



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JUNE 25, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**Committee Members:**

**Meredith M. Turner, Chair – District 9**  
**Michael J. Gallagher, Vice Chair – District 5**  
**Dale Miller – District 2**  
**Yvonne M. Conwell – District 7**  
**Martin J. Sweeney – District 3**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 11, 2024 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) **R2024-0155: A Resolution confirming the County Executive’s reappointment of Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 9]**

- b) R2024-0214: A Resolution confirming County Executive's appointment of Daniel Smith to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 22]
- c) R2024-0227: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-F; and declaring the necessity that this Resolution become immediately effective. [See Page 28]
- d) R2024-0228: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-J; and declaring the necessity that this Resolution become immediately effective. [See Page 53]
- e) R2024-0231: A Resolution confirming the County Executive's appointment of Linda Johaneck to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 91]
- f) R2024-0235: A Resolution confirming the County Executive's appointment of Chief Calvin Williams to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 99]

## **6. MISCELLANEOUS BUSINESS**

## **7. ADJOURNMENT**

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



**MINUTES**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JUNE 11, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**1. CALL TO ORDER**

**Chairwoman Turner called the meeting to order at 10:04 a.m.**

**2. ROLL CALL**

**Ms. Turner asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Turner, Gallagher and Miller were in attendance and a quorum was determined. Committee members Conwell and Sweeney were absent.**

**3. PUBLIC COMMENT**

**There were no public comments given.**

**4. APPROVAL OF MINUTES FROM THE MAY 21, 2024 MEETING**

**A motion was made by Ms. Turner, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the May 21, 2024 meeting.**

**5. MATTERS REFERRED TO COMMITTEE**

**[Clerk's Note: Item No. 5.g) was taken out of order and considered before Item Nos. 5.a) through 5.f)]**

- a) R2024-0154: A Resolution confirming the County Executive's reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Zoe Toscos, Special Projects Manager for the Executive's Office, addressed the Committee regarding Resolution No. R2024-0154. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Billy Gayheart, Jr., Chair of the Membership Committee of the Cuyahoga Regional HIV Prevention and Care Planning Council, read a prepared statement from Dr. Barbara Gripshover, who was unable to attend the meeting. Discussion ensued.**

**Committee members asked questions of Mr. Gayheart, Jr. pertaining to Dr. Gripshover's experience, expertise and qualifications, which he answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0154 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

- b) R2024-0179: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2024-0179. Discussion ensued.**

**Committee members asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2024-0179 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

- c) R2024-0212: A Resolution confirming the County Executive's appointment of Dorothy Todd to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0212. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Chief Dorothy Todd addressed the Committee regarding her nomination to serve on the Cuyahoga County Diversion Board. Discussion ensued.**

**Committee members asked questions of Chief Todd pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Mr. Miller with a second by Mr. Gallagher, Resolution No. R2024-0212 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Mr. Miller, Ms. Turner and Mr. Gallagher requested to have their names added as co-sponsors to the legislation.**

- d) R2024-0213: A Resolution confirming the County Executive's appointment of Bianca Crawford to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0213. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Bianca Crawford addressed the Committee regarding her nomination to serve on the Division of Children and Family Services Advisory Board. Discussion ensued.**

**Committee members asked questions of Ms. Crawford pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0213 was considered and approved by unanimous vote to be referred to**

**the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Mr. Miller and Ms. Turner requested to have their names added as co-sponsors to the legislation.**

- e) R2024-0214: A Resolution confirming County Executive's appointment of Daniel Smith to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

**There was no legislative action taken on Resolution No. R2024-0214.**

- f) R2024-0215: A Resolution confirming the County Executive's reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0215. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Verna Darby addressed the Committee regarding her nomination to serve on the Division of Children and Family Services Advisory Board. Discussion ensued.**

**Committee members asked questions of Ms. Darby pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2024-0215 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Mr. Miller and Ms. Turner requested to have their names added as co-sponsors to the legislation.**

- g) R2024-0216: A Resolution confirming the County Executive's reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2024 - 6/21/2027, confirming the reappointment of various alternates, and declaring the necessity that this Resolution become immediately effective:

- 1) Reappointments:
  - a. Michael W. Dever
  - b. Nichole L. English
  
- 2) Reappointments as alternates:
  - a. Thomas Sotak to Michael W. Dever
  - b. Christopher A. George to Nichole L. English

**Ms. Toscos introduced a proposed substitute to Resolution No. R2024-0216, to change the reappointment of Christopher A. George to the appointment of Eric Mack as an alternate to Nichole L. English.**

**A motion was made by Ms. Turner, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute.**

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0216. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Michael W. Dever, Ms. Nichole L. English, Mr. Thomas Sotak and Mr. Eric Mack addressed the Committee regarding their nominations to serve on the District One Public Works Integrating Committee. Discussion ensued.**

**Committee members asked questions of Mr. Dever, Ms. English, Mr. Sotak and Mr. Mack pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0216 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.**

- h) R2024-0217: A Resolution confirming the County Executive's appointment of Gina Vernaci to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0217. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Gina Vernaci addressed the Committee regarding her nomination to serve on the Cuyahoga Arts and Culture Board of Trustees. Discussion ensued.**

**Committee members asked questions of Ms. Vernaci pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Gallagher, Resolution No. R2024-0217 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**7. ADJOURNMENT**

**Chairwoman Turner adjourned the meeting at 11:02 a.m., without objection.**



**County Council of Cuyahoga County, Ohio**

**Resolution No. R2024-0155**

<b>Sponsored by: County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the mission of the Cuyahoga Regional HIV Prevention and Care Planning Council (“HIV Planning Council”) is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties, and to serve as a sounding board and to provide input for the targeted populations at high risk of HIV/AIDS and STI infections to ensure there are no gaps in HIV/AIDS interventions; and

**WHEREAS**, the Membership and Outreach committee of the HIV Planning Council recommend the nominees based on satisfaction of the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

**WHEREAS**, the HIV Planning Council is a 35-member body serving staggered terms; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, the County Executive has nominated Deairius Houston to serve on the HIV Planning Council for the term 10/28/2023 - 10/27/2026.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s re-appointment of Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 23, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

April 10, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga Regional HIV Prevention and Care Planning Council

Dear President Jones:

Pursuant to provisions contained in the Ryan White HIV/AIDS Treatment Extension Act of 2009, I am nominating the individuals listed below and in the attached documents to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. The Council has specific membership requirements and a brief summary of the applicable mandates is attached for review as well.

Re-appointment

- **Billy Gayheart Jr.**, 3-year term, 10/28/2023 – 10/27/2026
- **Dr. Barbara Gripshover**, 3-year term, 4/1/2024 – 3/31/2027
- **Deairius Houston**, 3-year term, 10/28/2023 – 10/27/2026
- **Naimah O'Neal**, 3-year term, 4/1/2024 – 3/31/2027
- **Julia Patterson**, 3-year term, 10/28/2023 – 10/27/2026
- **Faith Ross**, 3-year term, 10/28/2023 – 10/27/2026
- **Karla Rulz**, 3-year term, 4/1/2023 – 3/31/2026
- **Stephanice Washington**, 3-year term, 10/28/2023 – 10/27/2026

Appointment

- **Tiffany Greene**, 3-year term, 4/1/2024-3/31/2027
- **Lorsonja Moore**, 3-year term, 4/1/2024-3/31/2027
- **Rhonda Watkins**, 3-year term, 10/28/2023-10/27/2026

The HIV Prevention and Care Planning Council is formed pursuant to Federal Law and serves the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties. The Council strives to identify HIV positive individuals and link them to appropriate care and living situations to improve quality of life and relevant health outcomes.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

# Deairius Houston

## OBJECTIVE

Motivated professional seeks a position to utilize years of professional experience with a focus on aiding any Behavior Management System, Educational Curriculum, HIV/AIDS Advocacy, LGBTQ+ Advocacy, Prevention Education, Leadership and Social Emotional Positive Growth Plan.

## EXPERIENCE

### **Director Of Program Innovation**

Central Outreach Wellness Center  
December 2021- Present

Cleveland Heights, OH

- Oversees and implements culturally responsive and inclusive programming and/or resources based on identified needs of LGBTQ+ individuals within the Greater Cleveland area to ensure the organization's operations are reflective and appropriate for communities served.
- Infectious Disease Clinic Management
- Homeless LGBTQ+ Outreach
- Education
- Community Linkage
- Risk Assessment Focused
- Substance use
- Sex Work, Human Trafficking, and Victims of Violence
- Developing Supportive Housing to Independent Living
- Intensive Programming offered through Supportive Housing, will target risk factors that may result in housing instability, mental health crisis, or wellness deficits. (Program focuses on social emotional learning, risk and needs assessments, as well as other life barriers (criminal history, education gaps, etc.) to sustained independence.)
- The step-down to Independent Living will focus on community linkage to address vocational and education deficits to improve employment opportunities, financial stability, and long-term maintenance.
- Age 18-29 (late adolescent and early adulthood)
- HIV/AIDS Prevention and Care Education and Early Intervention
- STD/ STI Testing and Education
- Suicide Awareness
- Culturally Responsive Outreach and Support
- Focus on Common Risk Factors for New HIV Cases in Black Same Gender Loving Males
- Responsible for the hiring and retention of competent, qualified staff. Oversee hiring and training candidates to ensure they know about HIV-related issues, including working with people living with HIV and other infectious diseases, and disease prevention.
- Responsible for the effective administration of daily operations. Oversees and provides direction for daily management to program staff and outreach workers in carrying out activities stated in goals and grant objectives; to ensure they are prepared and submitted monthly, quarterly, and annually. Ensure reports comply with making sure we meet required goals, including responsibility for any program audits. Assess organization infrastructure needs and develop additional capacity on the team to achieve the goals aligned with the strategy.
- Strategic planning and implementation of best practices for prevention, outreach, supportive housing, and early intervention.
- Serve as the organization's communication liaison to external stakeholders, the media, and other interested parties.
- Establish and maintain relationships with various organizations and utilize those relationships to enhance the organization's mission strategically. Building partnerships with schools, AIDS service organizations, community-based organizations, other educational nonprofits, and businesses can help further our organization's goals.

