



# Staff Report

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MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: October 30, 2023  
RE: Staffing Update

The following represents new hire recommendations and a market adjustment. Our recommendation is to hire a senior accountant for our Edwardsville Hub, a sorter in the Champaign hub location, and a courier driver in Edwardsville. The market adjustment is due to the restructuring of duties during the vacancy of the senior accountant position. The changes directly impact the duties that the accounts payable coordinator performs.

Please let me know if you have any questions, and I will answer as many as possible at the meeting. Thank you.

### Pending Board Approval

*Classification:* Senior Accountant (full-time)

*Project/ Location:* Finance/ Edwardsville

*Salary:* \$66,272/annual

*Start Date:* 10/16/2023

*Classification:* Sorter(part-time)

*Project/ Location:* Operations/ Champaign

*Salary:* \$14/hr.

*Start Date:* TBD

*Classification:* Courier Driver (full-time)

*Project/ Location:* Operations/ Edwardsville

*Salary:* \$15/hr.

*Start Date:* TBD

### Market Rate Adjustments (Effective 10/23/2023)

*Classification:* Accounts Payable Coordinator (part-time)

*Project/Location:* Finance/ Edwardsville

*Current Salary:* \$21.59/hr.

*New Salary:* \$23.72 /hr.