



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 10, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) January 27, 2015 Committee of the Whole Meeting (See Page 9)
 - b) January 27, 2015 Regular Meeting (See Page 11)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2015-0026: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Association of

Cuyahoga County Employees for Special Students, an affiliate of National Education Association and Ohio Education Association, representing approximately 109 employees in various classifications for the period 9/1/2012 - 8/31/2015 to extend the time period to 12/31/2016 and to modify language in various Articles; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 29)

Sponsors: Council President Brady on behalf of Cuyahoga County Board of Developmental Disabilities

- 2) R2015-0027: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Ohio Association of Public School Employees, Local 744, affiliated with Association of Federal, State, County and Municipal Employees, AFL-CIO, Chapter 744, representing approximately 86 employees in various classifications for the period 1/1/2013 - 12/31/2015 to extend the time period to 12/31/2016 and to modify language in various Articles; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 35)

Sponsors: Council President Brady on behalf of Cuyahoga County Board of Developmental Disabilities

- 3) R2015-0028: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Service Employees International Union, District 1199, WV/KY/OH, the Healthcare and Social Services Union, representing approximately 168 employees in various classifications in Services and Support Administration for the period 1/1/2013 - 12/31/2015 to extend the time period to 12/31/2017 and to modify language in various Articles; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and

declaring the necessity that this Resolution become immediately effective. (See Page 41)

Sponsors: Council President Brady on behalf of Cuyahoga County Board of Developmental Disabilities

b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2015-0003: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 47)

Sponsors: Councilmember Conwell on behalf of Personnel Review Commission

c) CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2015-0004: An Ordinance establishing the process by which county officers or employees serving on public bodies may designate alternates to serve in their stead, and declaring the necessity that this Ordinance become immediately effective. (See Page 52)

Sponsor: Council President Brady

- 2) O2015-0005: An Ordinance enacting Section 206.12 of the Cuyahoga County Code to specify the County's representation on the Cuyahoga County Planning Commission, and declaring the necessity that this Ordinance become immediately effective. (See Page 55)

Sponsor: Council President Brady

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2015-0029: A Resolution amending the 2014/2015 Biennial Operating Budget for 2015 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to

meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 58)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget & Management

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2015-0030: A Resolution confirming the County Executive's appointment of Michael Foley, upon his taking the oath of office, as Director of the Department of Sustainability; and declaring the necessity that this Resolution become immediately effective. (See Page 65)

Sponsor: County Executive Budish

- 2) R2015-0031: A Resolution making an award on RQ32491 to ReliaStar Life Insurance Company dba Voya Financial, Inc. in the amount not-to-exceed \$2,485,909.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 71)

Sponsor: County Executive Budish/Department of Human Resources

- 3) R2015-0032: A Resolution making an award on RQ32408 to Joshen Paper & Packaging Co. in the amount not-to-exceed \$1,435,000.00 for furnishing and delivery of reprographic paper for various County departments for the period 3/1/2015 - 2/28/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 77)

Sponsor: County Executive Budish/Office of Procurement & Diversity on behalf of Department of Public Works

- 4) R2015-0033: A Resolution making an additional Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Bedford Heights on behalf of Southeast Council of Governments in the amount not-to-exceed \$393,447.00 for Public Safety Answering Point consolidation support; authorizing an amendment to Agreement No. AG1300195-01 with City of Bedford Heights for the period 11/1/2013 - 12/31/2014 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed said award; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 88)

Sponsors: County Executive Budish/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee

- 5) R2015-0034: A Resolution making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Parma on behalf of Parma Emergency Regional Dispatch Center in the amount not-to-exceed \$971,911.00 for Public Safety Answering Point consolidation support for the period 2/1/2015 - 1/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 93)

Sponsors: County Executive Budish/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee

- 6) R2015-0035: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 98)

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2015-0023: A Resolution making an award on RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center, for the period 4/1/2015 - 3/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 103)

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Germana

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2015-0024: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$72,262.04 to fund said amendment; and declaring the necessity that this Resolution become immediately effective. (See Page 106)

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Conwell

Committee Assignment and Chair: Public Works, Procurement & Contracting – Germana

2) R2015-0025: A Resolution making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$899,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective: (See Page 109)

i) Akins Road Culvert 01.12 over a creek to the east branch of the Rocky River in the City of North Royalton.

ii) Eastland Road Culvert 00.53 over an unnamed stream in the City of Middleburg Heights.

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement & Contracting – Germana

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

1) R2014-0299: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 112)

Sponsors: Former County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE/CONFIRMATION
HEARINGS:

TUESDAY, FEBRUARY 24, 2015
2:30 PM / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, FEBRUARY 24, 2015
5:00 PM / COUNCIL CHAMBERS

**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 COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 27, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:30 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Gallagher, Conwell, Jones, Brown, Hairston, Greenspan, Miller, Germana and Brady were in attendance and a quorum was determined. Councilmember Simon entered the meeting shortly after the roll call was taken. Councilmember Schron was absent from the meeting.

3. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION

a) Collective bargaining matters, including:

- i) an agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, AFL-CIO, Ohio Council 8 and Local 2927, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2015 – 12/31/2017.

b) Pending court actions, including:

- i) a proposed settlement in the matter of *Patricia A. Allen, Administrator of the Estate of Albert W. Fabian, Jr. v. Cuyahoga*

A motion was made by Ms. Conwell, seconded by Mr. Germana and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and pending court actions and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:34 p.m. The following Councilmembers were present: Gallagher, Conwell, Jones, Brown, Hairston, Simon, Greenspan, Miller, Germana and Brady. The following additional attendees were present: County Executive Budish, Director of Law Majeed Makhoulf, Assistant Law Director Todd Ellsworth, Special Counsel Michael King, Legislative and Budget Advisor Trevor McAleer, Assistant Prosecuting Attorney Barbara Marburger and Assistant Law Director Robin Wilson. At 4:57 p.m., Executive Session was adjourned without objection, and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:57 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 27, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Brady at 5:00 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Conwell, Jones, Brown, Hairston, Simon, Greenspan, Miller, Germana, Gallagher and Brady were in attendance and a quorum was determined. Councilmember Schron was absent from the meeting.

A motion was then made by Mr. Brady, seconded by Ms. Conwell and approved by unanimous vote to excuse Mr. Schron from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Brady requested a moment of silent meditation be dedicated in memory of Mr. James D. Ireland, III, a prominent philanthropist and arts advocate, who recently passed away.

5. PUBLIC COMMENT RELATED TO AGENDA

Mr. Satindur Puri addressed Council regarding issues of concern to him relating to Resolution No. R2014-0253, a Resolution authorizing the issuance and sale of Cuyahoga County Sales Tax Revenue Bonds for the Lakefront Pedestrian Bridge Project.

Mr. Thomas Colaluca, Chairman of the Personnel Review Commission, addressed Council regarding issues of concern to him relating to Ordinance No. O2014-0032, an Ordinance enacting the County's Administrative Procedures Act, including establishment of the Administrative Rules Board and procedures for the publication of the Cuyahoga County Administrative Code.

6. APPROVAL OF MINUTES

- a) January 13, 2015 Committee of the Whole Meeting
- b) January 13, 2015 Regular Meeting

A motion was made by Mr. Hairston, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the January 13, 2015 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported the following:

- a) **Congratulated Sheriff Frank Bova on receiving the Cuyahoga County Police Chiefs' Association 2014 Person of the Year Award;**
- b) **The County Prosecutor's Office and Juvenile Court announced a collaborative effort to ensure that all juveniles have equal opportunities for case evaluations by the Courts. This will lead to recommendations as to whether juvenile offenders will move forward in the Diversion Program or have charges filed;**
- c) **The Healthcare Information and Management Systems Society (HIMSS) Connectathon will be held at the Global Center for Health Innovation;**
- d) **Met with Mr. William Denihan, CEO of the Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS); Dr. Akram Boutros, CEO of The MetroHealth System; and Dr. Joan Papp, Medical Director of Project Dawn. The ADAMHS Board presented a \$100,000.00 grant to**

Project Dawn to purchase additional Naloxone kits to fight the heroin crisis.

9. LEGISLATION INTRODUCED BY COUNCIL

a) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING
ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Mr. Germana, and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2015-0016 and R2015-0017.

- 1) R2015-0016: A Resolution amending Rules 12G and 12H of the Rules of Cuyahoga County Council, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Brady

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2015-0016 was considered and adopted by unanimous vote.

- 2) R2015-0017: A Resolution setting the regular days, meeting times and locations for Council standing committees for a two-year term, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Brady

A motion was made by Mr. Germana, seconded by Ms. Conwell and approved by unanimous vote to amend Resolution No. R2015-0017 by changing the meeting time for the Public Works, Procurement & Contracting Committee from "11:00 a.m." to "10:00 a.m." Discussion ensued.

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2015-0017 was considered and adopted by unanimous vote, as amended.

b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF
COUNCIL FOR SECOND READING

- 1) R2015-0003: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Conwell on behalf of Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

Clerk Schmotzer read Resolution No. R2015-0003 into the record.

This item will move to the February 10, 2015 Council meeting agenda for consideration for third reading adoption.

c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2015-0003: An Ordinance amending Title 7 of the Cuyahoga County Code to include community development as an allowable use for the Casino Revenue Fund and to establish the County Community Development Supplemental Grant Fund Program, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Greenspan, **Simon and Germana**

Council President Brady referred Ordinance No. O2015-0003 to the Community Development Committee.

d) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Mr. Germana, and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance No. O2015-0001.

- 1) O2015-0001: An Ordinance amending Chapter 114 of the Cuyahoga County Code to ensure transparency and equity across county appointees, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Greenspan and Conwell

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

On a motion by Mr. Greenspan with a second by Mr. Miller, Ordinance No.

O2015-0001 was considered and adopted by majority vote, with Ms. Simon casting the only dissenting vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION
UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Mr. Germana, and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2015-0018, R2015-0019 and R2015-0020.

- 1) R2015-0018: A Resolution amending the 2014/2015 Biennial Operating Budget for 2015 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget & Management

On a motion by Mr. Greenspan with a second by Mr. Miller, Resolution No. R2015-0018 was considered and adopted by unanimous vote.

- 2) R2015-0019: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, AFL-CIO, Ohio Council 8 and Local 2927, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2015 - 12/31/2017; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/County Sheriff and Department of Law

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2015-0019 was considered and adopted by unanimous roll-call vote.

- 3) R2015-0020: A Resolution approving a proposed settlement in the matter of *Patricia A. Allen, Administrator of the Estate of Albert W. Fabian, Jr. v. Cuyahoga County, et al.*, United States District Court, Northern District of Ohio, Case No. 12-CV-1659; authorizing the Director of Law and/or his designee to execute the settlement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Office of the Prosecuting Attorney

On a motion by Mr. Brady with a second by Mr. Germana, Resolution No. R2015-0020 was considered and adopted by unanimous vote.

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2015-0021: A Resolution confirming the County Executive's appointment of Nailah K. Byrd, upon her taking the oath of office, as Clerk of Courts of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2015-0021 to the Committee of the Whole.

- 2) R2015-0022: A Resolution confirming the County Executive's appointment of Edward H. Kraus, upon his taking the oath of office, as Cuyahoga County Director of Regional Collaboration; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2015-0022 to the Committee of the Whole.

- 3) R2015-0023: A Resolution making an award on RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for

Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center, for the period 4/1/2015 - 3/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2015-0023 to the Public Works, Procurement & Contracting Committee.

- 4) R2015-0024: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$72,262.04 to fund said amendment; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

Council President Brady referred Resolution No. R2015-0024 to the Public Works, Procurement & Contracting Committee.

- 5) R2015-0025: A Resolution making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$899,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- i) Akins Road Culvert 01.12 over a creek to the east branch of the Rocky River in the City of North Royalton.
- ii) Eastland Road Culvert 00.53 over an unnamed stream in the City of Middleburg Heights.

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

Council President Brady referred Resolution No. R2015-0025 to the Public Works, Procurement & Contracting Committee.

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2014-0299: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Former County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

Clerk Schmotzer read Resolution No. R2014-0299 into the record.

This item will move to the February 10, 2015 Council meeting agenda for consideration for third reading adoption.

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2014-0253, R2014-0300, R2014-0301, R2015-0006, R2015-0007, R2015-0008, R2015-0009, R2015-0010, R2015-0011, R2015-0012, R2015-0013, R2015-0014 and R2015-0015.

- 1) R2014-0253: A Resolution authorizing the issuance and sale of Cuyahoga County Sales Tax Revenue Bonds, Series 2014 (Lakefront Pedestrian Bridge), in an aggregate principal amount not-to-exceed \$10,000,000.00 for the purpose of

acquiring an interest in, and paying or reimbursing a portion of the cost of constructing and maintaining, a pedestrian/bicycle bridge to be located between the northeast corner of Mall C and the downtown lakefront in the vicinity of the Great Lakes Science Center and Rock and Roll Hall of Fame and Museum and spanning railroad tracks owned by Norfolk Southern, CSX and Amtrak, GCRTA Waterfront Line tracks, City-owned property (Amtrak parking lot), Memorial Shoreway (SR2) including the mainline and access ramps, and Erieside Avenue, and for the purpose of paying capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of a preliminary official statement; authorizing the preparation, execution and use of an official statement; approving and authorizing the execution of a trust indenture and a continuing disclosure agreement; authorizing other actions related to the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Former County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

Committee Assignment and Chair: Finance & Budgeting – Greenspan

Mr. Greenspan introduced a proposed substitute to Resolution No. R2014-0253. Discussion ensued.

A motion was then made by Mr. Greenspan, seconded by Mr. Brady and approved by majority vote to accept the substitute, with Mr. Hairston casting the only dissenting vote.

On a motion by Mr. Brady with a second by Mr. Greenspan, Resolution No. R2014-0253 was considered and adopted by majority vote, as substituted, with Mr. Hairston casting the only dissenting vote.

- 2) R2014-0300: A Resolution making awards on RQ30873 to various municipalities and providers, in the total amount of \$2,758,136.00, for various services for the Community Social Services Program for the period 1/1/2015 - 12/31/2016; authorizing the County Executive to execute the agreements, contracts and all other documents required in connection with said awards and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$145,560.00 for Adult Development and Transportation Services;
- ii) Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$19,950.00 for Transportation Services;
- iii) City of Euclid in the amount not-to-exceed \$55,226.00 for Transportation Services;
- iv) City of Lakewood in the amount not-to-exceed \$75,136.00 for Congregate Meals and Transportation Services;
- v) City of Maple Heights in the amount not-to-exceed \$92,436.00 for Congregate Meals and Transportation Services;
- vi) City of Parma Heights in the amount not-to-exceed \$207,866.00 for Congregate Meals and Transportation Services;
- vii) Community Partnership on Aging in the amount not-to-exceed \$46,380.00 for Congregate Meals and Transportation Services;
- viii) The East End Neighborhood House Association in the amount not-to-exceed \$123,932.00 for Adult Development and Transportation Services;
- ix) Eliza Bryant Village in the amount not-to-exceed \$115,784.00 for Adult Day Care and Transportation Services;
- x) Goodrich-Gannett Neighborhood Center in the amount not-to-exceed \$129,534.00 for Adult Development, Congregate Meals and Transportation Services;
- xi) The Harvard Community Services Center in the amount not-to-exceed \$146,510.00 for Adult Development, Congregate Meals and Transportation Services;
- xii) Murtis Taylor Human Services System in the amount not-to-exceed \$122,880.00 for Adult Development, Congregate Meals and Transportation Services;
- xiii) Rose Centers for Aging Well, LLC fka The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$335,842.00 for Adult Development, Congregate Meals and Transportation Services;

- xiv) Senior Citizen Resources, Inc. in the amount not-to-exceed \$146,540.00 for Adult Development, Congregate Meals and Transportation Services;
- xv) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$213,110.00 for Adult Development, Congregate Meals and Transportation Services;
- xvi) The Phillis Wheatley Association of Cleveland, Ohio in the amount not-to-exceed \$40,014.00 for Congregate Meals;
- xvii) The Salvation Army in the amount not-to-exceed \$137,092.00 for Adult Development, Congregate Meals and Transportation Services;
- xviii) University Settlement, Incorporated in the amount not-to-exceed \$176,996.00 for Adult Development, Congregate Meals and Transportation Services;
- xix) West Side Community House in the amount not-to-exceed \$427,348.00 for Adult Development, Congregate Meals and Transportation Services; and

Sponsors: Former County Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services **and Councilmembers Germana, Conwell, Hairston and Jones**

Committee Assignment and Chair: Health, Human Services & Aging – Jones

On a motion by Mr. Brady with a second by Mr. Jones, Resolution No. R2014-0300 was considered and adopted by unanimous vote.