- Build relationships with community members, funders, diverse groups, and demonstrate a deep understanding of the social justice nuances that are an inherent aspect of the HIV community. Oversee the communication plan participate in relevant meetings and activities both internal and external with community partners
- Engage in fundraising activities, including hosting and planning fundraising events and/or leading virtual campaigns.
  - Oversee marketing and other communications efforts to expand the agency's footprint in the community and via social media platforms.
  - Overseeing staff who serve clients where they are, identify strengths and opportunities for growth, and assist them with realistic goal setting. Oversees staff working with vulnerable populations to make sure they can work effectively and sensitively with HIV+ persons of various social, cultural, and economic backgrounds and levels of sexual identification.
  - Enhancing affirming experiences for LGBTQ+ youth served through systems and service providers with ongoing policy change, professional development, and resource sharing.
  - Oversee planning and development of urban LGBTQ+ vogue ballroom initiatives
  - Creating and developing programming for LGBTQ+ youth and or people living with HIV/AIDS. Such as life skills, career development, pre-employment skills, social-emotional learning, food pantry program, personal hygiene, health and wellbeing, prevention and intervention, housing for homeless to transitional housing, permanent housing, transgender education, Naloxone (Narcan) distribution program, Mobile Testing Unit, PrEP and Pep research development, case management (medical, housing, social), transportation assistance, HIV/AIDS policy advocacy.

#### **Medical Casemanager**

Central Outreach Wellness Center  
October 2021-December 2021

Cleveland Heights, OH

- Document patient encounters in our EMR System
- Stay knowledgeable of community resources offered to the population we serve
- Work collaboratively with clinic staff to address any concerns of the patient
- Answer and respond to tiger text and emails in real time
- Navigate clients through the processes needed to connect them to the programs and services available
- Be available to the clients throughout the medical case management processes
- Proactively manage your caseload of patients and participate in weekly staff meetings to discuss any issues
- Be a self-motivated individual eager to talk and engage with all addiction recovery patients and staff at each facility
- Educating staff and patients on the importance of being tested and cured for Hepatitis C and treated for HIV and STDs/STIs
- Complete the necessary paperwork (consent forms, etc.) with each patient before testing
- Excellent phlebotomy skills are essential
- Draw labs through phlebotomy as ordered, properly labeling samples, and delivering labs to office or a local drop off facility
- Be the point person to coordinate patient intakes at the clinic
- Help manage the caseload on the spreadsheet as the CM team needs
- Be patient and attentive to patients' needs
- Quick to adapt to high pressure situations
- Always find a solution to the patients' needs, and assist them in completing tasks
- Keep an organized work ethic and document all encounters

**Program Manager/Life Coach 1, (Brothers Health Connection)**  
AIDS TASKFORCE of Greater Cleveland/AIDS HealthCare Foundation  
January 2020 - October 2021

Cleveland, OH

- Sending monthly data reports to program funders
- Meeting monthly with funders to set goals, visions, and success of program
- Corresponding with Director of Education on program plans
- Creating forward thinking plans to enhance program enrollment
- Training Life Coach 2 on daily job work flow and program compliance
- Speaking for national HIV conferences to sell the Brothers Health Connection Project
- Establish working relationships with potential future funders
- Traveling to national HIV conferences to obtain new program strategies
- Establishes a relationship with client to ensure their day-to-day and HIV/AIDS health specific needs are addressed
- Identifies and works with client to eradicate barriers to HIV treatment and overall medical compliance
- Ensures understanding of medical therapies and the connection to undetectable viral suppression
- Provides ongoing treatment adherence coaching and motivational interviewing
- Conduct intake and comprehensive assessments for development of Individual Service Plans
- Advocate on behalf of clients to link them to services in the Greater Cleveland community
- Assist clients in accessing government programs and benefits
- Work with client to identify and establish a comprehensive support system
- Collaborate with community agencies, services and medical personnel to serve clients
- Follow case management guidelines established by the Ohio Department of Health and the National Association of Social Workers
- Maintain client/service data information and complete reports and documentation
- Advocate for homeless LGBTQ+ youth for safe permanent housing
- Participate in relevant meetings and activities both internal and external with community partners
- Working with Ryan White Part A making sure all clients are eligible
- Helping all clients sign up for Medicare/ Medicaid
- Intensive life coaching/case management for same gender loving African American male youth
- Attended Ryan White Part A meetings/ City of Cleveland Regional Advisory Board Meetings
- Administrator for Apricot Solutions software holding all Case Management files

**Life Coach, (Brothers Health Connection)**  
AIDS TASKFORCE of Greater Cleveland/AIDS HealthCare Foundation  
November 2018- January 2020

Cleveland, OH

- Establishes a relationship with client to ensure their day-to-day and HIV/AIDS health specific needs are addressed
- Identifies and works with client to eradicate barriers to HIV treatment and overall medical compliance
- Ensures understanding of medical therapies and the connection to undetectable viral suppression
- Provides ongoing treatment adherence coaching and motivational interviewing
- Conduct intake and comprehensive assessments for development of Individual Service Plans
- Advocate on behalf of clients to link them to services in the Greater Cleveland community
- Assist clients in accessing government programs and benefits
- Work with client to identify and establish a comprehensive support system
- Collaborate with community agencies, services and medical personnel to serve clients
- Follow case management guidelines established by the Ohio Department of Health and the National Association of Social Workers
- Maintain client/service data information and complete reports and documentation
- Advocate for homeless LGBTQ+ youth for safe permanent housing
- Participate in relevant meetings and activities both internal and external with community partners
- Working with Ryan White Part A making sure all clients are eligible
- Helping all clients sign up for Medicare/ Medicaid
- Intensive life coaching/case management for same gender loving African American male youth
- Attended Ryan White Part A meetings/ City of Cleveland Regional Advisory Board Meetings
- Administrator for Apricot Solutions software holding all Case Management files

**In-School Support Coordinator, Northeast Ohio College Preparatory School**

Cleveland, OH

August 2015– November 2018

- Maintains and oversees that in school support is running fluently in a structural learning environment.
- Good communication skills and the ability to clearly communicate policies and procedures to students.
- Monitor's student behavior patterns.
- Establishes high standards and expectations for all students to accept responsibility for behavior.
- Supervises students and consistently administers rules regarding student behavior during detention.
- Informs students of the rules and expectations.
- Maintains an atmosphere in which students are expected to remain seated and silent during the time period.
- Works with the administration to have in-school serve as an effective preventative disciplinary technique.
- Assists students as needed with homework or instructional assignments.
- Keeps accurate records of students' attendance and behavior, including any tardiness, and submits to administration monthly.
- Assist Dean of Student life and Management with behavior assessments
- Assisting Principal with building operations
- Creating Building academic calendars and schedules
- Keeping student's academic files in compliance
- Planning parent engagement events: Open House, College fairs, and Career fairs
- Planning Homecoming and Youth social events
- Handling suspensions and emergency removals

**Owner, Villaforte's Social Lounge**

Cleveland, OH

April 2017- December 2020

- Oversee an alternative LGBTQ social lounge
- Oversee expenses control and reports
- Staff management
- Marketing and communications
- Goods production and staff supervision
- Making sure files, data, and facilities licenses stay in compliance of State Liquor Control and State Board of Health
- Partner with Care Alliance and Safe on the Scene on HIV/AIDS sexual safety awareness events
- Partner with LGBT Center of Greater Cleveland on HIV awareness and youth safety awareness events
- Planned SMA Charity benefit events
- LGBTQ+ community outreach and engagement

**Head Cheerleading Coach, East Tech High School**

Cleveland, OH

September15 – March15

- Teach Cheerleaders Cheers
- Teach Tumbling and Stunting
- Provide guidance to high school students
- Teach confidence in performing
- Put together competition routines
- Mentor my cheerleaders keeping them on a positive path
- Providing encouragement
- Building a team from ground up

**Study Hall Supervisor, Northeast Ohio College Preparatory School**

Cleveland, OH

November 2014 – June 2015

- Punctual and conducting in a professional manner in aspects of their relationship with the student.
- Good communication skills and the ability to clearly communicate policies and procedures to students.
- Responsible for promoting a conducive learning environment by assuring proper use of facility equipment and proper behavior of students using the center.
- Proficient with the PC computer environment and report/document difficulties if the computers/printers are not working properly.
- Responsible for overseeing the appearance and maintenance of the facility.
- Communicate facility issues and concerns to the Coordinator of Academic Services in a timely manner.
- Creating and maintaining a high-quality learning environment with respect to the academic needs of the child.
- Complete any other duty deemed necessary by the Principal of School for the success of the School.

**Intervention Assistant, Northeast Ohio College Preparatory School**

Cleveland, OH,

December 2013-June 2014

- Creating and maintaining a high-quality learning environment with respect to the academic needs of the child.
- Working with students with mild to moderate special needs in an urban education environment.
- Working with students to ensure mastery of all material delivered.
- Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment.
- To maintain professional behavior which is appropriate in the field of education and support of the school.
- To assist the Principal of the School with building-wide expectations and revising the school curriculum.
- Filling in for office manager maintaining the constant flow of the front office by answering school phone, printing, filing documents, copying papers, sending reports, taking office orders, and assisting deans and principal of school when needed.
- Supports and works to create and maintain a classroom that is organized and focused on student achievement.
- Delivers instruction that is teacher centered and is aligned with school curriculum
- Participates in all professional development activities
- Prepares students to achieve on state standardized tests and all internal academic assessments.
- Helps with supervision according to the needs of the school.
- Tutor a small group of students at least one day per week during school for 60 minutes; choice of the day may be left to the discretion of the teacher or Principal.

**Head Cheerleading Coach, Northeast Ohio College Preparatory School**

Cleveland, OH,

January 2012-April 2015

- Teach Cheerleaders Cheers
- Teach Tumbling and Stunting
- Provide guidance to high school students
- Teach confidence in performing
- Put together competition routines
- Mentor my cheerleaders keeping them on a positive path
- Providing encouragement
- Won 3, 2<sup>nd</sup> place trophies at local cheerleading competition at the high school level
- Won 1, 1<sup>st</sup> place Trophy at local cheerleading competition at the high school level 2014
- 

**Head Cheerleading Coach, Miles Park Elementary School**

Cleveland, Ohio

September 2011-March 2012

- Teach Cheerleaders Cheers
- Teach Tumbling
- Provide guidance to Middle school students
- Teach confidence in performing
- Put together competition routines
- Mentoring cheerleaders keeping them on a positive path
- Providing encouragement
- Won 1, first place trophy at CMSD Cheerleading competition 2010
- Won 1, third place trophy at CMSD Cheerleading competition 2012

**CSR, Progressive Insurance, Mayfield Heights, OH,**

January 2012-February 2012

- Took inbound calls
- Customer service orientated environment
- Worked on automated dialer
- Handled billing and endorsement calls regarding insurance policies and filing reports



### **EDUCATION**

Currently Studying	Southern New Hampshire University- Masters Nonprofit Organizational Leadership/Certificate HR Management	
Manchester, NH		
Jan18-Dec 23	Northern Arizona University-Bachelors Public Administration	Flagstaff,
AZ		
Jan17- Aug17	Ohio Media School/Communications Certificate Program	Independence, OH
Sept 06-June 10	Cleveland Heights High School	Cleveland Heights, OH

### **CREDENTIALS**

Certificate of completion in Communications, Broadcasting, Marketing, Sales, Digital and Social Media  
OHIO HIV Testing Number  
Arizona CTE Teaching Licence

