



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, NOVEMBER 17, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 20, 2015 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2015-0205: A Resolution confirming the County Executive's reappointment of Gary Shamis to serve on the Cuyahoga County Audit Committee for the term 1/1/2016 - 1/1/2021, and declaring the necessity that this Resolution become immediately effective.
 - b) R2015-0224: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - c) O2015-0010: An Ordinance amending Sections 113.01, 301.02, 303.01 and 303.04 of the Cuyahoga County Code and enacting Section 303.07 of the Cuyahoga County Code to establish procedures by which the Personnel Review Commission adopts its Administrative Rules and to make various changes to the County's civil service code; and declaring the necessity that this Ordinance become immediately effective.

6. PRESENTATION

- a) Cuyahoga County Archives Advisory Commission – Chris Glassburn,
Senior Policy Advisor

7. MISCELLANEOUS BUSINESS

8. OTHER PUBLIC COMMENT

9. ADJOURNMENT

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

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



MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING

TUESDAY, OCTOBER 20, 2015

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

10:00 AM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 10:06 a.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Culek to call the roll. Committee members Conwell, Gallagher, Germana, Miller and Brown were in attendance and a quorum was determined. Councilmember Simon was also in attendance.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 1, 2015 MEETING

A motion was made by Mr. Germana, seconded by Ms. Brown and approved by unanimous vote to approve the minutes from the September 1, 2015 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2015-0202: A Resolution confirming the County Executive's appointment of various individuals to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021, and declaring the necessity that this Resolution become immediately effective:

- 1) Reverend Thomas Anthony Minor
- 2) Mitchell Schneider

Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2015-0202. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Glassburn pertaining to the item, which he answered accordingly.

Rev. Thomas Anthony Minor and Mr. Mitchell Schneider addressed the Committee regarding their nominations to serve on The MetroHealth System Board of Trustees. Discussion ensued.

Committee members and Councilmembers asked questions of Rev. Minor and Mr. Schneider pertaining to their experience, expertise and qualifications, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0202 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2015-0203: A Resolution confirming the County Executive's appointment of Erika Anthony to serve on the Cuyahoga County Public Defender Commission for an unexpired term ending 12/31/2015, and declaring the necessity that this Resolution become immediately effective.

Mr. Glassburn addressed the Committee regarding Resolution No. R2015-0203 and Resolution No. R2015-0204. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Glassburn pertaining to the items, which he answered accordingly.

Ms. Erika Anthony addressed the Committee regarding her nomination to serve on the Cuyahoga County Public Defender Commission. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0203 was considered and approved by unanimous vote to be referred to the full

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

- c) R2015-0204: A Resolution confirming the County Executive's reappointment of Erika Anthony to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2016 - 12/31/2019, and declaring the necessity that this Resolution become immediately effective.

On a motion by Mr. Germana with a second by Mr. Miller, Resolution No. R2015-0204 was referred to the full Council agenda for second reading.

A short recess was taken by the Committee after which Chairwoman Conwell reconvened the meeting.

- d) O2015-0010: An Ordinance amending Sections 113.01, 301.02, 303.01 and 303.04 of the Cuyahoga County Code and enacting Section 303.07 of the Cuyahoga County Code to establish procedures by which the Personnel Review Commission adopts its Administrative Rules and to make various changes to the County's civil service code; and declaring the necessity that this Ordinance become immediately effective.

Mr. Robert Triozzi, Director of Law; Mr. Egdilio Morales, Assistant Law Director; and Mr. Charles Hannon, Civil Division Litigation Manager, addressed the Committee regarding Ordinance No. O2015-0010. Discussion ensued.

Committee members asked questions of Mr. Triozzi, Mr. Morales and Mr. Hannon pertaining to the item, which they answered accordingly.

No further legislative action was taken on Ordinance No. O2015-0010.

6. PRESENTATION

- a) Personnel Review Commission Progress and Plans Report

Ms. Rebecca Kopcienski, Administrator of the Personnel Review Commission, addressed the Committee regarding the Personnel Review Commission's vision, mission and past and future work relating to appeals and compliance, testing and the classification and compensation plan.