- 3) R2014-0301: A Resolution making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Strongsville on behalf of Southwest Emergency Dispatch Center in the amount not-to-exceed \$234,099.00 for Public Safety Answering Point consolidation support for the period 12/1/2014 - 12/31/2015; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Former County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee

Committee Assignment and Chair: Public Safety & Justice
Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Hairston, Resolution No. R2014-0301 was considered and adopted by unanimous vote.

- 4) R2015-0006: A Resolution authorizing an extension of time to file 2015 dog license applications/renewals from 1/31/2015 to 2/14/2015; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting –
Greenspan

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2015-0006 was considered and adopted by unanimous vote.

- 5) R2015-0007: A Resolution approving the appropriation of funds for Year 2015 based on the Statement of Appropriation Status dated 12/31/2014, and declaring the necessity that this Resolution become immediately effective:
 - i) free balances for grants and capital projects;
 - ii) encumbrances for grants and capital projects; and
 - iii) encumbrances for all other funds.

Sponsor: County Executive Budish/Fiscal Officer/Controller

Committee Assignment and Chair: Finance & Budgeting –
Greenspan

On a motion by Mr. Greenspan with a second by Mr. Miller, Resolution No. R2015-0007 was considered and adopted by unanimous vote.

- 6) R2015-0008: A Resolution authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Southeastern Emergency Communications Center
- ii) City of South Euclid
- iii) Cuyahoga County Land Reutilization Corporation
- iv) Regional Income Tax Agency
- v) Village of Glenwillow
- vi) Village of Highland Hills
- vii) Village of North Randall

Sponsor: County Executive Budish/Department of Human Resources

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0008 was considered and adopted by unanimous vote.

- 7) R2015-0009: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$568,197.00 for residential and intensive outpatient treatment services in connection with the FY2014 Drug Court Expansion Project for the period 1/1/2015 - 9/29/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department and Councilmembers Germana, Gallagher, Hairston and **Simon**

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2015-0009 was considered and adopted by unanimous vote.

- 8) R2015-0010: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$2,380,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreement

and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2015-0010 was considered and adopted by unanimous vote.

- 9) R2015-0011: A Resolution authorizing an agreement with Cuyahoga County Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$852,000.00 for mediation and associated administrative services for the Juvenile Court Custody Mediation Project for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2015-0011 was considered and adopted by unanimous vote.

- 10) R2015-0012: A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$2,230,000.00, for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Applewood Centers, Inc. in the approximate amount of \$500,000.00.

- ii) Beech Brook in the approximate amount of \$500,000.00.
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$500,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$230,000.00.
- v) New Directions, Inc. in the approximate amount of \$500,000.00.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division **and Councilmember Hairston**

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2015-0012 was considered and adopted by unanimous vote.

11) R2015-0013: A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$1,400,000.00, for traditional residential treatment services for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Applewood Centers, Inc. in the approximate amount of \$50,000.00.
- ii) Beech Brook in the approximate amount of \$50,000.00.
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$400,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$15,000.00.
- v) Community Specialists Corporation dba The Academy in the approximate amount of \$50,000.00.
- vi) Cornell Abraxas Group, Inc. in the approximate amount of \$50,000.00.
- vii) George Junior Republic in Pennsylvania in the approximate amount of \$25,000.00.
- viii) The Glen Mills Schools in the approximate amount of \$409,000.00.

- ix) The House of Emmanuel, Inc. in the approximate amount of \$1,000.00.
- x) Keystone Richland Center, LLC dba Foundations for Living in the approximate amount of \$50,000.00.
- xi) Muskegon River Youth Home in the approximate amount of \$50,000.00.
- xii) New Directions, Inc. in the approximate amount of \$50,000.00.
- xiii) OhioGuidestone in the approximate amount of \$50,000.00.
- xiv) Rite of Passages, Inc. in the approximate amount of \$50,000.00.
- xv) The Summit School, Inc. dba Summit Academy in the approximate amount of \$50,000.00.
- xvi) The Village Network in the approximate amount of \$50,000.00.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division **and Councilmember Hairston**

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2015-0013 was considered and adopted by unanimous vote.

- 12) R2015-0014: A Resolution authorizing a contract with The Salvation Army in the amount not-to-exceed \$527,499.00 for the PASS Transitional Housing Program in connection with FY2013 Continuum of Care Homeless Assistance Grant Programs and HEARTH Act for the period 10/1/2014 - 9/30/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Jones

On a motion by Mr. Jones with a second by Mr. Brady, Resolution No. R2015-0014 was considered and adopted by unanimous vote.

- 13) R2015-0015: A Resolution making an award on RQ31528 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services **and Councilmember Hairston**

Committee Assignment and Chair: Health, Human Services & Aging – Jones

On a motion by Mr. Jones with a second by Mr. Brady, Resolution No. R2015-0015 was considered and adopted by unanimous vote.

e) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2014-0032: An Ordinance enacting the County's Administrative Procedures Act, including establishment of the Administrative Rules Board and procedures for the publication of the Cuyahoga County Administrative Code; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Former County Executive FitzGerald/Department of Law and Councilmembers Miller, Conwell **and Germana**

A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to amend Ordinance No. O2014-0032 as follows:

"Section 113.07 Transition Period

Nothing in Chapter 113 shall affect the legality or binding effect of any administrative county rules, policies, or other regulations that are subject to this Chapter, but were administratively adopted prior to its enactment, through December 31, 2015, but they shall be null and void thereafter. Any rules that were properly and legally adopted by a County entity prior to the enactment of Chapter 113 shall survive until February 28, 2015, but they shall be null and void thereafter.

Discussion ensued. On a motion by Mr. Miller with a second by Mr. Brady, Ordinance No. O2014-0032 was considered and adopted by unanimous vote, as amended.

11. MISCELLANEOUS COMMITTEE REPORTS

There were no miscellaneous Committee reports.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

14. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Hairston with a second by Mr. Gallagher, the meeting was adjourned at 6:35 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0026

<p>Sponsored by: Council President Brady on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Association of Cuyahoga County Employees for Special Students, an affiliate of National Education Association and Ohio Education Association, representing approximately 109 employees in various classifications for the period 9/1/2012 - 8/31/2015 to extend the time period to 12/31/2016 and to modify language in various Articles; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Board of Developmental Disabilities (CCBDD) and Association of Cuyahoga County Employees for Special Students (ACCESS), an affiliate of the National Education Association and the Ohio Education Association have agreed to amend the Collective Bargaining Agreement (CBA) representing approximately 109 employees in various classifications for period 9/1/2012 – 8/31/2015 to extend the time period to 12/31/2016 and to modify language of various Articles; and

WHEREAS, the parties desire to amend the CBA under the terms outlined in the Memorandum of Understanding dated 11/11/2014 and approved by the Cuyahoga County Board of Developmental Disabilities at its regular meeting on 11/20/2014; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Board of Developmental Disabilities; and

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

SECTION 1. The Cuyahoga County Council hereby approves an amendment to a Collective Bargaining Agreement between the Cuyahoga County Board of Developmental Disabilities and Association of Cuyahoga County Employees for Special Students, an affiliate of National Education Association and Ohio Education Association, representing approximately 109 employees in various classifications for the period 9/1/2012 – 8/31/2015 to extend the time period to 12/31/2016 and to modify language in various Articles.

SECTION 2. Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

SECTION 3. 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 the 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 4. 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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date _____

County Executive Date _____

Clerk of Council Date _____

Journal _____
_____, 20____



C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

1275 Lakeside Avenue East
Cleveland, Ohio 44114-1129
(216) 241-8230
Fax (216) 861-0253
www.CuyahogaBDD.org

MEMORANDUM

TO: Cuyahoga County Council

Ara A. Bagdasarian
President

FROM: Kelly Petty, Superintendent (KP)
Dave Visocky, Chief Financial Officer (V)
John McLaughlin, Director of Human Resources (JML)

Steven M. Liocardi
Vice President

DATE: January 16, 2015

Tania J. Younkin
Secretary

RE: Collective Bargaining Agreement (CBA) Extensions

David S. Crampton

In accordance with ORC 4117.10(B), the Cuyahoga County Council must determine whether CCBDD has sufficient funds to afford the 3 extensions that have been approved by the County Board of Developmental Disabilities. The estimated costs of the extensions (salary and benefits) are as follows:

Diane Roman Fusco

Lisa M. Hunt

CCBDD Bargaining Unit	Extension Period	Estimated Overall Cost (Entire Extension Period)	Estimated Cost		Estimated Cost Increase Due to Extension	
			2016	2017	2016	2017
ACCESS	9/15 - 12/16 (15 Months)	12,793,368	10,589,528	NA	218,960	NA
SEIU/1199/SA	1/16 - 12/17 (2 Years)	27,734,832	13,931,884	13,802,948	280,131	276,500
OAPSE Local 744	12/15 - 12/16 (1 Year)	5,316,744	5,316,744	NA	100,724	NA
Total		45,844,944	29,838,156	13,802,948	599,815	276,500

Richard V. Mazzola

Please note that none of these CBAs include step increases. The 2.5% annual increases are the total salary increases for members of the bargaining unit.

CCBDD's Annual Expenditures for the last 3 years and the 2015 budget have been as follows:

2015 (Budget): \$201,253,969* (Doesn't include 27th pay)
2014 (Estimated): \$195,908,262
2013 (Actual): \$193,284,676
2012 (Actual): \$190,644,616

CCBDD's Overall Expenditures for wages and benefits for the last 3 years and 2015 budget have been as follows:

2015 (Budget):	\$85,786,333* (Doesn't include 27 th pay)
2014 (Estimated):	\$85,025,715
2013 (Actual):	\$85,288,077
2012 (Actual):	\$83,269,999

The cost estimates for the CBA extensions DO NOT include any projections for staff reductions. It is likely that some reductions will occur which will reduce the actual costs of these extensions. The CCBDD has sufficient reserves to maintain its operations and deal with future challenges. The CCBDD can afford to fund the cost increases provided in these CBA extensions.

RESOLUTION

November 20, 2014

8I. AUTHORIZATION TO EXTEND A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CCBDD AND ACCESS BARGAINING UNIT

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a fifteen-month extension of the current Collective Bargaining Agreement (CBA) with the Association of Cuyahoga County Employees of Special Students (ACCESS) bargaining unit, for the period beginning September 1, 2015, through December 31, 2016, and recommends to the Cuyahoga County Executive and Council that this CBA be extended, under the terms of a Memorandum of Understanding between the parties signed November 4, 2014, a copy of which is made a part of the permanent record of this meeting; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions, so moved.

Moved DF

Seconded SL

AYE NAY

() ARA A. BAGDASARIAN
 () DAVID CRAMPTON
 () DIANE ROMAN FUSCO
 () LISA M. HUNT

AYE NAY

() RICHARD V. MAZZOLA
 () STEVEN M. LICCIARDI
 () TANIA J. YOUNKIN

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0027

<p>Sponsored by: Council President Brady on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Ohio Association of Public School Employees, Local 744, a ffiliated with Association of Federal, State, County and Municipal Employees, AFL-CIO, Chapter 744, representing approximately 86 employees in various classifications for the period 1/1/2013 - 12/31/2015 to extend the time period to 12/31/2016 and to modify language in various Articles; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Board of Developmental Disabilities (CCBDD) and the Ohio Association of Public School Employees, Local 744 have agreed to amend the Collective Bargaining Agreement (CBA) representing approximately 86 employees in various classifications for the period 1/1/2013 - 12/31/2015, to extend the contract term to 12/31/2016 and to modify language in various Articles; and

WHEREAS, the parties desire to amend the CBA under the terms outlined in the Memorandum of Understanding dated 5/22/2014 and approved by the Cuyahoga County Board of Developmental Disabilities at its regular meeting on 11/20/2014; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Board of Developmental Disabilities; and

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

SECTION 1. The Cuyahoga County Council hereby approves an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Ohio Association of Public School Employees, Local 744, affiliated with Association of Federal, State, County and Municipal Employees, AFL-CIO, Chapter 744, representing approximately 86 employees in various classifications for the period 1/1/2013 - 12/31/2015 to extend the time period to 12/31/2016 and to modify language in various Articles.

SECTION 2. Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

SECTION 3. 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 the 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 4. 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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal _____
_____, 20____



C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

1275 Lakeside Avenue East
Cleveland, Ohio 44114-1129
(216) 241-8230
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www.CuyahogaBDD.org

MEMORANDUM

TO: Cuyahoga County Council

Ara A. Bagdasarian
President

FROM: Kelly Petty, Superintendent *(KP)*
Dave Visocky, Chief Financial Officer *(DV)*
John McLaughlin, Director of Human Resources *(JML)*

Steven M. Liocardi
Vice President

John M. McLaughlin

DATE: January 16, 2015

Tania J. Younkin
Secretary

RE: Collective Bargaining Agreement (CBA) Extensions

David S. Crampton

In accordance with ORC 4117.10(B), the Cuyahoga County Council must determine whether CCBDD has sufficient funds to afford the 3 extensions that have been approved by the County Board of Developmental Disabilities. The estimated costs of the extensions (salary and benefits) are as follows:

Diane Roman Fusco

Lisa M. Hunt

CCBDD Bargaining Unit	Extension Period	Estimated Overall Cost (Entire Extension Period)	Estimated Cost		Estimated Cost Increase Due to Extension	
			2016	2017	2016	2017
ACCESS	9/15 - 12/16 (15 Months)	12,793,368	10,589,528	NA	218,960	NA
SEIU/1199/SA	1/16 - 12/17 (2 Years)	27,734,832	13,931,884	13,802,948	280,131	276,500
OAPSE Local 744	12/15 - 12/16 (1 Year)	5,316,744	5,316,744	NA	100,724	NA
Total		45,844,944	29,838,156	13,802,948	599,815	276,500

Richard V. Mazzola

Please note that none of these CBAs include step increases. The 2.5% annual increases are the total salary increases for members of the bargaining unit.

CCBDD's Annual Expenditures for the last 3 years and the 2015 budget have been as follows:

2015 (Budget): \$201,253,969* (Doesn't include 27th pay)
2014 (Estimated): \$195,908,262
2013 (Actual): \$193,284,676
2012 (Actual): \$190,644,616

CCBDD's Overall Expenditures for wages and benefits for the last 3 years and 2015 budget have been as follows:

2015 (Budget):	\$85,786,333* (Doesn't include 27 th pay)
2014 (Estimated):	\$85,025,715
2013 (Actual):	\$85,288,077
2012 (Actual):	\$83,269,999

The cost estimates for the CBA extensions DO NOT include any projections for staff reductions. It is likely that some reductions will occur which will reduce the actual costs of these extensions. The CCBDD has sufficient reserves to maintain its operations and deal with future challenges. The CCBDD can afford to fund the cost increases provided in these CBA extensions.

RESOLUTION

November 20, 2014

8m. AUTHORIZATION TO EXTEND A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CCBDD AND OAPSE LOCAL 744 BARGAINING UNIT

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a one year extension of the current Collective Bargaining Agreement (CBA) with the OAPSE Local 744 bargaining unit, for the period beginning January 1, 2016, through December 31, 2016, and recommends to the Cuyahoga County Executive and Council that this CBA be extended, under the terms of a Memorandum of Understanding between the parties signed in May, 2014, a copy of which is attached to and made a part of the permanent record of this meeting, authorizing a wage increase of 2.5% on September 1, 2016, and an increase in pay ranges of 2.5%; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions, so moved.

Moved RM

Seconded LH

AYE NAY

() () ARA A. BAGDASARIAN
() () DAVID CRAMPTON
() () DIANE ROMAN FUSCO
() () LISA M. HUNT

AYE NAY

() () RICHARD V. MAZZOLA
() () STEVEN M. LICCIARDI
() () TANIA J. YOUNKIN

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0028

<p>Sponsored by: Council President Brady on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Service Employees International Union, District 1199, WV/KY/OH, the Healthcare and Social Services Union, representing approximately 168 employees in various classifications in Services and Support Administration for the period 1/1/2013 - 12/31/2015 to extend the time period to 12/31/2017 and to modify language in various Articles; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Board of Developmental Disabilities (CCBDD) and Service Employees International Union District 1199: WV/KY/OH, the Healthcare and Social Service Union have agreed to amend the Collective Bargaining Agreement (CBA) representing approximately 168 employees in various classifications for the period 1/1/2013 – 12/31/2015, to extend the contract term to 12/31/2017 and to modify language in various Articles; and

WHEREAS, the parties desire to amend the CBA under the terms outlined in the Memorandum of Understanding dated 11/11/2014 approved by the Cuyahoga County Board of Developmental Disabilities at its regular meeting on 11/20/2014; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within 14 days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Cuyahoga County Board of Developmental Disabilities; and

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

SECTION 1. The Cuyahoga County Council hereby approves amendment to a Collective Bargaining Agreement between Cuyahoga County Board of Developmental Disabilities and Service Employees International Union, District 1199, WV/KY/OH, the Healthcare and Social Services Union, representing approximately 168 employees in various classifications in Services and Support Administration for the period 1/1/2013 - 12/31/2015 to extend the time period to 12/31/2017 and to modify language in various Articles.