### **Special Interests and Activities**

- College Major: Public Administration
- College Dean's List
- Production Company Owner
- Computers, cooking, music, acting, fashion design, interior decorating, and event planning
- Cheerleading Coach
- Volunteering at Kathleen E. Corker non-profit youth foundation as Program Director & Head Cheer Coach
- Volunteering at race for a cure
- Participant in cheer for a cure
- Ryan White Part A Chair of HIV/AIDS Prevention Committee-Cleveland OH
- The Ohio, Kentucky, and Indiana (OKI) Overseer of the International Iconic House of Chanel- in the ballroom community
- Ohio Ending the Epidemic Plan
- LGBTQ+ Community Youth Center
- The National Society of Leadership and Success
- Golden Key International Honour Society

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Cuyahoga Regional HIV Prevention and Care Planning Council**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**N/A**

- 2.3 The specific term of office during which the candidate would serve;

**10/28/2023 – 10/28/2026**

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

**Reappointment**

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

**N/A**

- 2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

Deairius Houston 114

**N/A**

2.7 A cumulative list of individuals who applied for the position;

**Laconya Witherspoon**

**Kara Tatum-Johnson**

**Barbara Gripshover**

**Billy Gayheart Jr.**

**Deairius Houston**

**Faith Ross**

**Julia Patterson**

**Karla Ruiz**

**Lorsonja Moore**

**Naimah O'Neal**

**Rhonda Watkins**

**Stephanice Washington**

**Tiffany Greene**

2.8 The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

2.9 An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**N/A**

- 2.10 An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No ethics opinion was requested or issued.**

- 2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

### **Section 114.02: Notice of Interim Appointments**

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0214

<b>Sponsored by: County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Daniel Smith to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Cuyahoga County Code Section 205.10 established the Division of Children and Family Services Advisory Board (“DCFS Board”) to serve as the “advisory committee on children services” for Cuyahoga County, pursuant to Section 5153.05 of the Ohio Revised Code; and

**WHEREAS**, the DCFS Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, pursuant to County Code Section 205.10, the DCFS Board shall consist of ten (10) appointed members, each to serve a four-year term; and

**WHEREAS**, the County Executive has nominated Daniel Smith (replacing Marielee Santiago) to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Daniel Smith (replacing Marielee Santiago) to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga

County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: June 4, 2024  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Chris Ronayne  
Cuyahoga County Executive

May 23, 2024

Pernel Jones, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Jones,

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Daniel Smith, 4-year term 3/1/2023 – 2/28/2027**
  - New Appointment
  - Replacing Marielee Santiago
  - Twinsburg, Summit County

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 5 candidates on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
Cuyahoga County Executive



# DANIEL K. SMITH

<b>ACCOMPLISHMENTS</b>	<ul style="list-style-type: none"><li>● <b>Multiple Heroism Awards, The Cleveland Division of Police</b><ul style="list-style-type: none"><li>○ <b>Recognized for exceptional bravery and service in various high-risk situations.</b></li></ul></li><li>● <b>Chief Accommodation Award, The Cleveland Division of Police</b><ul style="list-style-type: none"><li>○ <b>Awarded for outstanding dedication and performance in law enforcement duties.</b></li></ul></li><li>● <b>Commander Accommodation, The Cleveland Division of Police</b><ul style="list-style-type: none"><li>○ <b>Honored for exemplary leadership and significant contributions to departmental success.</b></li></ul></li><li>● <b>Top Cop in Ohio Award, Mothers Against Drunk Driving (MADD)</b><ul style="list-style-type: none"><li>○ <b>Acknowledged as the top law enforcement officer in Ohio for efforts in preventing impaired driving.</b></li></ul></li><li>● <b>Safety Forces Hero Award, Federal Bureau of Investigation (FBI)</b><ul style="list-style-type: none"><li>○ <b>Awarded for heroic actions and significant contributions to public safety.</b></li></ul></li><li>● <b>Honorable Captain, Cleveland Browns</b><ul style="list-style-type: none"><li>○ <b>Recognized by the Cleveland Browns for leadership and community service.</b></li></ul></li></ul>
<b>SKILLS &amp; ABILITIES</b>	<p><b>Soft Skills:</b></p> <ul style="list-style-type: none"><li>● <b>Cultural Awareness: Demonstrating an understanding and respect for diverse cultural backgrounds.</b></li><li>● <b>Patience and Perseverance: Maintaining composure and determination in challenging situations.</b></li><li>● <b>Team Leadership Skills: Leading and motivating teams to achieve common goals.</b></li><li>● <b>Community Relations: Building positive relationships and trust with diverse community members.</b></li></ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"><li>● <b>Surveillance Techniques: Proficiency in employing advanced surveillance methods and technologies.</b></li><li>● <b>Courtroom Testimony: Delivering clear, concise, and credible testimony in legal proceedings.</b></li><li>● <b>Conducting Investigations: Conducting thorough and meticulous investigations using analytical skills and attention to detail.</b></li></ul>

	<ul style="list-style-type: none"> <li>● <b>Interrogation Skills: Employing effective questioning techniques and interpersonal communication during investigative interviews and interrogations</b></li> </ul>
<p>PROFESSIONAL EXPERIENCE</p>	<p><b>Detective</b>  <b>City Of Cleveland – The Cleveland Division of Police</b>  <b>N.I.C.E Unit</b>  <b>April 2017 - Present</b></p> <ul style="list-style-type: none"> <li>● <b>Interrogated suspects using appropriate interview techniques to obtain crucial information for case resolution.</b></li> <li>● <b>Assisted victims of crimes by providing resources for support services and ensuring their rights were protected throughout the investigation process.</b></li> <li>● <b>Collaborated with federal agencies on high-profile cases, resulting in successful arrests and convictions of dangerous criminals.</b></li> <li>● <b>Solved complex criminal cases by conducting thorough investigations and utilizing critical thinking skills.</b></li> <li>● <b>Followed constitutional standards to properly obtain and execute warrants for arrests and searches.</b></li> <li>● <b>Conducted surveillance operations for intelligence gathering, leading to successful apprehension of suspects.</b></li> <li>● <b>Developed strong relationships with community members, promoting trust and cooperation in law enforcement efforts.</b></li> <li>● <b>Implemented crime prevention initiatives to deter criminal activity and reduce recidivism within the community.</b></li> <li>● <b>Organized community outreach events aimed at educating citizens about crime prevention strategies and fostering positive relations between law enforcement personnel and residents.</b></li> </ul> <p><b>Patrol Officer</b>  <b>City Of Cleveland – The Cleveland Division of Police</b>  <b>District 3</b>  <b>November 2008 – April 2017</b></p> <ul style="list-style-type: none"> <li>● <b>Conduct regular patrols of assigned areas, including residential neighborhoods, business districts, and public spaces, to deter criminal activity and ensure the safety of residents and visitors.</b></li> <li>● <b>Respond promptly to emergency calls and incidents, including accidents, domestic disputes, disturbances, and crimes in progress, and take appropriate action to resolve situations and maintain order.</b></li> <li>● <b>Enforce local, state, and federal laws by issuing citations, making arrests, and conducting investigations into criminal activity, such as theft, assault, vandalism, and drug offenses.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Monitor traffic flow, enforce traffic laws, and respond to accidents and traffic violations to ensure the safe and efficient movement of vehicles and pedestrians.</b></li> <li>• <b>Interact with community members, businesses, and organizations to address concerns, provide assistance, and build positive relationships, fostering trust and cooperation between law enforcement and the community.</b></li> <li>• <b>Prepare detailed and accurate reports of incidents, arrests, and investigations, documenting evidence and witness statements for use in criminal proceedings and administrative purposes.</b></li> <li>• <b>Provide support and assistance to victims of crimes, including providing information on available resources and support services, and guiding them through the legal process. Solved complex criminal cases by conducting thorough investigations and utilizing critical thinking skills.</b></li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• <b>Lutheran East High School, Cleveland Heights, OH</b></li> <li>• <b>Cleveland Heights High School, Cleveland Heights, OH</b> <ul style="list-style-type: none"> <li>◦ <b>High School Diploma</b></li> </ul> </li> </ul>

<b>AFFILIATIONS</b>	<ul style="list-style-type: none"> <li>• <b>Golden Ciphers Mentoring Organization</b> <ul style="list-style-type: none"> <li>◦ <b>Board Member</b></li> </ul> </li> <li>• <b>Crime Survivors Safety and Justice</b> <ul style="list-style-type: none"> <li>◦ <b>Board Member</b></li> </ul> </li> <li>• <b>Child Abduction Response Team</b> <ul style="list-style-type: none"> <li>◦ <b>Member</b></li> </ul> </li> <li>• <b>United States Marshals Service/ Northern Ohio Violent Fugitive Task Force</b> <ul style="list-style-type: none"> <li>◦ <b>Member</b></li> </ul> </li> </ul>
<b>CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>• <b>Crisis Intervention certification with ADAMHS board</b></li> <li>• <b>Youth Mental Illness with Sandy Hook Promise</b></li> </ul>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0227

Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-F and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

**WHEREAS**, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, on April 3, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) and recommended to County Council the formal adoption and implementation of the attached changes; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A:    Class Title:    *Manager, Cashier*  
                  Number:        11211  
                  Pay Grade:      9A/Exempt

Exhibit B: Class Title: *Manager, Human Resources*  
Number: 14113  
Pay Grade: 15A/Exempt

Exhibit C: Class Title: *Manager, IT Applications Program*  
Number: 16521  
Pay Grade: 18B/Exempt

Exhibit D: Class Title: *Manager, Talent Acquisition & Employment*  
Number: 14231  
Pay Grade: 15A/Exempt

Proposed Revised Classifications:

Exhibit E: Class Title: *Manager, Employee & Labor Relations*  
Class Number: 14202  
Pay Grade: 16A/Exempt (No change)  
\* This classification is being updated to include job duties and tasks currently in an unclassified position. The duties are determined to be in the classified service through an analysis and recommendation of the PRC. Title changed from Manager, Employee Relations to manager, Employee and Labor Relations. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Manager, Employee Benefits*  
Class Number: 14072  
Pay Grade: 15A/Exempt (No change)  
\* This classification is being updated to include job duties and tasks currently in an unclassified position. The duties are determined to be in the classified service through an analysis and recommendation of the PRC. No change to pay grade or FLSA status.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: June 18, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Deborah Southerington, Chairwoman  
 Thomas Colaluca, Commissioner  
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**Date:** June 7, 2024

**To:** Cuyahoga County Council President Pernel Jones Jr.  
 Council Members, Human Resources, Appointments & Equity  
 Committee

**From:** Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

**Re:** Recommending Modifications to Class Plan

Please be advised that on April 3, 2024, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

**PROPOSED NEW CLASSIFICATIONS**

<b>NEW CLASSIFICATIONS</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Manager, Cashier 11211	9A Exempt	Treasury
Manager, Human Resources 14113	15A Exempt	Human Resources
Manager, IT Applications Program 16521	18B Exempt	Information Technology
Manager, Talent Acquisition & Employment 14231	15A Exempt	Human Resources

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Manager, Employee and Labor Relations 14202	16A Exempt	16A Exempt (No Change)	Human Resources
Manager, Employee Benefits 14072	15A Exempt	15A Exempt (No Change)	Human Resources

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah Nemastil, HR Director  
Kelli Neale, Program Officer 4



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager Cashier	<b>Class Number:</b>	11211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Treasury	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to supervise Treasury staff in the collection of payments to the County for real estate and child support payments.