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

7. MISCELLANEOUS BUSINESS

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, provided the Committee with an update regarding the classification plan relating to Cuyahoga County Airport employees.

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

8. OTHER PUBLIC COMMENT

No public comments were given.

9. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 12:06 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0205

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of Gary Shamis to serve on the Cuyahoga County Audit Committee for the term 1/1/2016 - 1/1/2021, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to "provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, boards, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;" and,

WHEREAS, pursuant to the Cuyahoga County Charter, the Cuyahoga County Audit Committee is comprised of the County Executive; the Fiscal Officer, who shall serve as the chair of the committee; the President of Council; and two County residents who are appointed by the County Executive and confirmed by Council; and,

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

WHEREAS, the County Executive has nominated Gary Shamis to be reappointed to serve on the Cuyahoga County Audit Committee for the term 1/1/2016 – 1/1/2021; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that 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 a County Board.

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



ARMOND BUDISH
Cuyahoga County Executive

October 7, 2015
Dan Brady, President
Cuyahoga County Council

Re: Cuyahoga County Audit Committee (Audit Committee)

Dear President Brady:

Pursuant to the Cuyahoga County Charter Section 11.01, I submit the following nominations for service on the Audit Committee:

- **Gary Shamis, CPA, of Bentleyville, Cuyahoga County (Reappointment)**

County residency is the only requirement of this board. Mr. Shamis is a resident of the County. There are no other candidates on file for this position. The nomination is for a full term, beginning 1/1/2016 and expiring two years following the term of the County Executive (1/1/2021). There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

The biography of Mr. Shamis is attached.

Please note the Mr. Shamis was recently appointed to an unexpired term in July that expires 12/31/15.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at cglassburn@cuyahogacounty.us or 216-443-7127.

Sincerely,

Armond Budish
Cuyahoga County Executive

cc: Councilwoman Yvonne Conwell
Sharon Sobol Jordan
Joe Nanni
Jeanne Schmotzer

Kris Moore
Chris Glassburn
Laura Trotter



ARMOND BUDISH
Cuyahoga County Executive



Gary Shamis, of Bentleyville

Gary Shamis recently served as the Senior Managing Director of SS&G, one of the nation's largest independent accounting firms. Mr. Shamis co-founded SS&G in Solon and served as the partner in charge for all of its entities. He is an extensively experienced accounting, tax planning, and strategic planning. SS&G maintained its headquarters in Solon with over 300 employees.

In November, 2014 SS&G was purchased by international firm BDO. As part of the merger, Mr. Shamis will serve as the National Strategy and Growth Advisor to BDO and will maintain responsibilities for the Solon office.

Mr. Shamis has a Masters in Accountancy from the Ohio State University and is a CPA. He is very involved in the Greater Cleveland community and has served on numerous boards. He currently serves on:

Chairperson, Cleveland Jewish News

Chairperson, North Coast Community Homes

Chairperson, Hillel at Kent State University

Board Member, Anti-Defamation League

Board Member, Northeastern Ohio Universities Colleges of Medicine and Pharmacy

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0224

Sponsored by: Councilmember Conwell on behalf of Cuyahoga County 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 Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-bargaining Classification Plan; and

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

WHEREAS, on October 7, 2015, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

New Classifications: (See Attached Classification Specifications)

Exhibit A: Class Title: *Environmental Compliance Coordinator*
Number: 1062413
Pay Grade: 13

Exhibit B: Class Title: *Web Design Supervisor*
Number: 1053233
Pay Grade: 14B

Proposed Revised Classifications:

Exhibit C: Class Title: *Appraisal Manager – Commercial/Industrial*
Number: 1057204
Pay Grade: 15
*Change pay grade from 15 to 16 and revised function to include additional duties assumed.

Exhibit D: Class Title: *Budget Management Analyst*
Number: 1052211
Pay Grade: 12
*Revise title to *Budget and Management Analyst*. Change pay grade from 12 to 13. Revised functions to include additional duties assumed and updated specification to new format to include percentages of time spent on essential functions.