SECTION 2. Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

SECTION 3. 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 the 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 4. 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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal _____
_____, 20____



C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

1275 Lakeside Avenue East
Cleveland, Ohio 44114-1129
(216) 241-8230
Fax (216) 861-0253
www.CuyahogaBDD.org

MEMORANDUM

TO: Cuyahoga County Council

Ara A. Bagdasarian
President

FROM: Kelly Petty, Superintendent *(KP)*
Dave Visocky, Chief Financial Officer *(DV)*
John McLaughlin, Director of Human Resources *(JML)*

Steven M. Liocardi
Vice President

John M. Liocardi

DATE: January 16, 2015

Tania J. Younkin
Secretary

RE: **Collective Bargaining Agreement (CBA) Extensions**

David S. Crampton

In accordance with ORC 4117.10(B), the Cuyahoga County Council must determine whether CCBDD has sufficient funds to afford the 3 extensions that have been approved by the County Board of Developmental Disabilities. The estimated costs of the extensions (salary and benefits) are as follows:

Diane Roman Fusco

Lisa M. Hunt

CCBDD Bargaining Unit	Extension Period	Estimated Overall Cost (Entire Extension Period)	Estimated Cost		Estimated Cost Increase Due to Extension	
			2016	2017	2016	2017
ACCESS	9/15 - 12/16 (15 Months)	12,793,368	10,589,528	NA	218,960	NA
SEIU/1199/SA	1/16 - 12/17 (2 Years)	27,734,832	13,931,884	13,802,948	280,131	276,500
OAPSE Local 744	12/15 - 12/16 (1 Year)	5,316,744	5,316,744	NA	100,724	NA
Total		45,844,944	29,838,156	13,802,948	599,815	276,500

Richard V. Mazzola

Please note that none of these CBAs include step increases. The 2.5% annual increases are the total salary increases for members of the bargaining unit.

CCBDD's Annual Expenditures for the last 3 years and the 2015 budget have been as follows:

2015 (Budget): \$201,253,969* (Doesn't include 27th pay)
2014 (Estimated): \$195,908,262
2013 (Actual): \$193,284,676
2012 (Actual): \$190,644,616

CCBDD's Overall Expenditures for wages and benefits for the last 3 years and 2015 budget have been as follows:

2015 (Budget):	\$85,786,333* (Doesn't include 27 th pay)
2014 (Estimated):	\$85,025,715
2013 (Actual):	\$85,288,077
2012 (Actual):	\$83,269,999

The cost estimates for the CBA extensions DO NOT include any projections for staff reductions. It is likely that some reductions will occur which will reduce the actual costs of these extensions. The CCBDD has sufficient reserves to maintain its operations and deal with future challenges. The CCBDD can afford to fund the cost increases provided in these CBA extensions.

RESOLUTION

November 20, 2014

8n. AUTHORIZATION TO EXTEND A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CCBDD AND SEIU/1199/SA BARGAINING UNIT

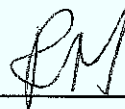
RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a two year extension of the current Collective Bargaining Agreement (CBA) between the CCBDD and SEIU/1199/SA bargaining unit, for the period beginning January 1, 2016, through December 31, 2017, and recommends to the Cuyahoga County Executive and Council that this CBA be extended, with modifications to the CBA outlined in draft Memorandum of Understanding, a copy of which is made a part of the permanent record of this meeting; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions, so moved.

Moved



Seconded



AYE NAY

() **ARA A. BAGDASARIAN**
 () **DAVID CRAMPTON**
 () **DIANE ROMAN FUSCO**
 () **LISA M. HUNT**

AYE NAY

() **RICHARD V. MAZZOLA**
 () **STEVEN M. LICCIARDI**
() () **TANIA J. YOUNKIN**

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0003

Sponsored by: Councilmember Conwell on behalf of Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, 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, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the Personnel Review Commission submitted a proposed new classification 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 change to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on December 5, 2014, the Personnel Review Commission met and recommended the new classification (attached hereto as Exhibit A), and recommends 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:

Committee Report/Second Reading: January 27, 2015

Journal CC017
February 10, 2015

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Classification and Compensation Specialist	Class Number:	1082111
FLSA:	Exempt	Pay Grade:	12
Departments:	Personnel Review Commission, only		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems.

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% +/- 5%

- Performs job analysis to collect data in support of classification and compensation activities (e.g., reviews all available job analysis material; conducts individual and/or group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); synthesizes data from multiple positions to confirm and/or revise classification specifications; documents all job analysis procedures).

30% +/- 5%

- Serves as a liaison between the PRC and department directors/hiring managers (e.g., meets with directors/hiring managers to review department reorganization plans; assesses compliance with legal guidelines and professional standards; assists in recommending and developing new classifications; provides status updates).

10% +/- 5%

- Reviews and revises job analysis and job evaluation practices and procedures (e.g., ensures practices and procedures meet legal guidelines and professional standards; identifies problems; develops and implements solutions).

10% +/- 5%

- Performs job evaluation to assist in establishing the County's compensation plan for non-bargaining employees (e.g., identifies compensable factors for successful performance; conducts analyses [point-factor, multiple regression, etc.] on compensable factors; identifies qualification and performance markers for steps within pay grades; conducts surveys and other research to evaluate trends and ensure the internal and external equitability of the compensation plan; proposes changes to the compensation plan as necessary).

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.

Additional Requirements

No special professional 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 personal computer, video camera, audio recorder, telephone, calculator, photocopier, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

Language Ability & Interpersonal Communication

- Ability to comprehend and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to write position descriptions, classification specifications, and compensation policies that are clear, understandable, internally consistent, and relevant.
- Ability to prepare position descriptions, classification specifications, job evaluation reports, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to communicate effectively with subject matter experts, department directors, and hiring managers during job analysis and job evaluation.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites and is expected to be able to do so in a timely manner.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2015-0004

Sponsored by: Council President Brady	An Ordinance establishing the process by which county officers or employees serving on public bodies may designate alternates to serve in their stead, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive, members of County Council, and various other county officers and employees have been called to serve on public bodies to represent the county, or otherwise serve in their capacity as a county official or employee; and,

WHEREAS, Section 2.03(6) of the Charter provides that the County Executive shall "...serve, in person or by his or her delegate, as a member of the County Budget Commission and of the County Board of Revision"; and,

WHEREAS, various public bodies have established statutory or procedural rules governing the designation of alternates, including but not limited to, the Board of Control, the Contracts and Purchasing Board, the Debarment Review Board, and the Administrative Rules Board; and,

WHEREAS, Council now seeks to establish a general process by which alternates may be designated to serve in lieu of any member, except where otherwise provided by law or by regulation of the public body on which the county officer or employee serves; and,

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

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

SECTION 1. The existing language in Section 112.01 is hereby enacted as Section 114.02(B) and Chapter 112 of the Cuyahoga County Code is hereby repealed in its entirety. All references to Chapter 112 throughout the Code are hereby amended to refer to Chapter 114 as of the date of enactment of this ordinance.

SECTION 2. Chapter 112 of the Cuyahoga County Code is hereby enacted as follows:

Chapter 112: Designation of Alternates

Section 112.01 Alternates serving in lieu of County Officers and Employees

A. Any county officer or employee who serves on a public body as a representative of Cuyahoga County, or otherwise serves in his or her official capacity as a county officer or employee, may designate an alternate to serve in his or her stead with full voting rights, on a temporary or permanent basis, unless otherwise provided by law or by the regulations adopted by the public body on which the county officer or employee serves.

SECTION 3. It is necessary that this Ordinance 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 Ordinance 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 4. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2015-0005

Sponsored by: Council President Brady	An Ordinance enacting Section 206.12 of the Cuyahoga County Code to specify the County’s representation on the Cuyahoga County Planning Commission, and declaring the necessity that this Ordinance become immediately effective.
----------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the Cuyahoga County Planning Commission was originally established pursuant to Section 713.22 of the Ohio Revised Code by the board of county commissioners; and,

WHEREAS, Section 713.22 of the Ohio Revised Code provides that the County Planning Commission shall consist of the board of county commissioners and eight other members appointed by the board; and,

WHEREAS, pursuant to Section 2.03 of the Charter, the County Executive holds one seat on the County Planning Commission previously held by the board of county commissioners; and

WHEREAS, Section 1.62 (A) of the Ohio Revised Code provides that “[i]f any section of the Revised Code requires county representation on a board, commission, or authority by more than one county officer, and the charter vests the powers, duties, or functions of each county officer representing the county on the board, commission, or authority in fewer officers or in only a single county officer, the county officers or officer shall succeed to the representation of only one of the county officers on the board commission or authority. If any vacancy in the representation of the county on the board, commission or authority remains, the taxing authority of the county shall adopt a resolution to fill the vacancy;” and,

WHEREAS, Section 3.01 of the County Charter provides that “the Council shall be the legislative and taxing authority of the County...” and,

WHEREAS, Council now seeks to specify the County’s representation on the County Planning Commission; and,

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

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

SECTION 1. Section 206.12 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 206.12 Cuyahoga County Planning Commission

- A. The Cuyahoga County Planning Commission, established pursuant to section 713.22 of the Revised Code, shall be composed of the following members:
1. Eight members appointed by the County Executive and confirmed by Council in accordance with section 713.22 of the Revised Code and the County Charter;
 2. The County Executive; and
 3. Two members of the County Council appointed by the President of Council.
- B. Alternates to the County Planning Commission shall be residents of the county and shall be designated in accordance with section 713.22 of the Revised Code; provided however that the President of Council shall designate the alternates for those serving members of County Council.
- C. Paragraphs (A) and (B) shall not terminate or otherwise affect the term of those members serving on the County Planning Commission as of the effective date of this section.

SECTION 2. It is necessary that this Ordinance 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 Ordinance 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 Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0029

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2014/2015 Biennial Operating Budget for 2015 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 9, 2014, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program Update for 2015 (Resolution No. R2014-0267) establishing the 2015 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2015 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is further 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 County departments, offices, and agencies.

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

SECTION 1. That the 2014/2015 Biennial Operating Budget for 2015 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
-----------------------------------------	----------------------------

A.	24A635 – EC-Invest In Children- PA	BA1503222
	EC451435 – Early Start	
	Other Expenses	\$ 16,900.00

Funding Source: The primary funding source is the Health and Human Services Levy fund.

B.	20A807 – EC-Invest In Children	BA1500055
	EC451393 – Program Administration	
	Other Expenses	\$ 25,000.00

Funding Source: The primary funding source is the Eaton Foundation.

SECTION 2. That the 2014/2015 Biennial Operating Budget for 2015 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
-----------------------------------------	----------------------------

A. FROM:	24A635 – EC-Invest In Children- PA	BA1503221
	EC451450 – Quality Childcare	
	Other Expenses	\$ 22,800.00

FROM:	24A635 – EC-Invest In Children- PA	
	EC451484 –Early Childhood Admin	
	Other Expenses	\$ 30,300.00

TO:	24A635 – EC-Invest In Children- PA	
	EC451435 – Early Start	
	Other Expenses	\$ 53,100.00

Funding Source: The funding source is the Health and Human Services Levy Fund.

B. FROM:	01A001 – General Fund	BA1500038
	IT601047 – Web & Multi-media Development	
	Other Expenses	\$ 55,650.00

TO:	01A001 – General Fund	
	IT601088 – Security & Disaster Recovery	
	Other Expenses	\$ 55,650.00

Funding Source: The source of funding is General Fund.

SECTION 3. 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,



ARMOND BUDISH
Cuyahoga County Executive

February 4, 2015

Clerk of County Council

Dear Ms. Schmotzer:

A brief summary of the fiscal items that will be submitted for consideration for adoption on first reading at the regular County Council meeting scheduled for February 10, 2015, are presented below.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original appropriation level that is required to cover expenditures that exceed the original estimate. A budget review document is provided for General Fund and Health & Human Services Levy Fund impact items.

A reduction in appropriation is requested in conjunction with the close-out of a program, grant, project or decertification of an encumbrance.

* Impact of fiscal item is included in the current projection and ending fund balance.

General Fund/Health & Human Services	Amount
Early Childhood/Invest in Children – Additional appropriation to restore 2014 appropriation for the Avantia contract approved on January 26, 2015 by the Contracts and Purchasing Board. Funding is from the Health and Human Services Levy Fund. (Item A.)	\$16,900.00
TOTAL	\$16,900.00

Grants/Projects	Amount
Early Childhood/Invest in Children – To appropriate a grant from the Eaton Charitable Fund in support of the Invest in Children communication campaign. (Item B.)	\$25,000.00
TOTAL	\$25,000.00

Total Additional Appropriations - All Funds	\$41,900.00
----------------------------------------------------	--------------------

The following represents the overall changes made to the Annual Appropriation Measure for 2015 since its adoption on December 9, 2014 Resolution R2014-0267. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>Proposed</u> <u>02/10/2015</u>	<u>Year-To-Date</u> <u>Amendments</u>	<u>R2014-0267*</u>	<u>Adjusted Annual</u> <u>Appropriation</u>
General Fund Impact	\$ 0.00	\$ 2,186,564.34	\$ 386,926,872.00	\$ 389,113,436.34
HHS Levy Impact	\$ 16,900.00	\$ 1,216,900.00	\$ 234,988,318.00	\$ 236,205,218.00
Other Fund Impact	\$ <u>25,000.00</u>	\$ <u>5,921,593.91</u>	\$ <u>711,691,293.00</u>	\$ <u>717,612,824.91</u>
Total Impact	\$ 41,900.00	\$ 9,324,996.25	\$ 1,333,606,483.00	\$ 1,342,931,479.25

* 2015 Budget Update appropriation levels adopted by resolution R2014-0267 on December 9, 2014.

Appropriation Transfer Summary – Is a transfer of appropriation between two or more budget accounts or between different resolution categories within the same budget account.

General Fund/Health & Human Services	Amount
Early Childhood/Invest in Children – Realigning appropriation to cover projected costs for the Avantia contract for the remainder of the year. Funding is from the Health and Human Services Levy Fund. (Item A.)	\$53,100.00
Information Technology – Realigning appropriation to cover certification of a security contract. Funding is from the General Fund. (Item B.)	\$55,650.00
TOTAL	\$108,750.00

Total Appropriation Transfers - All Funds	\$108,750.00
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Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

Other Operating Funds	Amount
None Submitted.	
TOTAL	0

Total Cash Transfers - All Funds	\$0.00
-----------------------------------------	---------------

Thank you for your consideration regarding this matter.

Sincerely,



W. Christopher Murray, II
 Interim Director, Office of Budget & Management
cmurray@cuyahogacounty.us
 (216) 443-7175
 Fax: (216) 443-8193



ARMOND BUDISH
Cuyahoga County Executive

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council
FROM: W. Christopher Murray, II, Interim Director, Office of Budget & Management
DATE: February 4, 2015
RE: Fiscal Resolution Items

The Office of Budget & Management is requesting that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of February 10, 2015. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A.	24A635 – EC-Invest In Children- PA	BA1503222
	EC451435 – Early Start	
	Other Expenses	\$ 16,900.00

The Department of Early Childhood / Invest in Children has requested an appropriation increase to restore 2014 appropriation that was not pre encumbered for the Avantia contract, commencing from 07/01/2015 thru 12/31/2015. The Avantia contract is for consulting services for IT projects. The contract was submitted and introduced at the Contracts and Purchasing Board meeting on 1/26/2015 therefore the contract was not certified by year end and the original appropriation was liquated as part of the year end closing process. The primary funding source is the Health and Human Services Levy fund.

B.	20A807 – EC-Invest In Children	BA1500055
	EC451393 – Program Administration	
	Other Expenses	\$ 25,000.00

The Office of Early Childhood/Invest in Children recent award received from the Eaton Charitable Fund in support of the Invest in Children communication campaign in the amount of \$25,000.00. This award was approved by the Contracts and Purchasing board on January 9, 2015 and received on January 13, 2015. The primary funding source is the Eaton Foundation.