### Distinguishing Characteristics

This is a managerial level position that works under the direction of the Investment and Cash Management Officer. The incumbent in this position is responsible for managing the maintenance and balancing of cashier windows of the assigned staff and for providing customer service as the chief point of contact to the public for in-person tax payments. Incumbents must work in compliance with County policies and Ohio Revised Code regulations. This class works under a well-defined framework of policies and procedures.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 10%
- Oversees cashiering and collection duties; manages the collection of all tax monies and non-tax receipts via in person walk-ins for real estate, escrow, and mobile homes, the self-pay kiosk, and the drop box; maintains and balances the collection window receipts; posts transactions for real estate and mobile home payments daily; oversees the collection of child support monies and prepares monthly reimbursements for CSEA services provided by Treasurer; balances and posts escrow prepay into real estate module at the end of each collection period; audits the work of cashiers daily to ensure the total collected payments matches what is reported in the County's real estate system (MVP); corrects any errors in the MVP that are reported by the Remittance Unit; acts as principal contact for any issues with the third-party credit card processor; ensures all bank deposits are physically secure until transfer to courier.
- 25% +/- 10%
- Supervises and directs the work of assigned Treasury staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; ensures compliance with County policies and Ohio Revised Code regulations.
- 25% +/- 10%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; responds and provides answers to taxpayer questions pertaining to payment issues; recommends new cash

Effective Date: TBD  
Last Modified: TBD

## Manager, Cashier

handling guidelines, policies, and procedures for the cashier team; assists the Investment and Cash Management Officer in preparation for the annual financial/compliance audit; operates and maintains general office equipment.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting, finance, or related field, with two (2) years of cash management experience and two (2) years of management experience, or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No additional licenses required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Excel), and various banking software (MVP, Point and Pay).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.

## Manager, Cashier

- Ability to comprehend a variety of informational documents including receipts, time sheets, daily reports, monthly reports, Onestops, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Collective Bargaining Agreement, Records Retention Policy and other Treasury Policies and Procedures.
- Ability to prepare performance reviews, audit reports, reimbursement checks, monthly child support invoice, armored car carrier invoices, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic computer terminology and language.
- Ability to communicate with coworkers, supervisor, the general public, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Human Resources	<b>Class Number:</b>	14113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Human Resources	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to develop and implement the Human Resources (HR) strategy, policies, and practices in alignment with the assigned agency’s goals and strategies. Assigned agencies include employment, benefits, personnel policy administration, labor and employee relations, and training and development.

### Distinguishing Characteristics

This is a managerial level classification that reports to the Director, Human Resources. Incumbents in this classification are responsible for collaborating with all Managers of Human Resources and other Human Resources personnel to design and facilitate the County agency’s broad HR needs related to recruiting and staffing, departmental planning, performance management, employee onboarding and training, employee and labor relations, union contract negotiations, benefits and compensation, and other HR services. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. The employee works within a framework of regulations, policies, and procedures.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Supervises and directs the work of HR Generalists, HR Associates, HR Business Partners, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; develops training materials and workflow maps; mentors employees to ensure their practices and procedures are consistent with HR; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, discharge, and in connection with workplace accommodation requests.
- 20% +/- 10%
- Develops and implements human capital strategies in collaboration with County agency leadership; analyzes assigned County agency practices and designs HR programs to improve agency efficiency and practices; advises agency leadership on HR matters such as equitable and inclusive work practices; ensures departments are complying with reporting requirements for workers compensation.
- 10% +/- 5%
- Participates in union-management contract negotiations, grievances, and arbitrations; administers existing employee contracts and advises staff regarding the provisions of union contracts; assists agency stakeholders on disciplinary issues, performance issues, and other employee actions; **oversees** the preparing and processing of grievance responses.

Effective Date: TBD  
Last Modified: TBD

## Manager, Human Resources

10% +/- 5%

- Collaborates with recruitment and selection efforts with the Manager, Talent Acquisition for classified and unclassified positions within the assigned agencies; administers promotions, transfers, separation procedures, and actions of current employees; works with the Personnel Review Commission and Talent Acquisition to provide roadmap and related suggestions for hiring and selection; supports HR to ensure hiring barriers are reduced or eliminated; works with centralized HR training groups to design and facilitate training and development services and new employee orientations.

10% +/- 5%

- Monitors and evaluates the effectiveness of various HR service deliveries; gathers, analyzes, and provides HR data, records, and metrics, including data related to turnover, employee disciplines and complaints, and any applicable compliance and regulatory information.

5% +/- 2%

- Directs the preparation and maintenance of personnel policies and procedures, employee handbooks, and personnel records and reports; ensures records are appropriately integrated with the HRIS system.

5% +/- 2%

- Monitors attendance of employees within assigned departments; assures leave is administered correctly; manages employee absences and issues timely discipline for employees who are absent without approved time off, tardy, no-call no-show, etc.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in human resources management, organizational behavior, labor relations, or related field and five (5) years of human resources experience, and two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), data entry software (INFOR), and electronic mail software (Microsoft Outlook).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

Effective Date: TBD  
Last Modified: TBD

## Manager, Human Resources

- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

## Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

## Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including CBAs, personnel files, FMLA requests, medical documentation, seniority reports, discipline documents, time adjustment forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Employment Law, Federal Labor, and Employment Laws and Regulations, Administrative Laws, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, memos, request for leave of absence notifications, FMLA designations, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, IT Applications Program	<b>Class Number:</b>	16521
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18B
<b>Dept:</b>	Information Technology	<b>EXHIBIT C</b>	

## Classification Function

The purpose of the classification is to establish and maintain a County-wide Information Technology (IT) applications development and operations program.

## Distinguishing Characteristics

This is a managerial-level classification, responsible for establishing and maintaining a County-wide Information Technology (IT) applications development and operations program including applications related to: program and project management, application and web development, data modeling, database and server configuration and administration, and application maintenance and support. This position works under general direction of the Administrator, Web and Applications Development and the incumbent is responsible for evaluating effectiveness and contributing to development of short- and long-term goals and overall vision of the County's applications development program. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision of professional staff.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Designs, implements, and monitors a comprehensive applications development program to ensure the delivery of services County-wide; develops in-depth understanding of County departments' system needs; leads team to design and implement integrated solutions for County departments including applications, databases, and related systems; gathers the requirements for new system(s); leads teams to establish and configure database environments for new and existing applications; reviews designs and codes of database objects to ensure there are no design issues or performance concerns; installs system patches and upgrades; enhances and updates security database configurations; migrates databases and applications from legacy environments to current environments; indexes database objects for application performance; migrates database objects, reports, and code for applications.
- 20% +/- 10%
- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 5%
- Researches, develops, and implements operational policies, standards, and guidelines for application development, maintenance, and support, database administration, and related operational services; leads innovative, long-term strategic planning related to application development in conjunction with

## Manager, IT Applications Program

management and County departments; researches current trends and technologies in the industry relevant to assigned systems; identifies where new solutions or enhancements to current systems may improve operational or functional efficiency of assigned systems; assesses usability and effectiveness of systems.

15% +/- 5%

- Develops and maintains relationships with private and public-sector clients and vendors; analyzes requirements of clients and their agency's mission; understands business requirements; explains technical methods, procedures, and protocols; manages vendor relationships associated with all applications and operational services; communicates with vendors concerning operational and/or mechanical problems, new products, or other issues as appropriate; contributes to Requests for Proposals (RFPs) related to applications development by assisting with specifications, scope of services, and cost estimates for RFPs; contributes to vendor selection by participating in process to review and score proposals.

10% +/- 5%

- Leads and participates in cross-functional, interdisciplinary teams regarding various information technology initiatives and projects; provides expertise and perspective regarding the appropriate direction for IT application uses.

10% +/- 5%

- Develops and oversees effective disaster recovery policies and standards; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the instance of a security event; ensures that data is stored securely in the database.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science, computer engineering or related field with ten (10) years of database design/development/administration, applications/web development, or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), spreadsheet software (MS Excel), version control system (Git), word processing software (MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.



## Manager, IT Applications Program

- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and perform routine and advanced statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including proposals, contracts, statements of work, project requests, customer service requests, technical documentation, performance reviews, product specifications, and manuals.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the department policy manual, computer books and manuals, communications software manuals, hardware manuals, network manuals, and architecture and operation manuals.
- Ability to prepare status and progress reports, project analysis, annual reports, performance reviews, requests for proposals and for bid, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret information technology and computer terminology and language.
- Ability to communicate with internal management, employees, clients, vendors, contractors, and external departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Talent Acquisition & Employment	<b>Class Number:</b>	14231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD15A
<b>Dept:</b>	Human Resources	<b>EXHIBIT D</b>	

### Classification Function

The purpose of this classification is to design and implement talent acquisition and employment strategies and processes that meet the County’s current and future staffing needs.

### Distinguishing Characteristics

This is a managerial level classification with responsibility for driving the continued evolution and innovation of how recruitment services are delivered to the County under general direction from the Chief Human Resources Officer. This classification plans, strategizes, and consults on various talent and employment issues. Manages the day-to-day operations of the talent acquisition team, and plans, strategizes, and consults on various talent acquisition and employment issues throughout the County. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues. This class oversees all work activities of the talent acquisition division and establishes objectives, policies, budget, and operations.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

- Determines the overall talent acquisition strategy and vision and oversees the design and implementation of all processes under this strategy, including job postings, candidate sourcing, screening, interviewing, background checks, offers, hiring, and pre-employment processes; develops sourcing and recruitment strategies, as well as effective relationships within the organization and the hiring community, planning strategies that promote the County as an employer of choice; develops campus recruiting programs and other talent pipelines; creates buy-in throughout the county by presenting the strategic approach to senior leadership and County Council; ensures all talent acquisition processes are aligned with various legal and regulatory bodies (e.g. various union contracts, Ohio Revised Code, County Code, and Civil Service Code); regularly reviews processes and data as necessary to ensure proper regulatory alignment; recruits higher-level roles and specialty areas in the county as needed, including full-cycle recruitment from candidate sourcing, screening, interviewing, to job offering.

