.

BACKGROUND: The District designs its compensation structure to remain competitive with the market as well as to maintain internal equity between positions. It has become increasingly challenging to recruit and retain the Laborer and Golf Course Laborer positions. In order to remain competitive and continue to fill our vacancies with qualified candidates, it is recommended that the T5 range be adjusted from \$9.50 - \$13.50 to \$11.00 - \$14.00.

Under the current structure, the position of YCC Assistant Crew Leader is compensated at only .25 above a second year YCC member. This minor difference in pay is not reflective of the position's responsibility and has impacted interest in promoting into this position. Therefore, it is recommended that Season 1 and Season 2 rates for the YCC Assistant Crew Leader position be increased to \$9.00 and \$9.50, respectively.

REVIEW BY OTHERS: Chief Operations Officer, Director of Facilities, Director of Operations & Infrastructure, Manager, Human Resources & Risk, Director of Finance.

APPROVED:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____

Voice Vote Majority Ayes; Nays: _____