Fiscal Office
Office of Budget & Management
2079 E. 9th Street, Cleveland, OH 44115, (216) 443-7220, FAX (216) 443-8193
Ohio Relay Service (TTY) 711

Resolution: Appropriation Transfers:

A.	FROM:	24A635 – EC-Invest In Children- PA EC451450 – Quality Childcare Other Expenses	\$	22,800.00	BA1503221
	FROM:	24A635 – EC-Invest In Children- PA EC451484 –Early Childhood Admin Other Expenses	\$	30,300.00	
	TO:	24A635 – EC-Invest In Children- PA EC451435 – Early Start Other Expenses	\$	53,100.00	

The Office of Early Childhood has requested appropriation transfers to realign appropriations within Invest In Children Services fund to cover projected costs for the Avantia contract for the remainder of the year. The funding source is the Health and Human Services Levy Fund.

B.	FROM:	01A001 – General Fund IT601047 – Web & Multi-media Development Other Expenses	\$	55,650.00	BA1500038
	TO:	01A001 – General Fund IT601088 – Security & Disaster Recovery Other Expenses	\$	55,650.00	

The Department of Information Technology is requesting the transfer of appropriation within the General Fund Operating Budget for the certification of a Security contract. The source of funding is General Fund.

Resolution: Cash Transfers:

None Submitted

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0030

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Michael Foley, upon his taking the oath of office, as Director of the Department of Sustainability; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council established the Department of Sustainability in Ordinance No. O2014-0023; and

WHEREAS, Section 202.18 of Chapter 202 of the County Code provides for the functions, goals, activities of the Department of Sustainability and that the County Executive shall employ and supervise a Director and such number of deputies, assistants and employees as shall be reasonably necessary to assist the County Executive in carrying out the duties of the Department of Sustainability; and

WHEREAS, the County Executive has nominated Michael Foley to the position of Director of the Department of Sustainability; and

WHEREAS, he Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2015; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Michael Foley to the position of Director of the Department of Sustainability; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Michael Foley to serve as Director of the Department of Sustainability upon his taking the oath of office.

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,



ARMOND BUDISH
Cuyahoga County Executive

January 16, 2015

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 East 9th Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Sustainability

Dear President Brady:

Cuyahoga County is currently experiencing a rapid re-development that is the catalyst for Northeast Ohio's renaissance. Fundamental to this renaissance is ensuring that the County is recommending and implementing practices that ensure environmental sustainability as well as maintaining the vibrancy, safety, and efficiency of developments and programs for the long-term. Ultimately, Cuyahoga County must make sustainability, not only a priority but, a part of our cultural identity.

Pursuant to applicable provisions, I am pleased to nominate **Michael Foley** to serve as the Director of the Department of Sustainability. A copy of his resume is attached hereto which details his relevant work history and background. Mr. Foley has outstanding credentials for leading this department as well as high moral character. Mr. Foley brings to the County a long-history as a community organizer relating to housing and public safety issues. In addition, Mr. Foley has executive experience leading the Cleveland Tenants Organization for almost ten years and was the Court Administrator for the Cleveland Housing Court in the 1990's. Also, Mr. Foley served eight (8) years as a Member of the Ohio House of Representatives. In summary, Mr. Foley has the acumen and drive to establish a cultural identity of sustainability throughout the County that will aid in furthering Cuyahoga County's renaissance.

I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish", is written over a printed name.

Armond Budish
Cuyahoga County Executive

Mike Foley

Cleveland, Ohio 44111

November 18, 2014

Armond Budish
Cuyahoga County Executive Elect
Transition Team Office - 4th floor
2079 East 9th Street
Cleveland, Ohio 44115

Dear Armond,

As you are aware, due to term limits, I am at the end of my tenure in the House of Representatives. I have loved my time in the General Assembly, but have become incredibly frustrated at the inability to achieve meaningful or positive economic and environmental change in the statehouse. As a Democratic legislator in a strongly held Republican body, you know as well as anybody how difficult it is to have constructive input into the legislation that comes out of the GA.

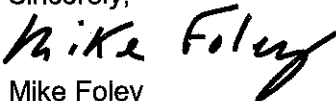
I believe your victory in this year's County Executive race holds real promise for progressive and effective governance. I would love to be a part of it, and I believe I offer some skill sets and relationships and experiences which would benefit your administration and the County.

My resume (attached), I believe speaks for itself. I have been fortunate in life to have a great many experiences and opportunities which I think have helped me see both the big picture and the importance of following through on specific projects. I've worked as a legislator, a non-profit director, a teacher and an administrator. I believe I have a solid reputation among many different constituencies for being thoughtful, hardworking and effective in my ability to get results.

While I am open to any work which can assist you and the people of the county, I am specifically interested in working in the newly created Department of Sustainability. I believe that increasing and encouraging energy efficiency and renewable energy is probably one of the most important things that government can now be doing, given the grave dangers our world faces with climate change. As an advocate and organizer, the department is something that I was helpful in creating and I would sincerely enjoy the challenge of chartering the initiative and making it a success.

Thank you for your consideration. I am available to meet or answer questions whenever it is convenient.

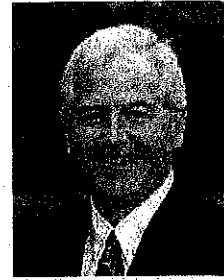
Sincerely,


Mike Foley

Cc: Transition staff

Resume of Mike Foley

[REDACTED]
Cleveland, Ohio 44111
[REDACTED]



Work History:

State Legislator – Ohio House of Representatives 14th HD (2006-2014)
Responsible for representing the 120,000 people of the 14th House District in the Ohio General Assembly.

Executive Director (part time) – Common Good Ohio (2013- fall 2014)
Responsible for overall management and fund-raising for the organization which does community organizing work around education, economy and environment.

Executive Director – Cleveland Tenants Organization (1998-2006)
Responsible for overall management and fund-raising for one of the nation's leading affordable housing and tenants' rights organizations.

Housing Law Instructor – Cleveland Marshall College of Law (1997-1998)
Instructor of law school students in the Housing Law Clinic of Cleveland Marshall.

Personal Bailiff- Cleveland Municipal Housing Court (1989-1997)
Responsible for overall management of the 25 person Cleveland Municipal Housing Court.

Field Representative – City of Cleveland Community Relations Board (1988-1989)
Worked in the field as a race relations representative particularly in the St. Clair-Superior and Slavic Village neighborhoods which were experiencing rapid changes in racial populations.

Community Organizer – St. Clair-Superior Superior Coalition (1986-1987)
Responsible for organizing residents around issues affecting the community including absentee landlords, re-use of vacant schools, crime watch meetings etc.

Community Organizer – West Side Ecumenical Ministries 1985-1986)
Assisted Father Bob Begin with general social justice related events and activities in the 40+ network organization.

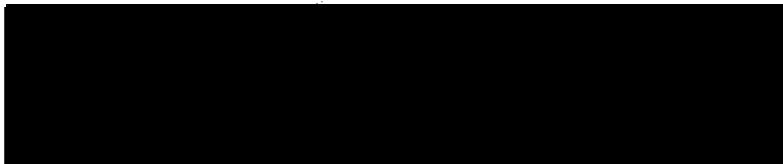
Attorney at Law (1996-Present)

Educational History:

- Juris Doctor, Cleveland Marshall College of Law (1992-1996)
- Bachelor of Arts, Major in Philosophy, University of Dayton (1981-1986)
- Chaminade Julianne High School (1977-1981)

Achievements, Awards:

- Advocated and organized support for the legislation creating the Cuyahoga Dept. of Sustainability 2014
- Election Monitor, Egyptian Constitutional Elections 2014
- Budget Conference Committee Conferee 2014 for the House Democratic Conference
- Friend of Education, Ohio Federation of Teachers 2014
- Distinguished Service Award, Ohio Association for Justice 2014
- Rising Leader, Consulate of Canada, 2012
- Wall of Fame, Cleveland Tenants Organization 2009
- Life Time achievement award, Northeast Ohio Coalition for the Homeless 2006
- Legislator of the Year Award, Cuyahoga County ADAMHS Board 2013
- Member, National Caucus of Environmental Legislators 2006 - present
- Member, Great Lakes Caucus of the Counsel of State Governors 2010 - present
- Board Member, Progress Ohio 2012- present
- President, Board of Trustees, Moving Ohio Forward 2014- present
- Lead organizer in campaign to save/rebuild 1400 units of affordable housing in central neighborhood in Cleveland. Arbor Park, Rainbow Terrace and Carter Manor were saved from demolition and over \$110 million in new affordable housing was created.



References available upon request

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0031

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ32491 to ReliaStar Life Insurance Company dba Voya Financial, Inc. in the amount not-to-exceed \$2,485,909.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
----------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the County Executive/Department of Human Resources recommended an award on RQ32491 to ReliaStar Life Insurance Company dba Voya Financial, Inc. in the amount not-to-exceed \$2,485,909.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2015-12/31/2015; and

WHEREAS, the purpose of this project is to provide stop loss insurance services to County employees and their eligible dependents; and

WHEREAS, this project is funded 100% by the General Fund; 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 makes an award on RQ32491 to ReliaStar Life Insurance Company dba Voya Financial, Inc. in the amount not-to-exceed \$2,485,909.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2015-12/31/2015.

SECTION 2. That the County Executive is authorized to execute a contract and all other documents consistent with this Resolution.

Novus AGENDA



Item Details:

Agency/Dept. Name: Office of Human Resources **Agency/Dept. Head Name:** Lisa Durkin

Type of Request:

Request Prepared by: Pat Smock **Telephone No.:** 443-3187

SUMMARY OF REQUESTED ACTION:

1. County Executive/Department of Human Resources, recommending an award on RQ32491 and enter into a contract with ReliaStar Life Insurance Company dba Voya Financial, Inc. (aka Voya Employee Benefits) for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2015 - 12/31/2015 in the amount not-to-exceed \$2,485,909.00. **A. Scope of Work Summary**1. Department of Human Resources requesting approval of an agreement with Voya Financial for the period of January 1, 2015 –December 31, 2015.2. The primary goal of the project is to provide a Stop Loss Insurance for County employees. **B. Procurement**1. The procurement method for this project was an RFP #32491. **C. Contractor and Project Information**1. The address of the vendors and/or contractors is:

Voya Financial, Inc.
6450 Rockside Woods Blvd South
Independence, OH 44131

2. The Vice President of ReliaStar Life Insurance Company is Erik Rasmussen. The Regional Manager for Voya Financial, Inc. is Lou Strippy.

D. Project Status and Planning1. The project is part of our Medical coverage with the County. **E. Funding**1. The project is funded 100% by the General Fund. 2. The schedule of payments is the policy effective date and the first day of each succeeding month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Date sent to Dept: 12/3/2014
 Date rec'd from Dept: _____
 (OPD Use Only)

**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**



RFP #: 32491 Due Date: December 3, 2014 SBE Goal: 0%

RFP Title: Stop Loss Coverage OPD Buyer: J. Eschmeyer

Department: Human Resources Number of RFPs Sent/Returned: 25 / 2

COMPLETED BY OPD		SBE DIV. / DIRECTOR (If SBE goal, attach separate SBE Evaluation sheet)	COMPLETED BY USER DEPT.
VENDOR NAME & ADDRESS	IG REGISTRATION # REQUIRED DOCS COMPLETE	RESPONSIVE (Y/N) NOTES & INITIALS/DATE	AWARD (Y/N) NOTES / SCORE & INITIALS
Sun Life Assurance Company of Canada One Sun Life Executive Park Wellesley Hills, MA 02481-5699	IG #12-2635 Plan Holder = yes Non-Collision = yes Mandatory Compliance = yes Coop = yes Other: Interrogatories = yes	Yes JL 12/3/14	
Nova Financial 6450 Rockside Woods Blvd South Independence, OH 44131	IG # _____ Plan Holder = yes (sent to ING, Lou Strippy) Non-Collision = yes Mandatory Compliance = * (#11, 12, 14, 15 marked "N/A") Coop = No Other: Interrogatories = yes	Yes JL 12/3/14	N/A

RFP Tab - Updated 10/27/2014
 Department Director Name: LISA S. DUKAKIS
 Department Director Signature of Approval: [Signature] Date: 12/29/14

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Reliastar Life Insurance Company dba ING Employee Benefits (now known as Voya Financial, Inc.

Contract/Agreement No.: CE1400060 Time Period: 1/1/14-12/31/14

Service Description: stop loss insurance services for County employees and their eligible dependents

Original Contract/Agreement Amount: \$2,091,441.00

Prior Amendment(s) Amount(s):

Performance Indicators: Provide all reports and information (broken out monthly, by designated subgroup, by line of business) within a time frame that will not jeopardize the County's potential to receive stop loss reimbursements.

Actual performance versus performance indicators (include statistics): There have been no reported issues with meeting the performance indicators.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: See Performance Indicators and Actual Performance notes above.



User/Department

1/28/15

Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0032

Sponsored by: County Executive Budish/Office of Procurement & Diversity on behalf of Department of Public Works	A Resolution making an award on RQ32408 to Joshen Paper & Packaging Co. in the amount not-to-exceed \$1,435,000.00 for furnishing and delivery of reprographic paper for various County departments for the period 3/1/2015 - 2/28/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
----------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the County Executive/Office of Procurement & Diversity on behalf of Department of Public Works has recommended an award on RQ32408 to Joshen Paper & Packaging Co. in the amount not-to-exceed \$1,435,000.00 for furnishing and delivery of reprographic paper for various County departments for the period 3/1/2015 – 2/28/2018; and

WHEREAS, the purpose of this project is to enable the Department of Public Works to supply paper to various County departments and agencies to support their operational needs and to properly maintain the County’s infrastructure; and

WHEREAS, this project is funded 100% by the General Fund; 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 makes an award on RQ32408 to Joshen Paper & Packaging Co. in the amount not-to-exceed \$1,435,000.00 for furnishing and delivery of reprographic paper for various County departments for the period 3/1/2015 – 2/28/2018.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

Novus AGENDA



2

Item Details:

Agency/Dept. Name: Office of Procurement and Diversity **Agency/Dept. Head Name:** Lenora Lockett

Type of Request: Grant App/Award/Agreement

Request Prepared by: Cheryl M. Kinzig **Telephone No.:** 443-5852

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. The Office of Procurement & Diversity is Recommending an Award and Submission of Contract on RQ32408 to Joshen Paper & Packaging Co. for Furnishing and Delivering Reprographic Paper for the Department of Public Works for various county facilities in the amount not-to-exceed \$1,435,000.00 for the period March 1, 2015 through February 28, 2018. The County reserved the right at any time to:

- a) terminate the contract at any time upon 30 days written notice to the vendor
- b) Cancel all or any part of this Bid at any time.
- c) Add or delete locations

2. The recommended vendor will provide paper in various weights and sizes as follows:

- a) 30% Post-Consumer Fiber 20# White 8 1/2" x 11", 8 1/2" x 14" and 11" x 17"
- b) Virgin Bond 24# White 8 1/2" x 11"

3. Services will also require vendor to:

- a) Guarantee next day delivery of product to agencies if order placed before 2:00 p.m.;
- b) Guarantee a superior product;
- c) Explore the cost and benefits of environmental reprographic paper
- d) Furnish, store, deliver and maintain a fluid inventory of copy paper for Cuyahoga

County's departments and agencies.

e) Off load, distribute and position paper orders in specific areas inside any County owned or leased facility; the areas for inside deliveries shall be governed by Cuyahoga County.

f) All necessary equipment to complete the delivery process.

g) Provide Usage Reports every six (6) months

h) Vendor and/or manufacturer must meet all specifications. If bidder is not the manufacturer, bidder/distributor must list the manufacturer, location of manufacturer and local shipping facility vendor/distributor will be using. The contract award recipient will be required to ship product as ordered, on one invoice, and from the shipping facility as listed in response to this bid. Vendor must indicate their ability to furnish Cuyahoga County with the selected commodities (reprographic/copy paper) and all other services required herein.

