



Agenda Memo

Crest Hill, IL

Meeting Date:	8/29/2022
Submitter:	Lisa Banovetz/ Glen Conklin
Department:	Treasurer's Office
Agenda Item:	Approval of the Employee Relations Manager ~ Assistant to the Director of Finance position

Summary:

The City is respectfully requesting Council approval to create an Employee Relations Manager ~ Assistant to the Director of Finance position. The City did budget \$100,000 with the intention of replacing this position. There would not be a need for an amendment to the Fiscal Year 2022~2023 budget.

The job description for this position is attached.

Recommended Council Action:

Provide approval to create an Employee Relations Manager ~ Assistant to the Director of Finance position and to create the ordinance which will allow for the addition of this position as discussed at the September 22, 2022 City Council Work Session.

Financial Impact:

Funding Source: 50% General Fund and 50% Water/Sewer Fund

Budgeted Amount: \$100,000

Cost: \$66,000 plus benefits and a \$2,500 bonus upon SHRM-SCP certification

Attachments: Job description