25% +/- 10%

- Supervises and directs the work of Talent Acquisition and Employment Specialists, Administrative Assistants, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; directs off-site recruiting activities.

Effective Date: TBD  
Last Modified: TBD

## Manager, Talent Acquisition & Employment

25% +/- 10%

- Collaborates with various departments and managers throughout the County; provides consultation to directors and hiring managers; strategizes, plans, directs, and evaluates all existing and new talent acquisition programs and processes based on organizational needs, trends, best practices, employment laws and regulations, and new or emerging technologies; trains and coaches managers on recruitment- and selection-related processes; determines important job competencies for various positions; partners with managers to determine current and future needs within their respective departments; partners with the Personnel Review Commission (PRC) on talent acquisition processes for civil service positions; communicates regularly with the PRC on hiring progress for civil service positions; provides data as necessary to the PRC for compliance reporting and ongoing process improvement and compliance reporting of civil service positions; collaborates cross-functionally with other areas of HR on County-wide HR projects, acting as a representative and subject matter expert for talent acquisition; works to integrate employee selection into other HR processes and initiatives such as organizational design and succession planning; provides SME knowledge and awareness of the requirements for all talent acquisition tools and technologies.

15% +/- 5%

- Monitors, assesses, and reports data on all relevant talent acquisition performance metrics (e.g. time to fill, quality of hire, etc.); reviews the team's overall progress towards talent acquisition goals as developed with the Chief Human Resource Officer and enacts process improvement procedures related to daily operations to achieve team performance goals; presents results to senior leadership and the County Council.

5% +/- 2%

- Manages third party vendor relationships on various talent acquisition services; completes Request for Proposals (RFPs) for new services and renewing and reviewing contracts (e.g., sourcing software, drug screening, etc.); determines if additional vendor services are required and leads efforts to secure contracts.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with six (6) years of experience in one or more of the major areas of the HR field, such as recruitment and selection, training and development, and compensation, employee & labor relations, or HR Generalist work; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

Effective Date: TBD  
Last Modified: TBD

## Manager, Talent Acquisition & Employment

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, timesheets, and other reports and records.
- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, and applicable laws and regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

Effective Date: TBD  
Last Modified: TBD

Manager, Talent Acquisition & Employment

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Employee and Labor Relations	<b>Class Number:</b>	14202
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	Human Resources	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to supervise inter-departmental County employment and labor relations programs, coordinate the employee relations function, supervise lower-level employee relations specialists, and assist the Director of Human Resources - Employee and Labor Relations, with developing and implementing employment and labor relations functions and programs.

### Distinguishing Characteristics

This is a managerial-level classification with responsibility for managing County employment and labor relations programs. This classification works under general direction from the Director of Human Resources - Employee and Labor Relations. Duties require the assessment and resolution of operational, technical, compliance, and administrative issues related to administering employee labor and relations programs. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Provides consultations on employee and labor relations matters including labor negotiations, employee grievances, and disciplinary issues; attends labor negotiations to act as a resource on compliance and operational issues, and to provide guidance from a labor relations perspective; works collaboratively with the County Law Department to gather and prepare information and documentation to support negotiations; reviews and approves grievances and basic grievance remedies (i.e., non-monetary/non-removal remediations).
  
- 30% +/- 10%
- Manages inter-departmental County employment relations programs and coordinates employee relations function; collaborates with the Director of Human Resources – Employee and Labor Relations and others to establish program goals for workers compensation, and drug testing; coordinates activities of program consultants; resolves program problems with consultants and vendors; coordinates and evaluates program training; plans and makes recommendations for corrective action; develops, writes, interprets, and recommends policies and procedures relating to labor relations and compliance issues; analyzes state legislative and administrative decisions, laws, regulations, and policies to determine impact on employer-employee relations functions; ensures compliance with Equal Employment Opportunity Commission (EEOC) reporting requirements; trains managers and personnel officers in areas of labor management, performance management, discipline procedures, general employment law, and other areas.
  
- 20% +/- 10%
- Supervises and directs the work of Employee and Labor Relations Specialists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance;

Effective Date: 09.01.2009  
Last Modified: 06.28.2017

## Manager, Employee and Labor Relations

responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; monitors needs for labor management conferences; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, discharge, and/or related to workplace accommodation requests.

10% +/- 5%

- Performs special investigations; works collaboratively with the Law Department in fact-finding preparation; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, abuse of authority, etc.; conducts investigations and grievance hearings for complex/unusual situations; reviews and recommends outcomes of investigations and grievance hearings conducted by subordinates.

10% +/- 5%

- Participates in employee complaint procedures; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conferences as needed; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctorate with five (5) years of employment relations experience.
- A valid driver's license, proof of automobile insurance, and access to a vehicle.

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor/ERP).

### Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.

## Manager, Employee and Labor Relations

- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including case files, case law, laboratory reports, medical records and reports, timesheets, personnel records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, labor agreements, Ohio Revised Code, federal laws, administrative laws, and law textbooks.
- Ability to prepare case reports, findings and recommendations, legal filings, program reports, performance appraisals, attendance and discipline audits, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and human resource terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, attorneys, consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Employee Benefits	<b>Class Number:</b>	14072
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Human Resources	<b>EXHIBIT F</b>	

### Classification Function

The purpose of this classification is to manage the administration of health, welfare, and other benefits for County employees and their dependents in accordance with governmental laws and regulations and to assist the Director of Human Resources - Employee Benefits with developing and implementing the County's employee benefits programs.

### Distinguishing Characteristics

This is a managerial classification with responsibility for managing the administration of the health and welfare benefits program and other benefits programs for County employees. This classification works under general direction of the Director of Human Resources - Employee Benefits. Duties require the assessment and resolution of operational, technical, and administrative issues related to administering employee benefits. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Manages the day-to-day administration of the various benefits programs for County employees and their eligible dependents; ensures that all benefits programs maintain compliance with governmental laws and regulations; tracks changes to various applicable laws and regulations; tracks benefits trends; conducts benchmarks;; implements new benefits programs; develops and recommends policies and procedures related to benefits programs; develops marketing materials and employee communications regarding benefits changes; analyzes benefits program design to ensure program is meeting employee needs and County goals; recommends changes to benefits plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system.
- 30% +/- 10%
- Manages the Open Enrollment process for County employees; edits script, portal, and confirmation testing; prepares open enrollment materials; provides information on more complex benefits questions; evaluates open enrollment process and recommends process improvements; participates in the RFP & renewal process with Director, Human Resources - Employee Benefits; leads the implementation of new plans and changes; develops recommendations for Director of Human Resources - Employee Benefits and other senior management based on evidence, trends, and best practices.
- 20% +/- 10%
- Supervises and directs the work of Benefits Analysts and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions,

Effective Date: 2010  
Last Modified: 11.23.2021

## Manager, Employee Benefits

concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; provides for employee development needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Manages the relationships with the various vendors that provide benefits coverage and options to the County; tracks the work of the vendors to ensure they are carrying out what they are contracted to provide; ensures all communications are in place so that employees are aware and knowledgeable of the options; examines plan performance in terms of cost analysis; provides recommendations for possible vendor changes or changes to plans within a vendor.

10% +/- 5%

- Oversees the deferred compensation programs (e.g., retirement), including program implementation, communications, employee participation, examination of plan performance, and compliance with regulations; makes recommendations of any significant changes to senior management.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources management, business management, labor relations, or related field with nine (9) years of benefits management experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor/ERP).

#### Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Effective Date: 2010  
Last Modified: 11.23.2021

## Manager, Employee Benefits

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, HIIPA regulations, FSA reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals, Ohio Revised Code, and federal laws.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related medical, legal, and human resource benefits terminology and language.
- Ability to communicate with management, directors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, elected officials, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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Posted: 2/29/2024  
Meeting: 3/6/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b> Manager, Cashier	11211	N/A	9A Exempt	Treasury	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Human Resources	14113	N/A	15A Exempt	Human Resources	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.
Manager, IT Applications Program	16521	N/A	188 Exempt	Information Technology	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Talent Acquisition & Employment	14231	N/A	15A Exempt	Human Resources	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b> Manager, Employee and Labor Relations	14202	16A Exempt	16A Exempt (No Change)	Human Resources	This classification is being updated to include job duties and tasks currently in an unclassified position. The duties are determined to be in the classified service through an analysis and recommendation of the PRC. Title changed from Manager, Employee Relations to Manager, Employee and Labor Relations. No change to pay grade or FLSA status.
Manager, Employee Benefits	14072	15A Exempt	15A Exempt (No Change)	Human Resources	This classification is being updated to include job duties and tasks currently in an unclassified position. The duties are determined to be in the classified service through an analysis and recommendation of the PRC. No change to pay grade or FLSA status.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0228

Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-J; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

**WHEREAS**, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

**WHEREAS**, on June 5, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) and recommended to County Council the formal adoption and implementation of the attached changes; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A:    Class Title:    *IT Network Engineer 1*  
                  Number:        16281  
                  Pay Grade:      8B/Non-Exempt

Exhibit B: Class Title: *Supervisor, Animal Shelter*  
Number: 14113  
Pay Grade: 8A/Non-Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Manager, Hotel/Motel Audit*  
Class Number: 11081  
Pay Grade: 11A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, related education and experience, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit D: Class Title: *Medical Examiner Investigator 1*  
Class Number: 12221  
Pay Grade: 8A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential job functions, physical requirements, and language and formatting. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Medical Examiner Investigator 2*  
Class Number: 12222  
Pay Grade: 10A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential job functions, physical requirements, and language and formatting. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Motor Pool Attendant*  
Class Number: 15051  
Pay Grade: 1A/Non-Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, mathematical requirement, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Pathology Assistant*  
Class Number: 17001  
Pay Grade: 8A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, physical requirement, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Supervisor, Motor Pool*

Class Number: 15052  
Pay Grade: 6A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2020.  
Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit I: Class Title: *User Experience Designer*  
Class Number: 16301  
Pay Grade: 12B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2020.  
Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit J: Class Title: *Employment Testing Proctor*  
Class Number: 10131  
Pay Grade: 3A/Non-Exempt  
\* The PRC redesigned the role of Employment Testing Proctor to be included in the Employment Testing Associate classification. The PRC does not intend to utilize the Proctor classification in the future.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: June 18, 2024  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_





Deborah Southerington, Chairwoman  
 Thomas Colaluca, Commissioner  
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: June 7, 2024

To: Cuyahoga County Council President Pernel Jones Jr.  
 Council Members, Human Resources, Appointments & Equity  
 Committee

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on June 5, 2024, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

<b>PROPOSED NEW CLASSIFICATIONS</b>		
<b>NEW CLASSIFICATIONS</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
IT Network Engineer 1 16281	8B Non-Exempt	Information Technology
Supervisor, Animal Shelter 15211	8A Non-Exempt	Public Works

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Manager, Hotel/Motel Audit 11081	11A Exempt	11A Exempt (No Change)	Fiscal
Medical Examiner Investigator 1 12221	8A Exempt	8A Exempt (No Change)	Medical Examiner
Medical Examiner Investigator 2 12222	10A Exempt	10A Exempt (No Change)	Medical Examiner
Motor Pool Attendant 15051	1A Non-Exempt	1A Non-Exempt (No Change)	Sheriff's
Pathology Assistant 17001	8A Non-Exempt	8A Non-Exempt (No Change)	Medical Examiner
Supervisor, Motor Pool 15052	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff's
User Experience Designer 16301	12B Exempt	12B Exempt (No Change)	Information Technology

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Employment Testing Proctor	3A Non-Exempt	Personnel Review Commission

cc: Thomas Colaluca, Commissioner  
 F. Allen Boseman, Commissioner  
 Rebecca Kopcienski, PRC Director  
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
 Sarah Nemastil, HR Director  
 Kelli Neale, Program Officer 4

**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	IT Network Engineer 1	<b>Class Number:</b>	16281
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8B
<b>Dept:</b>	Information Technology	<b>EXHIBIT A</b>	

**Classification Function**

The purpose of the classification is to install and maintain connectivity to the County’s Wide Area Networks (WAN), Local Area Networks (LAN), Virtual Private Network (VPN), Wireless Network, Firewalls, and Uninterruptible Power Supplies.