4. Additional terms and conditions of the bid are as follows:

a) FIXED PRICE WITH FINANCIAL MODIFICATION

The unit prices will remain firm for the first ninety - (90) day period. Afterward, the contractor may submit a request to increase their price quarterly to be effective thirty (30) calendar days after approval. For the purpose of this bid quarterly shall be defined as four increments in time divided equally to encompass one (1) standard calendar year. Any request for price increase must be made in writing to the Department of Public Works, attention Sheila McNea, and shall be subject to approval of Cuyahoga County. It is be understood and agreed that any request for price increase shall not propose to increase pricing as to exceed the then current market price of the commodity to be furnished. The contractor shall provide documentation from their manufacturer/supplier supporting any request for price increase. Documentation submitted should be sufficient in detail to allow a full and fair evaluation of the request. Failure of the Contractor to provide any such documentation shall result in the request for price increase to be rejected. It is to be understood that any price increase will not be permitted prior to the effective date of the increase received by the Contractor from their manufacturer/supplier. Any orders placed prior to effective date of any price deviation will not be subject to any such deviation as stated herein. If Cuyahoga County becomes aware of a widespread price decrease and/or the contractor receives a price decrease from their supplier/manufacturer, the contractor shall provide a price decrease to Cuyahoga County for the services and/or commodities furnished as a result of this bid; price decrease to be effective (30) calendar days after received by the contractor from their supplier. Failure of the contractor to provide a decrease as stated herein may result in the cancellation of any awarded contract.

b) DELIVERY CHARGES

Any item(s) ordered pursuant to this bid shall be shipped F.O.B. to destination, freight prepaid. Shipment shall be made to any location as specified by, and within Cuyahoga County. Any County department or agency located outside the boundaries of Cuyahoga County shall also be shipped F.O.B. the place of destination, freight prepaid. The location(s) of delivery will be as specified by Cuyahoga County. Delivery Requirements

c) BUILDING ACCESS

The Cuyahoga County Executive or his appointed representative shall issue badges, to be worn at all times, and or other identification documents to the vendor's employees and or sub-contractor(s) for access to the appropriate areas of contract work. There is a \$20.00 non-refundable badge fee for each employee/and or sub-contractor(s) that must be worn at all times. Upon removal of an employee and/or sub-contractor, badge must be returned to the Building Maintenance Superintendent immediately. All employees and or sub-contractor(s) must take and pass a background check provided by Cuyahoga County. There is an up to \$65.00 non-refundable fee for each background check provided by the County. The Cuyahoga County Executive and or his appointed representative have the right to revoke access, with and without cause, or to limit access, to any area of the Cuyahoga County Courthouse.

d) SUPPLEMENTARY CHARGES

It is to be understood and agreed that any supplementary charges shall not be allowed. Supplementary charges shall include, but not be limited to: assessments, up-charges, single item charge, fuel surcharge, re-stocking fees, minimum order charge and order processing charges. Any supplementary charges submitted shall be rejected and may result in the cancellation of any awarded contract. 8.

e) RETURN GOODS POLICY

Products returned due to Contractor error shall be returned at the contractor's expense. Contractor error shall include, but not be limited to: defective product, unapproved substitution, over shipment, open container and location of delivery. Replacement items, as requested, shall be shipped by the next business day. Failure of the Contractor to arrange for the removal and return of such product within (10) business days will result in the forfeiture of any such shipment and the County may dispose of any such property without penalty.

f) MINIMUM ORDER (DOLLAR AMOUNT)

It is to be understood that there will be no minimum dollar amount placed on orders pursuant to any contract award. All orders will be shipped F.O.B to destination regardless of the dollar amount.

g) MINIMUM ORDER (DELIVERY) It is to be understood that there will be no minimum delivery amount placed on orders pursuant to any contract award.

h) FACILITY VISIT

Bidders business and/or distribution/shipping facility shall be located within the greater Cleveland metropolitan area. The County of Cuyahoga reserves the right to inspect the Contractor's/bidder's business location and/or distribution facility, as listed in their response, at any time during the term of the awarded contract.

i) DOMESTIC COMMODITY

It is to be understood and agreed that any commodities furnished as a result of a contract award shall be mill brand products, or products manufactured for a private label that meet or exceed the specifications as listed herein. All commodities/paper furnished pursuant to any award must have been and/or shall be manufactured within The United States of America.

j) NEW COMMODITY

All commodities/paper furnished pursuant to any award shall be newly manufactured. All paper furnished pursuant to any award shall have been manufactured within the then current (6) month period. The County of Cuyahoga reserves the right to reject delivery of any commodity/paper, which exceeds (6) months of age, at any time, during the term of the contract. Delivery of a commodity/paper, which exceeds (6) months of age as specified herein, will be considered a default, and at its option, Cuyahoga County may terminate the contract.

k) SUBSTITUTIONS

The contract award recipient shall not diverge from the brand of paper specified in their bid response. Shipment of any brands other than specified in their bid response may result in the cancellation of any awarded contract.

l) COMMODITY SPECIFICATIONS CLASSIFICATIONS (1, 2)

Any commodity/paper furnished as a result of any contract award must be appropriate for use (size and trim, finish, lint control, moisture content, packaged, workmanship) in various copying equipment including, but not limited to:

m) High speed office copying equipment; (Xerographic and mono component copying equipment)

High volume and high speed production copying equipment; (Xerographic and mono component copying equipment)

Faxes;

Laser printer

PRODUCT CLASSIFICATIONS / BRIGHTNESS, OPACITY AND PHYSICAL PROPERTIES:

Classification 1: 20# White With 30% Post-Consumer Fiber

Minimum Grade: (NO.4)

Minimum Acceptable Brightness: (92)

Minimum Acceptable Opacity: (86)

Classification 2: 24# White Virgin Bond

Minimum Grade: (NO.4) · Minimum Acceptable Brightness: (92) · Minimum Acceptable Opacity: (86)

n) The specifications as listed herein are not meant to be exhaustive. Vendors may propose

commodities that may exceed and/or vary to some extent from the specifications as listed herein. Cuyahoga County reserves the right to waive any minor and/or immaterial deviations to the commodity specifications if deemed appropriate in its review of bids.

o) ORDERING The contract award recipient shall have the ability to receive orders by facsimile, phone, electronic communication, and by written order.

p) DATA SHEET

Each bidder is to submit with their response a technical data sheet detailing all physical properties for the proposed products. Failure to include data sheet may result in the offer being rejected.

q) CARTON QUANTITY

Each carton must contain ten (10) reams (5,000 sheets) with the exception of 11" x 17" Ledger which shall contain five (5) reams (2,500 sheets). Bidders shall express their bid exclusively as an all-inclusive cost per carton.

r) INVOICING AND TERMINATION

Vendor must issue an invoice in order to be paid. Invoices for delivery of goods must indicate the contract number, line item number and price being involved. Separate invoices are to be issued for multiple orders showing Cuyahoga County's contract number, customer/agency, location and quantity of shipment. Cuyahoga County may, at its option, consider an alternative form of invoicing that would be beneficial to both parties. Cuyahoga County may withhold payment if product is found defective and not remedied. Vendor fails to carry out the work in accordance with the contract documents. Vendor is not entitled to payment in the amount requested.

B. Procurement

1. The procurement method for this purchase was a formal competitive bid. The total value of the RFB was in the amount not-to-exceed \$1,435,000.02 for the three (3) year contract period.
2. The bid closed on January 8, 2015.
3. Nine (9) bids were pulled from OPD and one (1) bid was submitted. Joshen Paper & Packaging Co. is being recommended for the award based on submission of a responsive bid and being the only bidder.
4. There was a 15% SBE goal participation assessed which has been met.

C. Contractor and Project Information

1. Joshen Paper & Packaging Co.
5800 Grant Avenue

Cuyahoga Hts., OH 44105
2. The owner is Michelle Reiner (216) 441-5600

D. Project Status and Planning

1. The project enables the Department of Public Works to supply paper to County departments and agencies to support their operational needs. These departments and agencies then reimburse the Department of Public Works via a departmental charge-back system for services rendered.
2. The resulting contract will be for the period of March 1, 2015 through February 28, 2018. Related contract documents are due 14 days after the recommendation of award.
3. A performance bond is required for this item.
4. This is a bid utilizing the pilot project with contract being submitted at time of bid closing.
5. The prior Contract under RQ21254 CE1200155 awarded to Joshen Paper & Packaging Co. will expire 2/28/2015. The original contract was for the period 3/1/2012 - 2/28/2013 in the amount not-to-exceed \$450,000.00. An amendment extended the contract term to 2/28/2015 to utilize the two (2) 1-year renewal options and to add additional funds in the amount of \$450,000.00 per year.

E. Funding

1. The contract is funded 100% by General Fund (CT577551).
2. Schedule of payments will be paid for by releases against the contract in accordance with the terms of the contract.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: Explanation:

General Fund

Total Amount Requested:

\$1,435,000.00



(OPD USE Only) Date Sent to Dept: 1/9/2015 Date Received from Dept: 1/12/2015

OFFICE OF PROCUREMENT & DIVERSITY

TABULATION OF BIDS RECEIVED (OVER \$25,000)

BID DUE DATE: January 8, 2015 CONTRACT PERIOD: 3/1/2015 - 2/28/2018
 REQUISITION NUMBER: RO32408 NUMBER OF ITB'S SENT/RETURNED: 9/1
 REQUISITIONING DEPT.: Public Works ESTIMATE: N-T-E \$1,435,000.00

COMMODITY DESCRIPTION: Furnishing and Delivering Reprographic Paper

TO BE COMPLETED BY OPD							SBE GOAL		SBE DIVISION DIRECTOR		Department
BIDDER'S NAME & ADDRESS	BID BOND / CHECK	ACTUAL BID AMOUNT	P -	BUYER REVIEW	BUYER NOTES	CCBB (Y/N)	SBE COMPLIANT (Y/N)				
Joshen Paper & Packaging Co 5800 Grant Avenue Cuyahoga Heights Ohio 44105	\$71,500.00 The Cincinnati Insurance Company	\$441,637.00	YES	IG # 12-1626 PH# yes Affidavit = yes Contract = yes 2% Match = yes Coop - P-Back = yes			Y	15%		Department	

CCBB: Low Non-CCBB Bid: \$441,637.00 +2% \$ 8,832.74 = \$ 450,469.74 Does CCBB apply?: Y / N
 (*Note: CCBB must meet all bid requirements)

LOW BIDDER NOTIFIED
 No Yes Date: _____
 Tab sheet with SBE Updated 04/19/2013

DEPARTMENT: _____
 DIRECTOR SIGNATURE: [Signature]
 DEPARTMENT DIRECTOR NAME: Stanley Koslosky, PE
 DATE: _____ (Date Signed)

OBM APPROVAL
 (If actual bid exceeds estimate)



OFFICE OF PROCUREMENT & DIVERSITY
SBE EVALUATION SHEET

REQUISITION NUMBER 32408

SBE GOAL 15%

SBE DIVISION DIRECTOR

BIDDER'S NAME	SBE SUBCONTRACTOR NAME	SBE PRIME (Y/N)	TOTAL SBE %	COMMENTS & INITIALS
Joshen Paper & Packaging Co 5800 Grant Avenue Cuyahoga Heights Ohio 44105	Wisl Allstate Industrial #66, 245.55 15%	N	15%	ARV 11/15 MW 1/15

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for all contract/agreement renewals or amendments.)

Contractor: Joshen Paper & Packaging Company

Contract/Agreement No.: CE1200155 **Time Period:** 3/01/12 – 2/28/15

Service Description: Furnish and delivery reprographic paper for various County agencies

Original Contract/Agreement Amount: \$450,000.00

Prior Amendment(s) Amount(s): \$900,000.00

Performance Indicators: In accordance with contract

Actual performance versus performance indicators (include statistics): Vendor delivers on time and as specified

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Vendor meets/exceeds specifications in contract

Sheila McNea
User Department

November 1, 2014
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0033

Sponsored by: County Executive Budish/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee	A Resolution making an additional Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Bedford Heights on behalf of Southeast Council of Governments in the amount not-to-exceed \$393,447.00 for Public Safety Answering Point consolidation support; authorizing an amendment to Agreement No. AG1300195-01 with City of Bedford Heights for the period 11/1/2013 - 12/31/2014 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed said award; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive Budish/Department of Public Safety and Justice Services/Office of Emergency Management and the 9-1-1 Consolidation Shared Services Fund Review Committee have recommended an additional Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Bedford Heights on behalf of Southeast Council of Governments in the amount not-to-exceed \$393,447.00 for Public Safety Answering Point consolidation support; authorizing an amendment to Agreement No. AG1300195-01 with City of Bedford Heights for the period 11/1/2013 - 12/31/2014 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed said award; and

WHEREAS, the primary goals of this project are: (a) to further the County's efforts under the 9-1-1 Consolidation Plan, by providing financial resources to communities engaging in the 9-1-1 Public Safety Answering Point (PSAP) consolidation efforts; and (b) to support the physical and technical infrastructure, professional services, equipment and upgrades needed to support consolidation; and

WHEREAS, this project is mandated by Chapter 708 of the Cuyahoga County Code; and

WHEREAS, this project is funded 100% by the 9-1-1 Wireless Assistance Fund;
and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby approves an additional Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Bedford Heights on behalf of Southeast Council of Governments in the amount not-to-exceed \$393,447.00 for Public Safety Answering Point consolidation support; authorizing an amendment to Agreement No. AG1300195-01 with City of Bedford Heights for the period 11/1/2013 - 12/31/2014 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed said award.

SECTION 2. That the County Executive is hereby authorized to execute an amendment and all documents consistent with this Resolution.

SECTION 3. 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 4. 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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

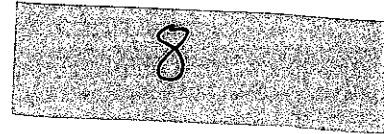
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name:	Department of Justice Affairs/Emergency Services Division	Agency/Dept. Head Name:	Ken Mills
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Type of Request: Agreement/Amendment

Request Prepared by:	Michelle Norton	Telephone No.	443-7722
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SUMMARY OF REQUESTED ACTION:

I. NovusAgenda Summary of Requested Action - Form Title: Public Safety & Justice Services, 2014, City of Bedford Heights {on behalf of the Southeast Council of Governments-to include City of Bedford, City of Bedford Heights, City of Maple Heights and City of Garfield Heights} Amendment to the Agreement, 9-1-1 Consolidation Shared Services Fund Award A. Scope of Work Summary 1. Public Safety & Justice Services requesting approval of an Amendment to the Agreement with the City of Bedford Heights, on behalf of the Southeast Council of Governments for the anticipated cost not-to-exceed \$393,447.00; and to extend the terms of the original agreement from 11/11/2013 - 12/31/2014, until 12/31/2015.

2. The primary goals of the project are:

A. The additional funds will support an addendum to the original request to purchase mobile radios and radio consoles not funded previously to support the consolidation project.

B. Procurement 1. The procurement method for this project was by Application to the Cuyahoga County 9-1-1 Consolidation Shared Services Fund. 2. The award recommendation was made on 11/17/2014. 3. The application was submitted for review to the Cuyahoga County 9-1-1 Consolidation Shared Services Fund Review Committee. C. Contractor and Project Information 1. The address of the award recipient is: City of Bedford Heights, Ohio 5661 Perkins Road Bedford Heights, Ohio 44146 Council District (9) 2. The (Mayor) for the award recipient is (Fletcher D. Berger) D. Project Status and Planning 1. The project (is in

progress). E. Funding 1. The Award is funded (100% by the 9-1-1 Wireless Assistance Fund) 2. The schedule of payment is (one time award.)