Exhibit E: Class Title: *Web Designer 1*
Number: 1053231
Pay Grade: 8B
*Changed department from Information Services Center to Information Technology. Revised functions to include additional duties assumed.

Exhibit F: Class Title: *Web Designer 2*
Number: 1053232
Pay Grade: 10B
*Changed pay grade from 10B to 11B and changed department from Information Services Center to Information Technology. Revised functions to include additional duties assumed and include clarifying language to essential functions.

Exhibit G: Class Title: *Sr. Records Management Officer*
Number: 1052222
Pay Grade: 6
*Changed department from Central Services to Public Works and Medical Examiner's Office. Revised functions to include additional

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Compliance Coordinator	Class Number:	1062413
FLSA:	Exempt	Pay Grade:	13
Dept:	Public Works		

Classification Function

The purpose of this classification is to serve as the County's in-house environmental consultant/industrial hygienist and pest coordinator; to review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents (e.g. asbestos, lead, underground storage tanks, etc...). May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve health and safety issues. The employees in this classification investigate, identifies and resolves environmental/occupational health complaints in County owned and leased properties as they relate to indoor air quality, mold, and bed bugs.

Essential Job Functions

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

- 35% +/- 10%
- Develops and manages programs such as Asbestos Management and Maintenance, Bed Bug Program, Integrated Pest Management Program (IPM), Indoor Air Quality (IAQ), Hazardous Waste Disposal and Underground Storage Tank programs.
- 30% +/- 10%
- Responds, investigates, evaluates and resolves environmental/occupational health hazards, complaints; conducts health site surveys of work sites to identify potential health hazards and recommends appropriate corrective measures to ensure compliance with safety standards and government regulations; calibrates, operates and maintains a variety of environmental testing equipment.
- 15% +/- 10%
- Reviews and develops technical specifications for bids and contracts related to the remediation of asbestos, hazardous/non-hazardous materials, lead, indoor air quality and mold; review scope of work from consulting engineers for conformance to laws and standards for removal of asbestos and hazardous materials; interpret air and bulk analytical lab reports for completeness and provide response if necessary; reviews and approves contractor invoices and payment applications.
- 20% +/- 10%
- Maintains regular communication with department directors, supervisors, project managers, unions, Human Resources, Risk Management, and other regulatory agencies; conducts employee awareness training; performs various administrative duties such as typing letters, memos, technical specifications and reports and spreadsheets.

Environmental Compliance Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Environmental Studies or a related field with six (6) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Valid driver's license and proof of automobile insurance.

Additional Requirements

Must possess the following licenses/certifications:

Certified State of Ohio Asbestos Building Inspector and Management Planner (CAHES)
Occupational Health & Safety Technologist (OHST)
Certified Indoor Air Quality Manager (IAQM)

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 variety of environmental equipment and tools such as indoor air quality meter, asbestos sampling tools, respirators, combustible gas meter, etc.
- Ability to perform on-site inspections and drive a motor vehicle.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of algebra, descriptive statistics, statistical theory and inference.

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 invoices, data, calculations, architectural drawings, forms, project plans, work orders, bid specifications, surveys, OBWC claims, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, OAC, Federal registrar, drawings, specifications, government standards, guidelines, and codes.
- Ability to prepare bid and proposal requests, contract modifications, certifications, memos, correspondence, agreements, reports, charts & diagrams, calculations, plans, estimates, and

Environmental Compliance Coordinator

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, medical, industrial hygiene, environmental, mechanical or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees and directors, risk management, facilities maintenance, 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:	Web Design Supervisor	Class Number:	1053233
FLSA:	Exempt	Pay Grade:	14 B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to function as lead web designer and to supervise lower level web designers and maintenance staff. This position ensures that the conceptualization, design, creation, development, deployment and maintenance of web sites, web applications and web pages are completed timely and accurately. The Web Design Supervisor ensures that web sites align with current technical standards and effectively communicates business objectives to end-users.