**Distinguishing Characteristics**

This is an entry-level position that works under direction of the Manager, IT Infrastructure and Operations and is responsible for maintaining various County networks and resolving connectivity issues. Employees receive direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and best practices. This class is distinguished from the Network Engineer 2 where the latter requires greater expertise, works with more independence, and has responsibility for the work unit.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 60% +/- 10%

• Maintains the WAN, LAN, VPN, Wireless Network, Firewalls, and Uninterruptible Power Supplies for County departments to ensure operational uptime of the infrastructure; configures, installs and deploys network devices; monitors alerts regarding IT system errors or malfunctioning equipment; identifies malfunctioning equipment by logging into the network equipment and analyzing the configuration to troubleshoot the issue; interprets results of monitoring systems to prevent and mitigate network issues to maintain optimal performance; installs, configures, and supports network hardware and network device operating systems (e.g. routers, switches) in both physical and virtual environments; generates and maintains network diagrams and inventory repository.
- 30% +/- 10%

• Provides network administration support to county users and stakeholders; collects information from county employees regarding network issues to determine the nature of the problem and performs ticket analysis for troubleshooting and repair; provides network administration and troubleshooting support for virtual private network (VPN) accounts; communicates with the customer regarding requests for service via phone or email; provides various IT support such as assisting users and vendors in diagnosing issues relating to the network on their device.
- 10% +/- 5%

• Inspects County building wiring infrastructure and recommends wire updates; performs cleaning of equipment and other maintenance services to maintain quality of network services; contacts vendors regarding malfunctioning equipment and coordinates repair.

Effective Date: TBD  
Last Modified: TBD

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High School Diploma or equivalent and 6 months of network administration experience **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated degree of any level	6 months
Any related associate or higher degree	0 years

Related degree fields: computer science, network administration, communications system infrastructure, management information system, or any computer technology field

- Valid driver's license and proof of automobile insurance.

**Additional Requirements**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and multifunction printers, and other computer equipment including routers, switches, and servers.

**Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), email software (Outlook), diagram software (MS VISIO), Infrastructure, and Telnet Applications (PuTTY and Secure CRT).

**Supervisory Responsibilities**

- No supervisory responsibilities required.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including network monitoring logs, equipment system logs, incident cases, project work breakdown structure, internal department documentation, and other reports and records.

Effective Date: TBD  
Last Modified: TBD

## IT Network Engineer 1

- Ability to comprehend a variety of reference materials and manuals including Employee Handbook, Transmission Control Protocol/Internet Protocol, and computer training and reference manuals.
- Ability to prepare VPN user reports, network monitoring reports, network documentation, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer technology and data communications and infrastructure terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including users, coworkers, supervisor, management, vendors, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

Effective Date: TBD  
Last Modified: TBD

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Animal Shelter	<b>Class Number:</b>	15211
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Public Works	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to oversee the day-to-day operations at the Animal Shelter and to ensure the health and wellness of all the animals at the Cuyahoga County Shelter.

### Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and supervising the day-to-day operations at the County Animal Shelter. Employees in this classification work under general supervision from the Chief Dog Warden. Incumbents are expected to exercise independence and judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, and regulations. This class requires public contact in communicating ownership and control of animals, laws, and regulations. The Cuyahoga County Animal Shelter operates 365 days a year and employees in this position will be required to work varying shifts including weekends and holidays.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Oversees animal shelter operations; oversees treatment and handling of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing and care for animal population; determines adoptability of impounded animals; oversees cage sterilization and cleaning; schedules outside services including clinical services (e.g., spay/neuter, dentals, specialty procedures), behavior and training services, and pick-up/delivery of supplies; assists with daily operations of cleaning, playgroup, impounding, adoptions, euthanasia; participates with management in goal setting, evaluation, program development, and planning.
  
- 25% +/- 10%
- Supervises and directs the work of Deputy Dog Wardens, Veterinary Technicians, assigned staff, and animal shelter volunteers; directs staff to ensure work completion and maintenance of standards; schedules, plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 15% +/- 5%
- Manages the flow of dogs throughout the system; determines when dogs transfer in/out, go into fostering, are adopted, or are euthanized; determines when dogs move through stages (e.g., stray hold, available, medical treatment, behavioral modification, temperament testing, evaluation).

Effective Date: TBD  
Last Modified: TBD

Supervisor, Animal Shelter

15% +/- 5%

- Completes and oversees medical and behavioral assessments; performs and documents behavioral assessments of dogs; determines course of training needed; creates behavior and care management plans for each dog; monitors status of animals on plans.

10% +/- 5%

- Coordinates client relations, public relations, and community awareness functions; addresses the general public's inquiries regarding lost and found dogs, rabies, and dog license information; provides educational information; addresses escalated clients to resolve concerns and complaints; develops educational programs; creates, maintains, and distributes literature pertaining to the wellness of animal, adoption, volunteering, etc.; oversees social media page; oversees program teams and shelter events (e.g. adoption events, food programs, humane education).

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness, and outcomes; tracks and reports on shelter's population status; monitors expenditures of resources.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma with five (5) years of animal handling, animal husbandry, animal welfare, or related experience; or any equivalent combination of education, training, and experience.
- Applicants may substitute a degree for the amount of the experience requirement, as shown in the below table.

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Associate degree	3 years
Bachelor's degree	1 years
Master's/doctoral degree	No experience required

Related experience: law enforcement, emergency response, retail supervision, dog-sitting, animal control, veterinary.

- Valid driver license and proof of automobile insurance.

**Additional Requirements**

- No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to utilize animal handling and training tools.

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Animal Shelter

- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, lifting and/or restraining up to 50 pounds (with or without assistance), pushing, pulling, and bending.
- Ability to distinguish between colors, hear sounds, identify odors, utilize depth perception, communicate orally, and accurately describe animals based on visual perceptions.

### **Technology Requirements**

- Ability to operate a variety of software and databases including the animal record database (PetPoint), publishing software (MS Publisher, MS Powerpoint), spreadsheet software (MS Excel), and word processing software (MS Word).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and utilize basic algebra.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vehicle maintenance reports, impound log, County dog record, deputy investigation report, animal inventory, daily reports (feeding, medication, foster, temperament test, intake/outcome, etc.) playgroup report, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, the Employee Handbook, American Society for the Prevention of Cruelty to Animals best practices, Human Society best practices, DEA guidelines, Ohio Board of Pharmacy regulations, and relevant sections of the Ohio Revised Code.
- Ability to prepare weekly dog report, dangerous dog registration list, contracts (foster, adoption, transfer, and return), revenue reports, applications (visitors, fosters, volunteers), surgery summaries, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Effective Date: TBD  
Last Modified: TBD



### Supervisor, Animal Shelter

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic veterinary, animal control, related legal, and marketing terminology and language.
- Ability to communicate with management, Deputy Dog Wardens, volunteers, clients, adoption customers, colleagues, police officers, animal control officers, vendors/contractors, rescue organizations, other County employees, and the general public.

### **Environmental Adaptability**

- Work may involve exposure to temperature/weather conditions, strong odors, toxic/poisonous agents, wetness/humidity, animals/wildlife, disease/bodily fluids, bright/dim lights, animal violence, and noise extremes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Hotel/Motel Audit	<b>Class Number:</b>	11081
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Fiscal Office	EXHIBIT C	

### Classification Function

The purpose of this classification is to manage the County Lodging Tax unit in the Fiscal Office and oversee the day-to-day functions such as collection, reconciling, and distribution of bed tax returns and revenues and directly supervising staff performing these functions.

### Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Lodging Tax unit in the Accounting Division of the Fiscal Office and providing direct supervision to assigned staff. Employees in this class work under general supervision from a manager in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

50% +/- 10%

- Supervises and directs the work of Examiners and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge

20% +/- 10%

- Reviews reports for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor's office or Law Department on issues related to liens, contracts, administrative appeals, County Code of Regulations, Ohio Revised Code (ORC), and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; obtains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court; updates the code of regulations verbiage as needed to ensure clarity.

10% +/- 5%

- Oversees the monthly hotel tax return process; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the LAWSON accounting system; distributes all monthly hotel tax audit revenue collections according to the County Code of Regulations; oversees audit process from notification, audit assessment, review of petition, reassessment, to payment; confirms selected establishments to be audited; sets time period for audit;

## Manager, Hotel/Motel Audit

authorizes and produces payment agreement contracts for audit findings; verifies the distribution data of monthly collections.

10% +/- 5%

- Communicates with hotel representatives, management, and attorneys, to provide information regarding the County Code of Regulations, tax forms, and audits; sends out letters to non-registered lodging establishments to enforce compliance.

10% +/- 5%

- Manages and oversees the Lodging Tax financial system; Updates the lodging tax system with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guest without notifying the Fiscal Office; approves all new registered accounts and accounts to be closed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting, business administration, or a related field with five (5) years of experience in accounting, finance, or a related field; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and accounting system (LAWSON).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine statistics.