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

To further County efforts under the 9-1-1 Consolidation Plan, by providing financial resources to communities engaging in 9-1-1 Public Safety Answering Point (PSAP) consolidation efforts. The Funding will support physical and technical infrastructure, professional services, equipment and upgrades needed to support consolidation projects.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

Explanation for Increase/Decrease in \$ Amount for current request:

Addendum to original request for funding

Financial Information:

Funding source:

Other

Explanation:

9-1-1 Wireless Government Assistance Fund

Total Amount Requested:

\$393,447.00

ATTACHMENTS:

Click to download

- [W9 City of Bedford Heights](#)
- [Principal Owner-City of Bedford Heights](#)
- [Auditor Findings - Bedford Heights](#)
- [9-1-1 CSSF Award Ltr 11.17.2014 Bedford Heights](#)
- [OPD Approved - Agreement Amendment 11/26/2014](#)
- [Agreement 1300195 History](#)
- [OBM Approval 11.24.2014](#)
- [Amendment Cover - City of Bedford Heights TAB](#)
- [Amendment to the Agreement-City of Bedford Heights-TAB](#)

History

Time

Who

Office of Procurement & Diversity

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2015-0034

<p>Sponsored by: County Executive Budish/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee</p>	<p>A Resolution making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Parma on behalf of Parma Emergency Regional Dispatch Center in the amount not-to-exceed \$971,911.00 for Public Safety Answering Point consolidation support for the period 2/1/2015 - 1/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive Budish/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee has recommended making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Parma on behalf of the Parma Emergency Regional Dispatch Center in the amount not-to-exceed \$971,911.00 for Public Safety Answering Point consolidation support for the period 2/1/2015-1/31/2016; and

WHEREAS, the primary goals of this project are: (a) to further the County's efforts under the 9-1-1 Consolidation Plan by providing financial resources to communities engaging in the 9-1-1 consolidation efforts; and (b) to support the physical and technical infrastructure, professional services, equipment and upgrades needed to support consolidation; and

WHEREAS, this project is mandated by Cuyahoga County Council, Ordinance No. O2013-0010; and

WHEREAS, this project is funded 100% by the 9-1-1 Wireless Assistance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20____

NovusAGENDA



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Item Details:

Agency/Dept. Name:	Department of Justice Affairs	Agency/Dept. Head Name:	
Type of Request:	Agreement/Amendment		
Request Prepared by:	Michelle Norton	Telephone No.	443-7722

SUMMARY OF REQUESTED ACTION:

I. NovusAgenda Summary of Requested Action - Form Title: Public Safety & Justice Services, 2015, City of Parma {on behalf of the Parma Emergency Regional Dispatch Center to include the Cities of Brooklyn, Parma and Parma Heights}, Agreement, Cuyahoga County 9-1-1 Consolidation Shared Services Fund Award, RQ 33133 A. Scope of Work Summary 1. Public Safety & Justice Services requesting approval of an Agreement with the City of Parma, on behalf of the Parma Emergency Regional Dispatch Center to include the Cities of Brooklyn, Parma and Parma Heights, for the anticipated cost not-to-exceed \$971,911.00. The anticipated start-completion dates are (02/01/2015 – 01/31/2016). 2. The primary goals of the project are:

- A. To further County efforts under the 9-1-1 Consolidation Plan, by providing financial resources to communities engaging in 9-1-1 Public Safety Answering Point (PSAP) consolidation efforts.
- B. The Fund will support physical and technical infrastructure, professional services, equipment and upgrades needed to support consolidations.

3. The project is mandated by County Council of Cuyahoga County, Ohio Ordinance No. O2013-0010. B. Procurement 1. The procurement method for this project was by Application to the Cuyahoga County 9-1-1 Consolidation Shared Services Fund. 2. The award recommendation was made on 01/06/2015. 3. There were three applications submitted for review to the Cuyahoga County 9-1-1 Consolidation Shared Services Fund Review Committee. C. Contractor and Project Information 1. The address of the awarded is (provide the full address in the following format):
City of Parma, Ohio

6611 Ridge Road
 Parma, Ohio 44129
 Council District (4) 2. The (Mayor) for the City of Parma is (Timothy DeGeeter) D. Project Status and Planning 1. The project (is new to the County). E. Funding 1. The Award is funded by the (100% by the 9-1-1 Wireless Assistance Fund and Cuyahoga County General Fund) 2. The schedule of payment is (one time award.)

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The consolidation would reduce primary PSAPs by two (2) -Parma Heights and Brooklyn./ The construcion project would build out a new location fo rthe PSAP at 7335 Ridge Road in Parma. The new center would include six (6) work stations and two (2) trinaing sations. There would be a partial build out of an additional 6 positions for future use. The Parma consolidation group will serve approximately 113,488 or 9% of the total population for Cuyahoga County.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$971,911.00

ATTACHMENTS:

Click to download

- [City of Parma - W9](#)
- [CityofParma 911 CSSF Award Recommendation01.06.2015](#)
- [Req 33133](#)
- [OPD Justification not needed 01.13.2015](#)
- [Certified Auditors Search-City of Parma](#)
- [Principal Owner City of Parma](#)
- [Attachment III Ordinance 2013-0010](#)
- [Attachment II 911 CSSF Guidance and Application](#)
- [Attachment I - 911 CSSF Scope of Work City of Parma](#)
- [Exhibit B Financial Report Form](#)
- [Exhibit A - City of Parma 911 CSSF Request](#)
- [Agreement Cover - City of Parma 911 CSSF Award-TAB](#)
- [Agreement 911 CSSF Award-City of Parma.signed - TAB](#)

History

Time

Who

Approval

Office of Procurement &
 Diversity

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0035

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended an agreement with Cuyahoga County Prosecutor's Office in connection with RQ32950 in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2015 - 12/31/2015; and

WHEREAS, the agreement is for legal services as defined in Chapter 309 of the Ohio Revised Code in matters related to the adjudication and disposition of children with the jurisdiction of Chapter 2151 of the Ohio Revised Code, and to perform such other duties that may be required of it by operation of Title IV-E; and

WHEREAS, the project is funded 100% by Health and Human Services Fund; 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 authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2015 - 12/31/2015.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

NovusAGENDA



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Item Details:

Agency/Dept. Name: Department of Children and Family Services
Agency/Dept. Head Name: Patricia Rideout

Type of Request: Agreement/Amendment

Request Prepared by: David Latsko
Telephone No.: 216-432-2621

SUMMARY OF REQUESTED ACTION:

**OPD Review (12-17-14). OK to process as Government Purchase (Intra-Agency Agreement)

The Division of Children and Family Services plans to contract with Cuyahoga County Prosecutor's Office, for the January 1, 2015 through December 31, 2015 for Legal Services in the amount of **\$2,348,203.00**.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Cuyahoga County Division of Children and Family Services (DCFS) is requesting authorization from the Cuyahoga County of Ohio to enter into an agreement with the Cuyahoga County Prosecutor's Office.

PURPOSE:

Per chapter 309 of the Revised Code, in matters related to the adjudication and disposition of children within the jurisdiction of Chapter 2151 of the Revised Code, and to perform such other duties that may be required of it by the operation of Title IV-E. The Cuyahoga County Prosecutor's Office is the only designated provider to perform the following functions: representing the DCFS in all court proceedings, preparation, including necessary legal research, for such representation role; the preparation, including necessary legal research, of pleadings, briefs, and other legal documents for court proceedings involving the DCFS; and attendance at organized and formal training activities, the purpose of which is to improve the capacity of attendees to provide legal services to the DCFS. The County Prosecutor, also called the Prosecuting Attorney, is the State of Ohio's attorney for

Cuyahoga County, serving a population of more than 1.4 million people living in and around the City of Cleveland. Criminal Division prosecutors seek justice for victims of crime, punishment of those individuals who break our laws, and safer streets and neighborhoods for all citizens. They protect the health and safety of our county's children; they represent children's interests in abuse, neglect and dependency cases; and they work to establish paternity and collect court-ordered child support.**OUTCOMES/EXPECTATIONS:**

Provide counsel to DCFS on all matters as requested. Once DCFS has reviewed recommendation(s) and developed a plan which is in the best interest of a child and in accordance with law, provide legal representation to secure approval from the court in order to carry out the plan.

When the Juvenile Court grants custody to DCFS, if a journal entry is not forwarded, facilitate securing one.

Office of the Cuyahoga County Prosecuting Attorney

This agreement is for legal services as defined under Chapter 309 of the Revised Code in matters related to the adjudication and disposition of children within the jurisdiction of Chapter 2151 of the Revised Code, and to perform such other duties that may be required of it by the operation of Title IV-E.

Explanation for late submittal:

Just received signed 2015 Agreement.

Contract/Agreement Information:

Procurement Method:

Other

Explanation for Increase/Decrease in \$ Amount for current request:

Based on usage

Financial Information:

Funding source:

Other

Explanation:

33% Admin and 67% by the General Fund (Health and Human Services Levy)

Total Amount Requested:

\$2,348,203.00

ATTACHMENTS:

Click to download

- [2015 Justification for Cuyahoga County Prosecutor's Agreement with DCFS SD.pdf](#)
- [2015 Cuyahoga County Prosecutor's Office Agreement FR.pdf](#)
- [2014 -Cuyahoga County Prosecutor Eval.docx](#)
- [2014 Cuyahoga County Prosecutors Office History.xls](#)
- [CF-15-32950 REQ 2015 Cuyahoga County Prosecutor's Office Agreement.pdf](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0023

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center, for the period 4/1/2015 - 3/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommended an award on RQ32046 with Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center for the period 4/1/2015 – 3/31/2018; and

WHEREAS, the primary goals of this project are to provide annual routine services for environmental controls/life safety systems, preventative maintenance, repair and programming and upgrades to the Metasys System including hardware, software, firmware and technical support at the Justice Center Complex, including Jails I and Jail II and the Juvenile Justice Center; and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by Public Works' Internal Service Fund; 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 makes an award on RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0024

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$72,262.04 to fund said amendment; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an amendment (Subsidiary No. 5) to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; and

WHEREAS, the primary goal of the project is to repair and rehabilitate the Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland in Council District 7 and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded as follows: (a) 80% or \$578,096.35 from Federal Funds; (b) 10% or \$72,262.04 from the Cuyahoga County Motor Vehicle \$5.00 License Tax Funds; and (c) 10% or \$72,262.05 with funds from City of Cleveland; 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 authorizes an amendment (Subsidiary No. 5) to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44.

SECTION 2. That the County Executive is hereby authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$5.00 License Tax Fund to fund said amendment.

SECTION 4. 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 5. 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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2015

Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: February 4, 2015

Journal CC017

February 10, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0025

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$899,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$889,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and

WHEREAS, the primary goals of this project are:

- i) replacement of Akins Road Culvert 01.12 over a creek to the east branch of the Rocky River in the City of North Royalton located in Council District 5, and
- ii) replacement of Eastland Road Culvert 00.53 over an unnamed stream in the City of Middleburg Heights located in Council District 5; and

WHEREAS, this project is funded 100% using funds from the Cuyahoga County Motor Vehicle \$7.50 License Tax Funds; and

WHEREAS, construction is scheduled to begin April 15, 2015 and scheduled to be completed October 15, 2015; 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 makes an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$889,902.00 for design-build engineering services for replacement of various culverts in the Cities of North Royalton and Middleburg Heights.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$7.50 License Tax Fund for said amount to fund said contract.

SECTION 4. 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 5. 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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: January 27, 2015
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC017
February 10, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0299

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the Director of Human Resources 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 November 5, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S), and recommends 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:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Building Rehabilitation Specialist Supervisor*
Number: 1020313
Pay Grade: 10
*Classification number changed from 1021312 to 1020313 necessitated by the creation of a new classification: (Sr. Building Rehabilitation Specialist) within the series.
- Exhibit B: Class Title: *Construction Supervisor*
Number: 1045113
Pay Grade: 8
*Revise to *Project Inspection Supervisor* per recommendation of PRC Hearing Officer and settlement discussion with appellants.
- Exhibit C: Class Title: *Data Security Specialist*
Number: 1053141
Pay Grade: 7
*Revise and change to Security Systems Compliance Coordinator. Pay grade changed from 7 to 8. Updated spec. to new format to include percentages of time spent on essential functions.
- Exhibit D: Class Title: *Employee Benefits Manager*
Number: 1053663
Pay Grade: 15
*Change in classification number from 1053662 to 1053663 necessitated by creation of new classification (Sr. Employee Benefits Coordinator) in the series.
- Exhibit E: Class Title: *Employee Relations Specialist 1*
Number: 10533651
Pay Grade: 13
*Revised spec. to new format to include percentages of time spent on essential functions and revised essential functions.
- Exhibit F: Class Title: *Employee Relations Specialist 2*
Number: 1053652
Pay Grade: 14
*Revised spec. to new format to include percentages of time spent on essential functions and revised essential functions.
- Exhibit G: Class Title: *HRIS Systems Administrator*
Number: 1053625
Pay Grade: 14B

*Updated spec. to new format to include percentages of time spent on essential functions and revised essential functions; pay grade change from 13 to 14B.

Exhibit H: Class Title: *Housing Manager*
Number: 1021315
Pay Grade: 15
*Changed classification number from 1021313 to 1021315 necessitated by creation of new classification (Community Development Officer) within the series.

Exhibit I: Class Title: *Sewer Maintenance Superintendent*
Number: 1043123
Pay Grade: 15
*Change classification number from 1042514 to 1043123 necessitated by the deletion of Sewer Maintenance Manager.

Exhibit J: Class Title: *Senior Nurse Supervisor*
Number: 1054114
Pay Grade: 12
*Changed department to include Sheriff's Department. Updated spec. to new format to include percentages of time spent on essential functions and revised essential functions.

Proposed Deleted Classifications:

Exhibit K: Class Title: *Sewer Maintenance Manager*
Number: 1043123
Pay Grade: 13

Exhibit L: Class Title: *MST Therapist*
Number: 1056271
Pay Grade: 9

Exhibit M: Class Title: *Project Inspector Supervisor*
Number: 1062211
Pay Grade: 10

Addition of the following Classifications: (See Attached Classification Specifications)

Exhibit N: Class Title: *Animal Adoptions Coordinator*
Number: 1022401
Pay Grade: 4

- Exhibit O: Class Title: *Business Infrastructure Analyst*
Number: 1053201
Pay Grade: 13B
- Exhibit P: Class Title: *Community Development Officer*
Number: 1055241
Pay Grade: 14
- Exhibit Q: Class Title: *Dockworker*
Number: 1012121
Pay Grade: 2
- Exhibit R: Class Title: *Senior Building Rehabilitation Specialist*
Number: 1021312
Pay Grade: 7
- Exhibit S: Class Title: *Senior Employee Benefits Coordinator*
Number: 1053662
Pay Grade: 9

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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: December 9, 2014
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: January 27, 2015

Journal CC017
February 10, 2015

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist Supervisor	Class Number:	1021312
		Pay Grade:	10

Departments:	Development, only
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Classification Function

The purpose of this classification is to supervise lower level building rehabilitation specialists.

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.

- Supervises building rehabilitation specialists performing initial inspections, energy efficiency inspections and estimates on rehabilitation projects (e.g. - assigns and reviews work; provides job training and instruction; conduct performance evaluations; coordinates between inspectors and borrowers when a conflict arises; conducts meetings; travels to inspection sites to observe work).
- Prepares and maintains various construction inspection reports and records (e.g.- prepares and submits time and cost estimates; writes specifications for special projects; prepares and reviews contracts and vouchers; maintains computerized specification writing system; develops, designs and maintains data bases for managerial and financial reporting).
- Performs and prepares other programmatic duties (e.g.- maintains all required state and federal licensing with regards to the execution of lead programs; interprets federal, state and local laws concerning lead; coordinates proposals, contracts and agreements; administers rules and regulations; reviews and recommends loans for approval; answers questions and negotiates disagreements with homeowners).
- Functions as liaison to local building departments of participating communities.
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.

Minimum Training and Experience Required to Perform Essential Job Functions

Technical training in construction management and five years of building inspection experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp meter, blower door, analyzer, combustible gas detector, bore sighter, and thermal imaging gun.
- Ability to operate a variety of office machines and equipment including personal computer, printer, adding machine and telephone.

- Ability to operate a motor vehicle.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic high school algebra.

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 recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including client files, work specifications, bid proposals, contract qualifications, contracts, inspection documents, production reports, building plans, flow charts, HUD report forms, correspondence, industry newsletters and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CABO and BOCA code books, Hometech, HUD Grantee, EPA Guidelines for Lead-Based Paint Hazards, mold and moisture manual, and personnel policy manuals.
- Ability to prepare Rehabilitation Progress Report, Building Weatherization Report, automated specifications, inspection reports, employee performance evaluations 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret energy conservation terminology, housing rehabilitation and building construction terminology and language.
- Ability to communicate with supervisors, inspectors, contractors, clients, City grantees, other building departments, other County employees, and government agency representatives.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

Class Title:	Construction Supervisor	Class Number:	1045113
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises clerical and technical level classifications.

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%
- Supervises the work of clerical and technical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.

- 10% +/- 10%
- Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

- 20% +/- 10%
- Oversees construction project logistics; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project.

- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.

- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in engineering technology with three years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No licensing requirements

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.

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 understand and perform addition, subtraction, multiplication and division.

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 invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.

- Ability to prepare board actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, 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, 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 legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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

Class Title:	Project Inspection Supervisor	Class Number:	1045113
FLSA:	Non - Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises technical and clerical level classifications.

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%
- Supervises the work of technical and clerical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.

- 30% +/- 10%
- Oversees construction project logistics; reviews contractor's project schedule; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.

- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

Project Inspection Supervisor

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in engineering technology with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Requires a driver's license in the State of Ohio.

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.
- Ability to operate a camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.
- Must have physical ability to perform essential functions.

