



## Agenda Memo

Crest Hill, IL

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

### Summary:

The City is respectfully requesting Council approval to create a position for Employee Relations Manager ~ Assistant to the Director of Finance. 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:

Approve the addition for position of Employee Relations Manager ~ Assistant to the Director of Finance 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

**Attachments:** Job description