## Manager, Hotel/Motel Audit

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, County Lodging Tax Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms, and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and relevant regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, and other County Employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Examiner Investigator 1	<b>Class Number:</b>	12221
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT D</b>	

### Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

### Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification work under the general supervision of the Chief Investigator and incumbents are expected to exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 35% +/- 10%
- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; examines body to determine if death was due to homicide, suicide, accident, or non-traumatic causes; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.
- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches ambulance/livery crews as appropriate.
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

Effective Date: 07.28.2014  
Last Modified: 01.29.2020

## Medical Examiner Investigator I

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system; documents date and time of ambulatory systems.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment; washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- American Board of Medicolegal Death Investigation (ABMDI) certification is required within 18 months of date of hire.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to operate various investigation equipment such as body lift, body scale, and camera.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, bend, climb, and lift in performance of assigned duties.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (VertiQ).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

Effective Date: 07.28.2014  
Last Modified: 01.29.2020

## Medical Examiner Investigator I

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and use the principles of algebra and geometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical, and emergency medical services reports, patient records, autopsy reports, pathology evaluations, funeral home documentations; investigation reports, medical records, police reports, nursing home records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy and procedures manual, Ohio Revised Code, CCMEO Investigative Standard Operations of Procedure, HIPAA, and medical terminology book.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, field reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and related legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office and laboratory environment and on-site at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, bodily fluids, smoke, toxic agents, and communicable disease.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Examiner Investigator 2	<b>Class Number:</b>	12222
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office	EXHIBIT E	

### Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

### Distinguishing Characteristics

This is a journey-level classification within the Investigator series. Positions in this class work under the general supervision of the Chief Investigator and incumbents are expected to exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures. This class is distinguished from the Investigator 1 by a greater level of experience and lead worker responsibilities.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 35% +/- 10%
- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
  
- 30% +/- 10%
- Performs investigations into circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; examines body to determine if death was due to homicide, suicide, accident, or non-traumatic causes; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.
  
- 20% +/- 10%
- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies next-of-kin after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of

Effective Date: 07.28.2014  
Last Modified: 01.29.2020



## Medical Examiner Investigator 2

decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics/demographic information of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; documents specimen collections into database software (VertiQ); prints ID tags for decedent's before moving them into cooler or shelving units; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Serves as lead worker; assists Medical Examiner Investigator 1s with any issues or questions; gives trainings and presentations to law enforcement positions, medical personnel, and other employees; ensures pending cases are reviewed and being worked on.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment, washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology and three (3) years of experience in medical or forensic investigations, embalming, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.

### Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to operate various investigation equipment such as body lift, mobile fingerprint scanner, body scale, and camera.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Effective Date: 07.28.2014  
Last Modified: 01.29.2020

## Medical Examiner Investigator 2

### Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and database software (VertiQ).

### Supervisory Responsibilities

- Ability to provide instruction and training to other employees.

### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and use the principles of algebra and geometry.

### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, funeral home documentations, law enforcement records, burial forms, fire/EMS records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, Employee Handbook, Ohio Revised Code, Investigation Until Standard Operating Procedures (SOP), HIPAA, CCMEIO Investigative Standard Operations of Procedure, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, travel paperwork, records request forms, death scene reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

### Environmental Adaptability

- Work is typically performed in an office and laboratory environment and on-site at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, bodily fluids, smoke, toxic agents, and communicable disease.

## Medical Examiner Investigator 2

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Motor Pool Attendant	<b>Class Number:</b>	15051
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	1A
<b>Dept:</b>	Sheriff's Office	EXHIBIT F	

### Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

### Distinguishing Characteristics

This is an entry level class responsible for cleaning, performing minor maintenance, and transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Supervisor, Motor Pool class as this is an entry-level position that receives supervision from the higher level.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 70% +/- 10%
- Inspects, maintains, and cleans vehicles in the motor pool for the Sheriff's department; ensures that vehicles are in good working order including checking tire pressure and tread wear, ensuring that fuel and fluids are filled appropriately, electrical systems are in working order, batteries charged, belts, hoses, and wipers are in good repair, and that vehicles' interiors and exteriors are washed and cleaned; may make minor repairs such as fuse/bulb replacement of soldering broken equipment or wires; removes or installs van seats.
- 20% +/- 10%
- Transports vehicles to be serviced, garaged, picked-up and delivered; provides roadside assistance; transports people to meetings.
- 10% +/- 5%
- Cleans and maintains the work area and the level of the parking garage used by the motor pool; cleans and maintains equipment.

### Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent, or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

### Additional Requirements

- No special license or certification is required

Effective Date: 06.11.2013  
Last Modified: 01.29.2020

## Motor Pool Attendant

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

#### **Technology Requirements**

- No technology required.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including employee performance evaluations, timesheets, vehicle mileage reports, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policy manuals, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to attend to work assignments and to follow instructions or orders.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

#### **Environmental Adaptability**

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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Effective Date: 06.11.2013  
Last Modified: 01.29.2020

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Pathology Assistant	<b>Class Number:</b>	17001
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT G</b>	

### Classification Function

The purpose of this classification is to perform examining room duties involving the preparation of decedents for autopsy, assisting with the completion of postmortem examinations, and helping to determine cause and manner of death.

### Distinguishing Characteristics

This is a journey-level classification working under general supervision of the Supervisor, Pathology Assistant and assisting Forensic Pathologists. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations for the performance of duties. This position is required to work weekends, holidays, and on-call hours when needed.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 45% +/- 10%
- Prepares decedents for autopsy; transfers decedents to work area; performs evisceration of decedents; collects specimens and evidence taken during an autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; assists forensic photographer with appropriate positioning; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs, and other items from autopsy; restores, closes, and cleans the deceased after autopsy; prepares decedent for release to funeral home; provides educational assistance during demonstration autopsies and for students/residents in the medical education program; maintains established departmental policies and procedures, quality assurance, and safety protocols in the performance of duties.
- 25% +/- 10%
- Performs data entry and document procurement; ensures identification data of the deceased (e.g. case number, physical description, etc.) is accurate; enters information obtained from the Investigation Department about the deceased into the computer; prints labels for all specimens and evidence obtained from the deceased; inputs information into the X-ray computer prior to performing X-ray procedures; records number of X-ray images taken; files X-ray reports in appropriate area; burns X-ray files to disks upon request.
- 15% +/- 5%
- Performs cleaning and maintenance of the work environment before and after autopsy; sets up, re-stocks, and cleans workstations; places instruments in preparation for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage; maintains inventory supply; maintains radiological and medical equipment; maintains storage facilities for specimens; records internal temperatures of refrigerators and body coolers; performs routine inspections of equipment; records and disposes of stored specimens exceeding time specified by retention policies.

Effective Date: 07.28.2014  
Last Modified: 05.26.2020

## Pathology Assistant

15% +/- 5%

- Attends viewings and assists as needed; aids in deciding if an autopsy should be performed; provides information about the deceased to the appropriate departments; manipulates the deceased to allow thorough external examination and documentation; obtains blood, bodily fluids, and other specimen(s) from the deceased as requested; provides assistance to other departments during examinations as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in anatomy, biology, forensic science, funeral services, or related field and three (3) years of experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to use a variety of laboratory tools and equipment including x-ray equipment, various surgical instruments, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, push or pull up to 700 lbs. (with assistance), and ability to lift up to 200 lbs. (with assistance).

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (VertiQ and PowerDR).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records and hospital notes, out-of-county Medical Examiner information, police information, Organ Procurement

Effective Date: 07.28.2014  
Last Modified: 05.26.2020

## Pathology Assistant

Organizations retrieval list; dosimetry reports, packing slips and order forms, radiology reports, monthly autopsy statistics, case/investigator reports, X-ray dosimetry reports, LifeBanc recovery tags and packets, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, Employee Handbook, National Association of Medical Examiners (NAME) standards for completing forensic autopsies, and equipment manuals.
- Ability to prepare x-ray request form, time sheets, case labels, tissue disposal logs, retained tissue log, permanent save tissue log, daily case log, purchase requests, incineration charge sheets, incinerator temperature sheet, X-ray request forms and logs, cooler temperature logs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, family members, investigators, and the Medical Examiner.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, disease, toxic agents, bodily fluids, electrical currents, and morgue equipment/machinery.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Motor Pool	<b>Class Number:</b>	15052
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Office	EXHIBIT H	

### Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

### Distinguishing Characteristics

This is a first-level supervisory classification that is responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Motor Pool Attendant class as employees in this class are responsible for the operations and activities of the unit.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 10%
- Manages and coordinates the operations and activities of the Motor Pool division in the Sheriff's department; participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; decals/stripes the department's Sheriff's Fleet Vehicles; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires; transports vehicles to be serviced, garaged, picked-up and delivered.
- 30% +/- 10%
- Supervises and directs work of Motor Pool Attendants and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool; oversees cleaning and maintenance of equipment.

Effective Date: 06.11.2013  
Last Modified: 01.29.2020

Supervisor, Motor Pool

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or GED; two (2) years of experience in vehicle maintenance and repair; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

### **Additional Requirements**

- No license or special certification is required

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add and subtract.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including vehicle mileage reports, insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Effective Date: 06.11.2013  
Last Modified: 01.29.2020

### Supervisor, Motor Pool

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies, and departments/divisions.

### **Environmental Adaptability**

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	User Experience Designer	<b>Class Number:</b>	16301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology	<b>EXHIBIT I</b>	

### Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, designing, and developing applications and web pages to be more user friendly.

### Distinguishing Characteristics

This is an advanced journey level classification, working under the direction of the Web and Applications Administrator. This position is responsible for creating products, systems, and services that are intuitive and efficient for users to interact with. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

20% +/- 10%

- Designs and implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders; collaborates with stakeholders to implement new designs.

20% +/- 10%

- Creates, wireframes, mock-ups, and prototypes for design and development to demonstrate website form and functionality and create seamless, usable, convenient, and enjoyable user experiences; works with cross-functional teams to align on design goals, prioritize features, and ensure a consistent user experience design across different touchpoints; designs visual elements of a product including layout, color, and imagery to create an appealing and cohesive experience; provides guidance to design and development staff to ensure designs are properly coded, meet established technical protocols and standards, are compliant with Web Content Accessibility Guidelines (WCAG), and align with business, stakeholder, and end user priorities; reviews and corrects errors to ensure compliance with WCAG 2.1 standards.

20% +/- 10%

- Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests; monitors website statistics for all County websites; creates quarterly website analytic reports for clients.

20% +/- 10%

- Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; tests prototypes and designs with real users to gather

Effective Date: 04.25.2018  
Last Modified: 10.27.2020

## User Experience Designer

feedback and to identify areas of improvement; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; meets with clients and stakeholders to gather requirements; acts as key QA point of contact for new releases.

20% +/- 10%

- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to utilize a variety of website development and maintenance software.

#### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (MS Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), desktop publishing program (Adobe Creative Cloud), presentation software (PowerPoint), editing software (Sitefinity), and other design and analytics programs and software (Monsido, Fathom Analytics, Axure Prototyping, Google Analytics, Hemmingway App, WebAim Contrast Checker, NVDA Screen Reader).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

#### **Language Ability & Interpersonal Communication**

Effective Date: 04.25.2018  
Last Modified: 10.27.2020

## User Experience Designer

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, requests for proposal (RFP), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, user experience/user interface design best practices, and the ADA and WCAG 2.1 guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, accessibility score reports, quarterly analytics reports and presentations, website visitation reports, wireframes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employment Testing Proctor	<b>Class Number:</b>	10131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	3A
<b>Dept:</b>	Personnel Review Commission	EXHIBIT J	

### Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

### Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 60% +/- 10%
- Conducts test administration; prepares and maintains testing rooms and materials; compiles test packets; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; operates automated grading machines to grade test materials and reports results to ETS; maintains confidentiality and security of all testing materials, test logs, and other test documents.

- 40% +/- 10%
- Performs supporting administrative duties; maintains organization of electronic testing files and documents; creates check in/check out sheets to monitor candidate attendance during testing periods; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

### Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience including at least six (6) months of customer service experience; or any equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

Effective Date: 09.28.2017  
Last Modified: 01.28.2022

## Employment Testing Proctor

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

## Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

## Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

## Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes, and/or guidelines; and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including graded answer sheets, interviews, reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare testing documents, lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures to large groups of people.
- Ability to communicate with supervisor, coworkers, candidates, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

## Environmental Adaptability

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*



Posted: 5/30/2024  
Meeting: 6/5/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b> IT Network Engineer 1	16281	N/A	8B Non-Exempt	Information Technology	This is a new classification requested by the Information Technology department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Supervisor, Animal Shelter	14113	N/A	8A Non-Exempt	Public Works	This is a new classification created to replace 3 current Animal Shelter positions to allow for a more streamlined approach within the department. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b> Manager, Hotel/Motel Audit	11081	11A Exempt	11A Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, related education and experience, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Medical Examiner Investigator 1	12221	8A Exempt	8A Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential job functions, physical requirements, and language and formatting. No change to pay grade or FLSA status.
Medical Examiner Investigator 2	12222	10A Exempt	10A Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential job functions, physical requirements, and language and formatting. No change to pay grade or FLSA status.
Motor Pool Attendant	15051	1A Non-Exempt	1A Non-Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, mathematical requirements, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Pathology Assistant	17001	8A Non-Exempt	8A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, physical requirements, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Supervisor, Motor Pool	15052	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
User Experience Designer	16301	12B Exempt	12B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	<b>Rationale</b>
Employment Testing Proctor 10131	3A Non-Exempt	Personnel Review Commission	The PRC has redesignated the role of Employment Testing Proctor to be included in the Employment Testing Associate classification. The PRC does not intend to utilize the Proctor classification in the future.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0231

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Linda Johanek to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

**WHEREAS**, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

**WHEREAS**, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

**WHEREAS**, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, the County Executive has nominated Linda Johanek (replacing Michelle Curry) to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Linda Johaneck (replacing Michelle Curry) to serve on the Alcohol, Drug Addiction and Mental Health Services Board for an unexpired term ending 6/30/2027.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 18, 2024

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

June 10, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Linda Johanek, Unexpired term ending 6/30/2027**
  - Replacing Michelle Curry (Resigned 5/11/2024)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on no boards or commissions

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

An advisory opinion regarding a conflict of interest was requested from the ADAMHS legal team. The ruling is attached. The nominee's resumes are attached for your review. There are 23 candidates on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

# LINDA JOHANEK

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## Profile

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- + Results-oriented executive with a strong commitment to social impact and proven ability to analyze an organization's critical business requirements, identify deficiencies, and develop innovative and cost-effective solutions to increase revenue and improve program quality.
- + Inclusive, effective leader of a multifunctional, multicultural team of 70 professionals, who uses a team-building, participatory style that fosters a positive environment that is strength-based, and includes feedback, accountability, and celebration.
- + Proven master relationship-builder, community engager, and multi-disciplinary collaborator who has worked at local, national, and international levels. Experienced in creating trauma-informed, equitable, programs and adapting national models to provide more effective services.
- + Experienced Director of residential, community-based, and clinical programs; and a demonstrated success in unifying board/team members with a focus on culture when leading a complex nonprofit merger.

## Skills

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Executive Leadership	Community Engagement	Fundraising & Finance
Advocacy/Systems Change	Training & Facilitation	Media/Public Relations
Cross-sector Collaboration	Team Development	Crisis Intervention

## Experience

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### **LDJ Consulting, Cleveland, OH • 2024 - Present**

**Owner:** Partner with nonprofits as a consultant with deep experience and a proven track record of driving organizational growth and impact through strategic planning, fundraising, program development, and board effectiveness. Skilled in collaborating with diverse stakeholders to identify opportunities, overcome challenges, and achieve sustainable results that advance mission-driven objectives.

### **Morino Ventures, Cleveland, OH • 2017 - 2024**

**Senior Director:** Engage funders, nonprofit leaders, and consultants who are a part of the Leap Ambassadors Community of 350+ global visionaries and changemakers in 9 countries. Help nonprofits become more effective, mission-aligned, fiscally responsible organizations. We aim to impact social-sector leaders nationally and internationally by helping them become high performing organizations for the long term. Facilitate online dialogue, write, curate, publish and provide resources to leaders. Oversee virtual and in-person presentations, gatherings, conferences, and regional meetings.

### **Domestic Violence & Child Advocacy Center, Cleveland, OH • 1995 – 2017**

**Chief Executive Officer (2008-2017):** Led implementation of policies and strategic plan set with the Board of Directors. Oversaw children and family programs, partnering with 20 sites to provide services to 25,000 children and adults annually. Communicated mission and vision, engaged community stakeholders, advocated for best practices, policy, and protocol enabling systems change work. Expanded to a national model for a safe, supervised visitation center for children. Initiated a new collaborative county-wide model for child abuse treatment and protocol, developed the strategy, implemented the plan, obtained funding, and ultimately resulted in a thriving Child Advocacy Center helping children and their families. Led nonprofit merger with a new mission, expanded vision and elevated visibility to better serve children and families.

**Development Director (2003-2008):** Led all development activities including individual and corporate donor engagement, grant writing, appeal letters, fundraising activities, event planning, public relations, volunteer program, public speaking, and spearheaded a capital campaign.

**Therapist, Group Facilitator (1998-2002):** Provided individual assessments and therapeutic sessions for domestic violence victims and offenders. Made recommendations to courts.

### **Cleveland State University, Cleveland, OH • 2001 – 2003**

**Faculty Liaison:** Oversaw undergraduate/graduate students in their social work internships. Acted as liaison to faculty, including problem-solving and troubleshooting between the student, placement agency, and the university. Assisted with learning contracts, participated in the final evaluation and grade assignment.

## **Education**

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Master's of Science in Social Administration, Case Western Reserve University, Cleveland, OH  
BA, Social Work, Cleveland State University, Cleveland, OH

## **Supplemental Information**

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- [Publications](#)
- [In the Press](#)
- [Boards / Volunteers / Activities](#)

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:
  - 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;  
  
**N/A**
  - 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;  
  
**Please see attached**
  - 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and  
  
**Professional licenses are not required for this position under County Charter or state law.**
2. A letter from the appointing authority providing the following information:
  - 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;  
  
**Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board**
  - 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;  
  
**N/A**
  - 2.3 The specific term of office during which the candidate would serve;



**Unexpired term ending 6/30/2027**

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

**New Appointment**

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

**Michelle Curry**

- 2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7 A cumulative list of individuals who applied for the position;

**Amy K. Kuntz  
Bishara W. Addison  
Matthew Carroll  
Ebony Spano  
Kara Tatum- Johnson  
Dana Corraini  
Carol Beck  
Brenda Stoller  
Demar Sheffey  
Jasmin Santana  
Stuart C. Van Wagenen  
Sharisse Edwards  
Erskine E. Cade  
Rev. Benjamin F. Gohlstin, Sr.  
Delaney Jones  
Kathryn Parks  
Madeline Corchado  
Molly Wimbiscus  
Rebekah Dorman  
Ebony Spano  
Ashley King**

**John Oliver**  
**Michelle Curry**

**2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

**2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**The candidate does not serve on any boards or commissions.**

**2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**An ethics opinion was requested from the ADAMHS Board staff. It was ruled that Linda JohaneK does not have a conflict that would preclude her from serving. She is not an employee or a board member of one of her providers, per ORC 340.02(C). For other conflicts, such as where one of the ADAMHS providers would be her clients, she will abstain from the vote.**

**2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

**2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

### **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0235

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Calvin Williams to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

**WHEREAS**, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

**WHEREAS**, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-year term; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, the County Executive has nominated Calvin Williams (replacing William Mason) to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Calvin Williams (replacing William Mason) to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety





Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

May 23, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Diversion Board:

- Calvin Williams, three-year term, 3/1/2024 - 2/28/2027
  - Replacing William Mason
  - Resides in Cleveland (Cuyahoga County)

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

Attached you will find the nominee's resume for your review. There are five candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

Calvin D. Williams is the City of Richmond Heights' Chief of Police. Chief Williams was appointed to the Division of Police on February 24, 1986. In 1989, he was assigned to the SWAT Unit where he served for nine years. Williams was promoted to Sergeant in July 1997 and became the SWAT Unit Supervisor, a position he held for two years. Chief Williams has also served as the supervisor of both the Vice Unit in the Fourth District and the Fugitive Unit.

In 2005, Chief Williams became the Cleveland Police Liaison to the US Marshal's Fugitive Task Force and was promoted to Commander of the Third District in March of 2006. Then in September of 2011, he was promoted to Deputy Chief of Field Operations where he was responsible for the oversight, management and efficiency of the five Neighborhood Police Districts, the Bureau of Community Policing, the Bureau of Traffic and the Office of Special Events for the Division.

For the past nine years, Chief Williams has coached youth football, leading the Sims Raiders in the Cleveland Muncy League. When he has free time, the Chief golfs, a sport he took up about four years ago.

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:
  - 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;  
  
**N/A**
  - 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;  
  
**Please see attached**
  - 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and  
  
**Professional licenses are not required for this position under County Charter or state law.**
2. A letter from the appointing authority providing the following information:
  - 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;  
  
**Cuyahoga County Diversion Board**
  - 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;  
  
**N/A**
  - 2.3 The specific term of office during which the candidate would serve;

**3/1/2024 – 2/28/2027**

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**New Appointment**

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

**William Mason**

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7** A cumulative list of individuals who applied for the position;

**Demar Sheffey**

**Ashley Johnson**

**Kara Tatum- Johnson**

**Donna Congeni Fitsimmons**

**Dorothy Todd**

- 2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Chief Williams does not serve on any boards.**



- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No ethics opinion was requested or issued.**

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

#### **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.