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.

Mathematical Ability

- Ability to understand and perform addition, subtraction, multiplication, division, calculation of decimals and percentages, make use of the principles of algebra, geometry, trigonometry and descriptive 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.

Project Inspection Supervisor

- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, convince and influence others, to record and deliver information, to explain procedures, 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 legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions and may risk exposure to toxic/poisonous agents or traffic hazards
- Work is typically performed in an office environment and in the field.

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

Class Title:	Data Security Specialist	Class Number:	1053141
		Pay Grade:	7

Departments:	Public Safety & Justice Services, only
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Classification Function

The purpose of this classification is to provide security for the physical and data systems and components for the Cuyahoga Regional Information System (CRIS) division.

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.

- Provides security for the physical and data systems and components for the CRIS division (e.g. – ensures the administration of the secure dial-up system; assists in maintaining network topology documentation; supports security-related configuration management; provides guidance in implementing security measures at the local level; controls access to CRIS network; analyzes overall system operations to determine security needs).
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- Performs administrative duties (e.g. – serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field with one year of computer systems 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 including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

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

Class Title:	Security Systems Compliance Coordinator	Class Number:	1053141
FLSA:	Non-Exempt	Pay Grade:	8
Departments:	Public Safety & Justice Services, only		

Classification Function

The purpose of this classification is to the position's purpose is to ensure departmental compliance with the Law Enforcement Automatic Data System (LEADS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS) policies and that all persons who operate REDSS terminals are certified in accordance with LEADS policies.

Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with crime information systems. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

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% +/- 15%
- Serves as point-of-contact at the regional level for matters relating to LEADS information access; oversees the administration of the LEADS/CJIS system programs within the local agency; oversees the agency's compliance with LEADS/CJIS systems policies
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- Performs administrative duties (e.g. - serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field with one year of computer systems 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 including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

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

Class Title:	Employee Benefits Manager	Class Number:	1053662
FLSA:	Exempt	Pay Grade:	15
Departments:	Office of Human Resources (OHR), only		

Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

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.

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit 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).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; 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 including personal computer, printer, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIPA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- 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 manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials 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

Class Title:	Employee Relations Specialist 1	Class Number:	1053651
		Pay Grade:	13

Departments:	County Human Resource Department, only
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Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to represent the County in matters pertaining to employment.

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.

- Participates in employee discipline process (e.g. - presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; 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).
- Represents County in other matters pertaining to labor and employment (e.g. - appears for the County and advocates on its behalf at the Ohio Bureau of Employment Services in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements and at State Employee Relations Board; serves as lead negotiator of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County prosecutor in the preparation of defense of employment cases; may serve as the Board's designee at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension).
- Performs special investigations (e.g. - investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, AIDS in the workplace, hiring of ex-felons, falsification of county records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations).
- Performs administrative duties (e.g. - serves as liaison between the Human Resource Department and the County Prosecutor's Office).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with two years of labor relations, personnel 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 including personal computer utilizing departmental software, fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and language.
- Ability to communicate effectively with personnel officers, personnel administrators, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, 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

Class Title:	Employee Relations Specialist 1	Class Number:	1053651
FLSA:	Exempt	Pay Grade:	13
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; 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.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources 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

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Specialist 1

1053651

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

Class Title:	Employee Relations Specialist 2	Class Number:	1053652
		Pay Grade:	14

Departments:	County Human Resource Department, only
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Classification Function

The purpose of this classification is to assist representing the County in the administration of employment relations program (i.e. Unemployment Compensation) and participate in employee grievance procedure.

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.

- Assists representing the County in the administration of employment relations program (e.g. - establishes program goals for unemployment compensation cost containment, coordinates review of request for information separation; coordinates charge back reports; coordinates preparation of quarterly reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES).
- Participates in employee discipline process (e.g. - presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; 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).
- Represents County in other matters pertaining to labor and employment (e.g. - appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; serves as lead negotiator of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County prosecutor in the preparation of defense of employment cases; may serve as the Board's designee at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension).
- Performs special investigations (e.g. - investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, AIDS in the workplace, hiring of ex-felons, falsification of county records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations).
- Performs administrative duties (e.g. - serves as liaison between the Human Resource Department and the County Prosecutor's Office; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five years of labor relations, personnel 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 including personal computer utilizing departmental software, fax machine, calculator, etc.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and language.
- Ability to communicate effectively with personnel officers, personnel administrators, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, 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

Class Title:	Employee Relations Specialist 2	Class Number:	1053652
FLSA:	Exempt	Pay Grade:	14
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

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%
- Assists in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; 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.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

10% +/- 5%

- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment –related training on various issues (i.e. OSHA)).

10% +/- 5%

- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,

5% +/-25%

- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources 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

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053625
FLSA:	Exempt	Pay Grade:	13
Department:	Office of Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's payroll function using the countywide human resources information system (HRIS) and to supervise payroll administrators, payroll officers, personnel technicians and other support staff. The classification also provides ongoing technical support, training, development, configuration, testing, and analysis of business needs for the HRIS Division for payroll, migrations of agencies onto the HRIS including benefits and other areas.

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.

- Manages the County's payroll function using the countywide human resources information system (HRIS) (e.g.- manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the County Auditor for all Board of County Commissioners (BOCC) and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates professional pay increase notifications; works with supervisor to coordinate and test HRIS updates; assesses and communicates HRIS performance; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the County Auditor's Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to; serves as liaison for Payroll and HRIS to other elected officials, governmental agencies and County departments; on call status for urgency of issue resolution).
- Supervises payroll administrators, payroll officers, personnel technicians and other support staff (e.g.- assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings).
- Provides various HRIS support services (e.g.- troubleshoots system and payroll issues; provides maintenance and configuration changes, as needed; tests interfaces to County Auditor's payroll; develops and maintains system configuration, such as maintaining wage tables; serves in lead role in further development of HRIS and new applications; tests changes to system; creates and maintains procedural manuals, reports, graphs, charts to present programming, functionality and other information; develops and delivers end user training programs).
- Administers Timelink Time Clock System (e.g.- coordinates Timelink configuration; maintains work schedules; develops, maintains and changes system schema coding; administers and maintains for current and new end-users the Timelink Time Clock System; serves as liaison to Timelink Corporation; provides in-house maintenance user training).
- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support. Analyzes business needs for possible configuration changes.
- Serves as functional lead on Employee Self Service project including paperless time sheets, paperless payroll, move from week in blind and analysis of all changes.

- Serves as functional lead on special projects including upgrade of system and applications. Maintains functional expertise and liaisons with programmers to ensure information system coding is conducive with functional needs.
- Serves as back-up to payroll staff and Systems Manager.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or human resources with five years of human resources 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 including computer, printer, typewriter, fax machine, and calculator.

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.

Language Ability & Interpersonal Communication

- Ability to perform upper-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 personnel records, withholding forms, Public Employees Retirement System (PERS) forms, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including SAP Manuals, Benefits Manual, collective bargaining agreements, and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, transport forms, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and HRIS terminology and language.
- Ability to communicate with County Human Resource Director, department directors, personnel managers, supervisors, County Auditor's office, other County elected officials, other County employees, consultants, union leadership, bank associates, and insurance carriers.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053625
FLSA:	Exempt	Pay Grade:	14B
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's payroll function using the countywide human resources information system (HRIS) and the employee self service intranet interactive portal to the HRIS. This classification supervises payroll administrators, payroll officers, personnel technicians and other support staff. The classification also provides ongoing technical support, training, development, configuration, testing, and analysis of business needs for the HRIS Division for payroll and migrations of agencies onto the HRIS including benefits and other areas.

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% +/- 15%
- Manages the County's payroll function using the countywide human resources information system (HRIS); manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the Fiscal Office for all County Council Departments and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates progression pay increase notifications; coordinates and tests HRIS updates; assesses and communicates HRIS performance; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the Fiscal Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants; serves as liaison to the Fiscal Office; creates various reports; on call status for urgency of issue resolution.
- 25% +/- 15%
- Creates validation rules for employee self service intranet interactive portal to the HRIS; creates schedules, holidays and calendars to allow employees time sheet submittals; monitors accuracy of time sheet submissions; serves as functional lead on issues.
- 10% +/- 5%
- Supervises payroll administrators, payroll officers, personnel technicians and other support staff; assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings.
- 10% +/- 5%
- Provides various HRIS support services; troubleshoots system and payroll issues; provides maintenance and as needed configuration changes and testing to interfaces to Fiscal Office's payroll; develops and maintains system configuration, such as maintaining wage tables; serves in lead role in further development of HRIS and new applications; develops and delivers end user training programs.
- 10% +/- 5%
- Administers timekeeping system; coordinates timekeeping system maintains work schedules; develops, maintains and changes system schema coding; administers and maintains for current

HRIS System Administrator

1053625

and new end-users the timekeeping system; serves as liaison to the timekeeping system vendor; provides in-house maintenance user training.

- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support; analyzes business needs for possible configuration changes. 10% +/- 5%
- Serves as functional lead on special projects including upgrade of system and applications. 3% +/- 5%
- Serves as back-up to payroll staff and Systems Manager. 2% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or human resources with six (6) years of human resources 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 including computer, printer, typewriter, fax machine, and calculator.

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.

Language Ability & Interpersonal Communication

- Ability to perform upper-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 personnel records, withholding forms, Public Employees Retirement System (PERS) forms, bargaining unit contracts, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, Benefits Manual, collective bargaining agreements, Fiscal Office rules and regulations and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, validation rules, transport forms, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and HRIS terminology and language.
- Ability to communicate with County Human Resources Director, department directors, personnel managers, supervisors, Fiscal Office staff, other County elected officials, other County employees, consultants, union representatives, bank associates, and insurance carriers.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Housing Manager	Class Number:	1021313
		Pay Grade:	15

Departments:	Development only
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Classification Function

The purpose of this classification is to manage the daily activities of County's Housing Program and supervise building rehabilitation and development 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.

- Manages the daily activities of the County's Housing Program (e.g.- meets with director to coordinate and develop policies; develops housing programs which expand home-ownership opportunities, housing rehabilitation loans, weatherization program and other housing related initiatives).
- Supervises building rehabilitation and development staff (e.g.- assigns work and reviews completed work; provides job training and instruction; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; recommends promotion; approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding housing issues; addresses audiences on fair housing issues; moderates discussions pertaining to fair housing; serves as panelist to discuss fair housing issues, represents fair housing and related interests at meetings).
- Performs administrative duties (e.g.- maintains records of various housing activities; prepares correspondence to communities, housing groups and other organizations; prepares and/or provides input on various reports).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business or public administration with three years of urban development/housing 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 including typewriter, adding machine, calculator and copier.

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, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including housing program policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, RFP's, requests for grant applications, newspaper copies and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret housing and legal terminology and language.
- Ability to communicate with director, supervisors, employees, source persons, clients, HUD personnel, Ohio Civil Rights Commission personnel, housing groups, landlords, tenants, municipalities elected, public officials, 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

Class Title:	Sewer Maintenance Superintendent	Class Number:	1042514
FLSA:	Exempt	Pay Grade:	15
Dept:	Department of Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of the Public Works Office; may provide administrative support to the Maintenance Administrator.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure 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 operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.

- 30% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.

- 30% +/- 5%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Sewer Maintenance Superintendent

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Ohio Class II Wastewater Collections License and CPR may be 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 and a two way radio.

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 understand and apply high school algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- 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 overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.

Sewer Maintenance Superintendent

- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos 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, convince and influence others, to record and deliver information, to explain procedures, 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 maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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

Class Title:	Senior Nurse Supervisor	Class Number:	1054114
		Pay Grade:	12

Departments:	Human Services
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Classification Function

The purpose of this classification is to assist the Nursing Director supervise Nursing Supervisors and coordinate the PASSPORT and home care skilled services programs.

Essential Duties and Responsibilities

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

- Assists Nursing Director supervise Nursing Supervisors (e.g.- assists establishing work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary).
- Coordinates nursing activity within the PASSPORT and home care skilled services programs (e.g. - assesses, designs, implements and evaluates new PASSPORT referral care plans; monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the clients plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides).
- Develops and coordinates in-service training programs and independent study topics (e.g.- develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records; develops and responds to Requests for Proposals and funding grants).
- Oversee special assignments as assigned by Nursing Director.
- Assists with developing and monitoring quality assurance programs and compliance with program specifications.
- Performs administrative duties (e.g.- monitors compliance and maintenance of records and forms in a timely manner; attends interagency and community meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as a registered nurse by the Ohio Board of Nursing. Five years of nursing experience including two years in a supervisory capacity.

Additional Requirements

Biennial renewal of license required.

Exhibit J

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

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with physicians, clients, families, community groups, staff, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.

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

Class Title:	Senior Nurse Supervisor	Class Number:	1054114
FLSA:	Exempt	Pay Grade:	12
Dept:	Human Services & Sheriff's Department		

Classification Function

The purpose of this classification is to assist the Nursing Director supervise Nursing Supervisors and coordinate the PASSPORT and home care skilled services programs.

Or

To assist the Nursing Director at the Corrections Facility supervise medical staff on the evening shift and assist coordinate training programs and special assignments.

Distinguishing Characteristics

This is a supervisory class responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to ensure 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.

- 45% +/- 10%
- Assists Nursing Director supervise Nursing Supervisors; assists establishing work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary.

- 25% +/- 10%
- Coordinates nursing activity within the PASSPORT and home care skilled services programs; assesses, designs, implements and evaluates new PASSPORT referral care plans; monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the clients plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides.

- Or

- 45% +/- 10%
- Assists Nursing Director supervise medical staff on the evening shift; establishes work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary; monitors and evaluates employee performance.

- 25% +/- 5%
- Coordinates medical activity within the Inmate Services unit on the evening shift; monitors direct patient care; delegates certain responsibilities to staff members and ensures that activities are completed; assists in meeting the National Commission on Correctional Health Care standards for quality care.

15% +/- 5%

- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records; develops and responds to Requests for Proposals and funding grants.

15% +/- 5%

- Assists with developing and monitoring quality assurance programs and compliance with program specifications; performs administrative duties; monitors compliance and maintenance of records and forms in a timely manner; attends interagency and community meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as a registered nurse by the Ohio Board of Nursing. Five years of nursing experience including two years in a supervisory capacity.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other 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 evaluate, coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Senior Nurse Supervisor

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with physicians, clients, families, community groups, inmates, medical staff, law enforcement staff, staff, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility or a corrections facility.

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

Class Title:	Sewer Maintenance Manager	Class Number:	1043123
		Pay Grade:	13

Departments:	Sanitary Engineer, only
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Classification Function

The purpose of this classification is to manage sewer maintenance schedules, budgets and programs and to supervise sewer maintenance supervisors.

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.

- Manages sewer maintenance schedules, budgets and programs (e.g. - develops and modifies programs, policies and procedures; administers and monitors the division's budget; approves equipment and supply expenditures; establishes production goals; maintains inventory control system; maintains contact with public officials, service directors and other agencies; completes required reports).
- Supervises sewer maintenance supervisors (e.g. - supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; delegates authority and responsibility to subordinates; determines work schedules; investigates and resolves employee problems; prepares and reviews performance evaluations; ensures training requirements are met)
- Oversees sewer maintenance activities (e.g. - coordinates, directs, and monitors sewer maintenance activities; develops and coordinates capital repair projects; schedules repair assignments; inspects job sites; responds to telephone and written inquiries and complaints)

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in sanitation with six years of sewer maintenance including three years in a supervisory capacity, or any equivalent combination of training and experience.

Additional Requirements

Requires the minimum of an Ohio Class II Wastewater Operators License

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as a personal computer, fax machine, blue print copier, and telephone
- Ability to perform on-site inspections.
- Ability to discriminate between colors and odors.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees
- Ability to provide instruction to other employees
- Ability to recommend the discipline or discharge of other employees
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret basic descriptive statistical reports, apply algebraic equations.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including reports such as budget and production reports, time sheets, job applications, specifications, maps, blue prints, memorandum, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, blue prints, safety manuals, equipment books, materials texts, product journals, and management, operation, and personnel policy manuals.
- Ability to prepare reports such as maintenance, production goal, and annual reports, letters, job and budget requests, memorandum, performance evaluations, specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisors, field crew, mechanics, engineers, County and city employees.

Environmental Adaptability

- Work is typically performed in an office environment. Must be able to respond to routine and emergency field conditions.

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

Class Title:	MST Therapist	Class Number:	1056271
		Pay Grade:	9

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to conduct Multisystemic Therapy with youth and their families in the home and community environment.

