



Staff Report

MEMO TO: IHLS Board of Directors
FROM: Leslie M. Bednar
DATE: November 25, 2019
RE: Staffing Update

The following represents staffing changes for the month of November. We welcome new staff to our operations team and request your acceptance of our recommendation. The courier positions at our Champaign office are in-budget and were determined following route and volume evaluations.

The two promotions are well-deserved. The first is a direct result of additional duties assumed upon the retirement of the SHARE Manager for Administrative Services. The second is based on several factors:

- adjustment of responsibilities in the Finance and HR departments following the departure in May, 2019 of the Chief Fiscal Officer
- identification of additional policies, practices and training necessary to position our staff and the agency in a competitive and litigious business climate
- early research on our position reclassification project identified compensation of our HR professional as significantly below all other members of our internal leadership team which is at odds with position requirements

Please let me know if you have any questions and I will answer as much as I can.

Thank you.

New Hires – Pending Board Approval

Classification: Courier (Part-time)

Project/Location: Operations/ Champaign

Start Date: TBD

Salary: \$10.24

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Project/Location: Operations/ Champaign

Start Date: TBD

Salary: \$10.24

Resignations and Retirements

Classification: Courier (Part-time)

Project/Location: Operations/ Edwardsville

Last Day: November 22, 2019



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Salary: \$11.35/hr.

Promotions/Change in Position:

Classification: SHARE Administrative Service Specialist (Full-time)

Project/ Location: SHARE/ Carbondale

Previous Salary: \$38,456.88

New Salary: \$43,456.88

Comments: Salary retroactive to October 1, 2019

Classification: Human Resources Business Partner (Full-time)

Previous Classification: Human Resources Generalist (Full-time)

Project/ Location: Administration/ Edwardsville

Previous Salary: \$54,106.04

New Salary: \$68,500.00

Comments: Salary retroactive to July 1, 2019 ; cost of living increase (3%) included effective July 1, 2019