

County of Lake Hiring Incentives

Purpose

The purpose of the hiring incentive is to attract and hire qualified employees for hard-to-fill positions. The County of Lake will pay a hiring incentive to an employee if both of the following have been met:

1. The position has been determined hard-to-fill.
2. The applicant has not been a previous County employee in the last eighteen (18) months.

Hard to Fill Positions

A hard to fill position is defined as employment trends and labor-market factors that have impacted the ability to hire quality candidates for non-entry level positions. To be eligible for hiring incentives for hard to fill position, the department must be fully engaged in the recruitment process by taking timely action with the eligibility list and scheduling the interviewing process within four weeks of receiving the eligibility list. In addition, to qualify for hard to fill the position you must meet at least three of the hard to fill criteria listed below.

Hard to fill criteria:

- Resulted in 2 failed recruitments in a six month period.
- The recruitments resulted in fewer than 3-5 qualified, eligible, and available applicants in a six month period.
- The recruitment resulted in qualified candidate that declined the County offer of employment documented in NeoGov.
- Non-entry level positions that have turned over multiple times in the last three to five years.

Eligible positions:

See Attachment A for a full list of eligible positions

1. Attorneys
2. Engineering positions
3. Licensed medical staff
4. Mid / senior level management positions
5. Planners
6. Safety positions
7. Senior accounting and finance positions
8. Social Workers
9. Mental Health and Substance Abuse Positions
10. Positions with specialized skills and/or certifications
11. Training and Eligibility Workers

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Review of Hard to Fill Eligible Positions

- The Classification, Compensation, Recruitment, and Retention Committee (CCRR) will review requests to add a position to the hard to fill eligibility list.
- The Department Head must submit in writing a justification to add a position to the hard to fill eligibility list.

Hiring / Sign-on Incentive for Non-Safety Positions

- The Department Head may request a Sign on Incentive payment of 10% of the annual rate of pay to a newly appointed employee not to exceed \$10,000.00.
- The hiring incentive will be made in two (2) equal payments. The first payment will be made to an employee within the next available pay period following the date of hire and the second payment will be made upon completion of the first year.
- The employee must remain employed with the County for two (2) years or repay the hiring incentive on a prorated basis.
- The employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

Sheriff, Corrections, and Probation Department Hiring Incentives

Deputy Sheriff I/II

- Deputy Sheriff I/II positions automatically qualify for the hiring incentives.
- \$10,000.00 hiring incentive for Deputy Sheriff I/II.
- The \$10,000.00 hiring incentive will be made in two (2) \$5,000.00 payments. The first \$5,000.00 payment will be made to an employee within the next available pay period following the initial, hire date and the second \$5,000.00 payment will be made upon completion of the first year of employment.
- Employee must remain employed with the County for two (2) years or repay the hiring incentive on a prorated basis.
- The employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination

Deputy Sheriff I/II – Corrections and Dispatcher

- \$10,000.00 hiring incentive
- Deputy Sheriff Corrections I/II positions automatically qualify for the hiring incentives.
- The \$10,000.00 hiring incentive will be made in two (2) \$5,000.00 payments. The first \$5,000.00 payment will be made to an employee within the next available pay period following the hire date and the second \$5,000.00 payment will be made upon completion of first year of employment.
- The employee must remain employed with the County for two (2) years or repay the hiring incentive on a prorated basis.
- The employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

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Deputy Probation Officer I/II and Welfare Fraud Investigator

- \$10,000.00 hiring incentive
- Deputy Probation Officer I/II and Welfare Fraud Investigator positions automatically qualify for the hiring incentives.
- The \$10,000.00 hiring incentive will be made in two (2) \$5000.00 payments.
The first \$5,000.00 payment will be made to an employee within the next available pay period following the date of hire and the second \$5,000.00 payment will be made upon completion of the first year of employment.
- The employee must remain employed with the County for two (2) years or repay the hiring incentive on a prorated basis.
- The employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

Hiring / Sign-on Incentive for Positions that do not meet Hard to Fill Criteria

- Upon special circumstances, a Department Head may request to the CAO and HR Director approval to request a hiring incentive for a position that does not meet the hard-to-fill criteria.
- The Department Head must e-mail their justification to the CAO and HR Director via e-mail for approval.
- If approved by the CAO and HR Director, a Department Head may request a Sign-on Incentive payment of 10% of the annual rate of pay to an appointed employee not to exceed \$10,000.00.
- The hiring incentive will be made in two (2) equal payments. The first payment will be made to an employee within the next available pay period following the date of hire and the second payment will be made upon completion of the first year of employment.
- The employee must remain employed with the County for two (2) years or repay the hiring incentive on a prorated basis.
- The employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

Time Limit

The Hiring Incentive Form (AdobeSign) must be completed no later than 90 days from the employees date of hire. The department head or department head designee is responsible for completing the form.

Adopted by the Board of Supervisors 6.22.2021 Revised 2.27.24

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Attachment A Hard to Fill Eligible Positions

1. Attorneys:

Deputy District Attorney
Deputy County Counsel
Child Support Attorney
Deputy Public Defender

2. Engineering Positions:

Air Quality Engineer
Air Quality Engineer, Senior
Associate Civil Engineer
CMOM Engineer
Principal Civil Engineer
Special Projects Engineer II
Water Resources Engineer II / Senior

3. Licensed Medical Staff:

Community Health Nurse
Licensed Vocational Nurse
Nurse Practitioner - Physician's Assistant
Occupational Therapist
Physical Therapist
Public Health Nurse
Psychiatric Technicians
Public Health Officer
Registered Nurse
Registered Dietician
Supervising Mental Health Nurse

4. Mid / Senior Level Management Positions:

Appointed Department Heads
Assistant County Administrative Officer
Assistant Directors
Behavioral Health Program Manager
Chief Building Official
Chief Deputy Auditor-Controller
Chief Deputy County Administrative Officer
Directors
Deputy Directors
Risk Manager
Special District Administrator

5. Planners

Planner, Associate
Planner, Senior
Principal Planner

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6. Safety Positions:

Deputy Sheriff
Deputy Sheriff-Corrections
District Attorney Investigator
Public Safety Dispatcher
Probation Officer
Welfare Fraud Investigator / Supervisor

7. Senior Accounting and Finance Positions:

Assistant Auditor-Controller
Accountant II
Accountant-Auditors
Payroll Analyst, Senior
Supervising Accountant

8. Senior Social Workers:

Social Workers
Social Worker Supervisors

9. Mental Health & Substance Abuse Positions

Mental Health Specialist
Mental Health Specialist Senior
Mental Health Team Leader
Substance Abuse Counselor
Substance Abuse Counselor Senior

10. Specialized Skills, Certifications

Water/Wastewater Treatment Plant Operator II/III
County Surveyor
Veterinarian
Heavy Equipment/Automotive Mechanic

11. Training and Eligibility Workers

Adopted by the Board of Supervisors 6.22.2021 Revised 2.27.2024