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.

- Conducts Multisystemic Therapy (MST) with youth and their families in the home and community environment (e.g.- conducts MST assessments; reviews referral information; identifies and engages key participants; identifies systemic strengths and weaknesses; develops an analysis of the fit of problem behaviors within the ecological context; provides direct clinical treatment using methods compatible with MST principles and practices).
- Engages primary caregiver and other key participants in active change-oriented treatment by identifying and overcoming barriers to engagement.
- Implements a problem conceptualization, treatment planning, intervention implementation, outcome review, and strategy revision procedure using the MST analytic process.
- Maintains clear and concise documentation of treatment efforts that promote peer and supervisory review and feedback, and that demonstrates compliance with the MST principles and the MST analytic process (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares treatment plans and evaluations, prepares correspondence to families, courts, state and community agencies).
- Collaborates with all relevant systems and key participants within each system to ensure their buy-in and cooperation throughout MST treatment.
- Participates in all MST supervision and consultation activities; participates in all MST training; participates in all on-call rotation requiring 24/7 on-call duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or counseling with three years of counseling experience; or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

Exhibit L

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

- Ability to operate a variety of automated office machines including personal computer, telephone, calculator, copier and typewriter.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, psychological assessment and evaluation reports, chemical dependency screening documents, case plans, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including MST Manual, MST organizational Manual, log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare consultation paperwork, supervision paperwork, progress notes, progress reports, assessments, treatment plans, case management plans, referral forms, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, MST consultant, administrators, outside treatment centers, other social service agencies and the general public.

Environmental Adaptability

- Work is typically performed with youth and their families in the home and community 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

Class Title:	Project Inspector Supervisor	Class Number:	1062211
		Pay Grade	10

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to supervise lower level project inspectors and to develop a project inspection program to enforce specification details, rules and 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.

- Supervises lower-level project inspection personnel and develops project inspection program (e.g. - distributes inspection duties among inspectors for constructions; reviews plans in coordination with engineers and analyzes with inspectors; assigns and schedules employees and equipment to reach goals; evaluates program and provides suggestions for improvement; monitors production level by reviewing reports and recording on sewer maps and makes adjustments, accordingly; makes on-site visits to ensure proper building and for problem solving).
- Performs administrative duties (e.g. - completes daily log, time sheets, monthly reports, leave requests, and construction job descriptions, etc.; meets with and solves problems with engineers from other jurisdictions, building commissioners, service directors and contractors, etc.; orders needed equipment; schedules equipment and safety equipment maintenance and repair).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in inspection techniques with three years of project inspection experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification 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, adding machine, calculator.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including daily maintenance reports, attendance records, department directives, time sheets, billing invoices, daily logs, inventory records, personnel forms, evaluation forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including blueprints, maps, personnel policy manuals, safety manuals, and construction manuals.
- Ability to prepare discipline forms, requests for service, payroll sheets, annual projections, daily maintenance reports, attendance records, time sheets, billing invoices, daily logs, inventory records, personnel forms, evaluation forms, 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 engineering, mechanical and electrical terminology and language.
- Ability to communicate effectively with subordinates, directors/managers/supervisors, other County employees, City officials, contractors, building commissioners, consultants, engineers, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.
- Some work 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

Class Title:	Animal Adoptions Coordinator	Class Number:	1022401
FLSA:	Non-Exempt	Pay Grade:	4
Department:	Public Works		

Classification Function

The primary purpose of this classification is to assist customers to adopt appropriate dogs and to increase the adoptability of dogs.

Distinguishing Characteristics

This is a journey level clerical classification that assists customers adopt dogs and enhances the adoptability of dogs. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Kennel Operations Supervisor that oversees the work of this class and requires a higher level of education and experience.

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.

- Assists with various parts of the adoption process including adoption screening, adoption counseling, and education. 40% +/- 15%
- Evaluates dog for adoption and rehabilitation including categorizing into adoption counseling aides; assists in updating dog information and works with obedience and behavioral evaluation and training. 30% +/- 10%
- Provides pre and post adoption support services with regard to behavior and training; receives and places telephone calls concerning adoptable dogs, lost and found dogs, rabies and license information and adoption proceedings. 20% +/- 5%
- Assists individuals looking for lost dogs by providing information and taking individuals through locked area; develops and implements behavioral enrichment and rehabilitation programs for dogs in the shelter. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED with three (3) years of customer service 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 including computers and peripheral equipment.

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 analyze data and/or information. Ability to exercise discretion in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of informational documents including dog records, transfer sheets, and impound sheets.
- Ability to comprehend a variety of reference books and manuals including union contract, County policy and procedures, dog encyclopedia, and behavior and assessment evaluations.
- Ability to prepare cage cards and notes on dog's record.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to communicate with supervisors, other County employees 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

Class Title:	Business Infrastructure Analyst	Class Number:	1053201
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to research, identify, manage and coordinate methods for enhancing County business efficiency through information and technology.

Distinguishing Characteristics

This is a professional, journey level classification that receives direction from a unit manager. The employee in this classification combines technical and organizational duties to establish information systems and project management support for County departments' functions.

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%
- Plans, directs and manages the activities and operations for new project development; consults with County departments regarding technical equipment and service requirements; reviews and analyzes departmental functions, information requirements, existing systems, methods and procedures to determine information service needs; defines work to be accomplished; researches and recommends design alternatives; prepares systems assessment reports and feasibility, requirement, and impact studies; evaluates business decisions for compatibility with current information technology structure and architecture; develops requests for proposal and bid specifications for consultant services; develops data models, workflow charts and data flow diagrams; adheres to project timelines; communicates with customers on project status.
- 30% +/- 10%
- Provides technology support to County departments; provides input and recommendations for the customers' annual budgets related to technology needs; collaborates with customers to plan for future technology needs; prepares reports related to department achievements; coordinates projects with staff from other departments; assists customers with contract preparation and negotiation.
- 20% +/- 10%
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department including department managers, coworkers, vendors, customers, and elected officials; attends and participates in professional group meetings, committees, staff meetings, seminars, and conferences; stays abreast of new trends and innovations in the field of computer technology; represents the unit on planning committees.
- 10% +/- 5%
- Keeps track of projects and chargebacks

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, computer science or a related field and five (5) years experience in information technology project management; or an equivalent combination of education and experience..

Additional Requirements

Working knowledge of the infrastructure technology in use at the County.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; the ability to use descriptive statistics; the ability to utilize statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including customer service requests, contracts, statement of work, spreadsheets, project documentation, flow chart diagrams, architectural drawings, and network diagrams.
- Ability to comprehend a variety of reference materials and manuals including policy manuals, contracts, training manuals, requests for proposal, project statement of work, project schedule, action item logs, and project budgets.
- Ability to prepare status reports, project charter, scope of work, procedures, change request forms, change logs, work plans, project schedules, budgets, plans, reports, diagrams, manuals, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with outside agencies, departmental employees, trainees, clients, consultants, sales representatives, attorneys, and law enforcement personnel.
- Ability to use and interpret contract, legal, accounting and network terminology and language.

Environmental Adaptability

Business Infrastructure Analyst

- 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

Class Title:	Community Development Officer	Class Number:	1055241
FLSA:	Exempt	Pay Grade:	14
Dept:	Development, only		

Classification Function

The purpose of this classification is to implement major community development programs, including targeted infrastructure grants to cities, targeted façade repair rebates to private building owners, pass-through bond financing to profit and non-profit entities and direct loans of special County revenues to large scale downtown development projects.

Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for planning, directing and controlling a division of the Development Administrator Department responsible for either economic development, community development, or regulation and compliance. This class works under administrative direction from the Development Administrator, and work requires the analysis and solution of operational, technical and administrative problems related to community development or compliance and regulation. The incumbent exercises discretion in applying policies and procedures to resolve programmatic issues and to ensure 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.

- 25% +/- 10%
- Manages the County's community development programs; meets with Director, Deputy Director and/or Program Administrator to coordinate and develop program goals, operations, direction, activities and policies; manages municipal and storefront programs and activities; researches, analyzes, and evaluates existing operations, systems, policies and procedures to identify areas for improvement and enhancement; develops program schedules and expected outcomes; develops new or revises programs and procedures.

- 25% +/- 10%
- Manages and administers a departmental division including economic development, community development or regulation and compliance; responsible for economic and community development opportunities; manages projects and programs including research, design and development, and reporting; analyzes financial aspects of projects, underwrites and determines collateral value; forecasts resource requirements and monitors usage and compliance of various funding streams; manages and monitors existing projects, related portfolios and compliance; manages deal structuring, negotiations and closing; administers development financing programs; monitors regulatory compliance; coordinates actions with issuance of bonds, bond counsel and related impacts of using bonds as a funding source in project planning; meets with director to coordinate and develop division goals, direction, activities and policies.

- 20% +/- 10%
- Analyzes and evaluates existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes.

- 10% +/- 5%
- Supervises subordinate staff; assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline;

reviews and approves employee leave requests; supervises all staff in absence of the Department Director.

10% +/- 5%

- Represents County at various meetings and conferences; provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs related administrative duties; prepares legislation for County Council and committees; prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares reports, grant proposals and applications; and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business administration, finance or a related field with three (3) years of experience with community development programs; 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 including computers and peripheral equipment.

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, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- 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 budgets, contracts, resolutions, funding applications, financial statements, financial projections, appraisals, loan documents, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles, neighborhood stabilization programs, bond programs, Tax Exempt Bonds, CDBG regulations, the Ohio Revised Code and the Federal Register.
- Ability to prepare budgets, contracts, financial loan analysis, annual loan summary, payment reuests, compliance reports, legislation, performance evaluations, correspondence, project descriptions and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, 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 legal, accounting, financial analysis and marketing terminology and language.
- Ability to communicate with staff, administrator, Deputy Chief, Director, elected officials, municipal employees, attorneys, real estate brokers, develpers, planner, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dockworker	Class Number:	1012121
FLSA:	Non-Exempt	Pay Grade:	2
Department:	Sheriff's Department, only		

Classification Function

The purpose of this classification is to unload all food and inventory supplies for the Jail and keep accurate records of all received items.

Distinguishing Characteristics

This is an entry/journey level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

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.

- Unloads all food and inventory supplies for the Jail; operates fork lift to unload food and inventory supplies; operates manual and electric pallet jacks to distribute pallets to proper areas; unloads, stacks and organizes food and inventory items by hand; delivers inventory, medical, clerical and secretarial supplies; oversees inmates working in the stockroom. 70% +/- 20%
- Keeps accurate records of all received items; receives copies of purchase orders in order to confirm ordered quantity and accuracy of product; enters receipt information into purchasing system; determines condition of received goods; files all receipts from distributors. 20% +/- 10%
- Performs miscellaneous tasks related to storeroom activities; coordinates the pick-up of used pallets and receipt of payment; sweeps, cleans and removes trash; uses garbage lift to empty trash dumpster. 10% +/- 2%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of warehouse experience, or any equivalent combination of training and experience.

Additional Requirements

Must be capable of obtaining a valid Ohio driver's license.

Tow Motor Operator Certification Preferred.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate forklift, manual and electric pallet jacks and garbage lift.
- Ability to perform Essential Functions that include lifting, pushing, pulling, bending and climbing.

- Ability to operate a variety of automated office machines.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including memos, purchase orders, bills of lading, packing slips and other reports and records.
- Ability to comprehend a variety of reference books and manuals including supply order manuals.
- Ability to prepare tracker sheet of food items, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain procedures and to follow instructions.
- Ability to use and interpret purchasing terminology and language.
- Ability to communicate effectively with supervisors, coworkers, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a warehouse and office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Building Rehabilitation Specialist	Class Number:	1021312
FLSA:	Non-Exempt	Pay Grade:	7
Department:	Development Department, only		

Classification Function

The purpose of this classification is to assist low income homeowners and owners of rental units occupied by low income tenants to repair and rehabilitate their homes by offering assistance with loan and grant programs. The classification oversees home repair and rehabilitation projects under a framework of well-defined policies, procedures, regulations and guidelines, and functions as a liaison with contractors, homeowners, rental property owners, and local municipal building departments.

Distinguishing Characteristics

This is a technical classification with responsibility for identifying and coordinating home repairs and rehabilitation. This classification works under a framework of well-defined procedures and regulations. Exercise of judgment is required on details of work and making work specifications. Significant interaction is required with contractors, homeowners, rental property owners, and local community officials. This class consults with a supervisor as new or unusual situations arise.

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%
- Writes specifications for home repairs and rehabilitation and prepares bid packages; coordinates bid packages for multiple contractors; assists property owners and contractors with questions; receives contractors' bids and reviews for completeness; presents bids to homeowner for approval and contractor selection; prepares contracts between property owners and contractors.
- 15% +/- 5%
- Inspects existing structures to identify repairs and rehabilitation required by codes and other health and safety standards; acts as the property owner's advocate throughout bidding and construction.
- 20% +/- 10%
- Prepares all necessary documentation for loan or grant allocations; issues proceed orders to contractors; coordinates with contractors and property owner to assure work starts and continues through completion in a timely manner; inspects work for contract compliance; prepares contract change orders; conducts final inspection; prepares voucher package for payment.
- 15% +/- 5%
- Provides training on inspection standards and computer specification writing system operation to County employees and staff of cooperating outside agencies; assists supervisor with daily activities.
- 10% +/- 5%
- Maintains inspection records and prepares reports for use by administration authorities; prepares bi-weekly field service reports and other reports as required.

Senior Building Rehabilitation Specialist

10% +/- 5%

- Maintains a computerized specification writing system with assistance from its vendor and County Information Technology staff; designs and maintains managerial and financial reports using this computerized system.

10% +/- 5%

- Conducts quality checks on department records; prepares reports for funders; promotes County programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Technical training in construction management and five (5) years of inspection experience; or any equivalent combination of training and experience.

Additional Requirements

Valid, non-suspended, Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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.
- Ability to operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

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 to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including bid documents, City permits, contractor registration, lead risk assessment, proceed orders and contractor activity reports.
- Ability to comprehend a variety of reference books and manuals including HOME guidelines, building codes, HUD lead rules and other inspection guidelines.
- Ability to prepare inspection reports, homeowner permission forms, cost estimate reports, lead service requests, bid documents, specifications, change orders 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, to follow instructions, and to write business letters using correct grammar, spelling, and punctuation.

Senior Building Rehabilitation Specialist

- Ability to use and interpret building construction, engineering and accounting terminology and language.
- Ability to communicate with contractors, property owners, immediate supervisor, City building officials, other County employees, government agency representatives and field representatives.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employee Benefits Coordinator	Class Number:	1053662
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to facilitate the configuration of benefits for County employees and regionalized entities. This classification assists with open enrollment and ensures that employee benefits concerns are addressed.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring accuracy of employee benefits within the HRIS. The employee works under a framework of well established policies and procedures. The incumbent identifies benefits discrepancies for medical insurance providers. This class requires a higher level of experience than the entry level Employee Benefits Coordinator class and is responsible for preparing various departmental reports.

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% +/- 15%
- Updates employee benefits information to carriers; addresses discrepancy reports for medical providers; prepares queries; addresses TSO report issues; updates Ceridian/COBRA participants; calculates retroactivity.
- 15% +/- 5%
- Receives and responds to numerous emails regarding employee benefits issues; responds to numerous voice mails regarding employee benefits issues;
- 10% +/- 5%
- Prepares various reports including the Flexible Spending Account Report and the COBRA Report.
- 10% +/- 5%
- Configures in HRIS and other systems all new regional entities joining County benefit plans; configures in HRIS and other systems all new medical, supplemental and life insurance plans.
- 10% +/- 10%
- Configures and conducts Open Enrollment for County employees and all regionalized entities; configures and conducts Open Enrollment for transitioning unions.
- 10% +/- 5%
- Writes and reviews HRIS scripts; writes and reviews HRIS design specifications; conducts HRIS integration testing; updates HRIS for County employees; performs various administrative support tasks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, business administration or related field with three (3) years of benefits experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Exhibit S

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 equipment including personal computers and peripheral equipment.

Supervisory Responsibilities

- Ability to review and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other 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, evaluate, 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 medical carrier discrepancy reports, benefit deduction reports, employee benefit update documents and benefits records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, functional design specifications, HRIS configuration manual, medical provider manuals and County policies and procedures.
- Ability to prepare COBRA Report, Flexible Spending Account Report, queries 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, 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 benefits and general medical terminology and language.
- Ability to communicate with co-workers, supervisor, staff, medical insurance providers, 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.