Distinguishing Characteristics

This is a technical senior level classification in the web design series, working under direction from a division administrator. This supervisory classification participates in and oversees the work of staff in providing guidance and direction, and works actively to assist in improving the usability, efficiency and overall effectiveness of web sites, applications and web pages. The employee in this class is expected to be competent with a large array of tools and languages used to create and deploy websites, be fully aware of the operating policies and procedures of the work unit, and perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative.

Essential Job Functions

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

- 30% +/- 10%
- Provides supervision, leadership, guidance and direction to lower level web designers and web maintenance staff by ensuring work meets established deadlines, protocols and standards; Manage details of assigned projects, prioritize work and escalate work load conflicts; Improve customer satisfaction by improving responsiveness to requests and anticipating customer needs; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with problem situations; training staff; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.

- 30% +/- 10%
- Meet with clients to gather project requirements. Create and maintain information technology project plans that communicate tasks, milestone dates, status, and resource allocation. Create conceptual diagrams, wireframes, mockups, prototypes and specifications to demonstrate website form and functionality.

- 30% +/- 15%
- Create, build and deploy websites; troubleshoot and debug errors on sites and applications. Work with application developers/software engineers to create test plans and testing efforts, log issues, and resolve errors. Document website features and functionality, and coordinate delivery of development (beta) and production releases that meet quality assurance standards. Design and manage the Digital Signage for the County Administrative Headquarters.

- 10% +/- 15%
- Prepare, maintain and update procedures and documentation related to processes and operations. Create and maintain site-wide style guides and branding requirements. Deliver training to client personnel of various skill levels and technical capabilities; Research and evaluate new technologies to be used as enhancements or upgrades.

Web Design Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology, graphic design, or a related field with six (6) years' experience that includes website design or development, or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Advanced level proficiency with standard web programming languages including HTML, CSS and JavaScript.

Solid understanding of information architecture, user interface design, responsive design, site structure, navigation, search engine optimization, accessibility / ADA compliance, and cross browser issues / challenges.

Knowledge / experience using a source code management system such as Team Foundation Server, and one or more web content management systems (CMS).

Proficient with Visual Studio, and visual design programs such as Photoshop, Illustrator, InDesign, Dreamweaver, Flash or similar interactive tools.

Knowledge / experience with traditional project management principles and practices.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to perform upper-level level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Web Design Supervisor

- Ability to recommend the discipline or discharge of 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 statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, websites, and books regarding website design.
- Ability to prepare timesheets, training manuals, website documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including clients, peers, supervisor, and work groups members.
- 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 computer systems and electrical circuits terminology and language.

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:	Appraisal Manager - Commercial/Industrial	Class Number:	1057204
FLSA:	Exempt	Pay Grade:	16
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank and public utility parcels; to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.

- 30% +/- 5%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.

- 25% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

- 10% +/- 2%
- Directs administrative work for the Inquiry department.



Appraisal Manager – Commercial/Industrial

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field with six (6) years experience in real estate, construction, or finance or an equivalent combination of education, training, and experience; Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager.

Additional Requirements

None

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 recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and make use of the principles of geometry and algebra descriptive statistics, statistical theory and inference

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports,

Appraisal Manager – Commercial/Industrial

commercial sales verification and property record cards, 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 real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

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:	Budget and Management Analyst	Class Number:	1052211
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office – Budget and Management		

Classification Function

The purpose of this classification is to develop, coordinate, prepare and monitor budgets of assigned departments. This classification synthesizes quantitative financial data with qualitative policy and program data to work with agencies to identify budget and program solutions and to assure effective fiscal planning and administration.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities in the Budget and Management Division of the Fiscal Office. This class works under direction from the Budget Director. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 20% +/- 10%
- Develops, prepares and monitors budget of assigned departments and agencies; meets with departments and agencies to discuss budgets, hiring, vacancies, union changes, new programs and projects and changes in revenues and expenditures; develops and prepares County Annual Budget with department/agency assistance; assists in the development of the annual tax budget by analyzing and projecting revenues to cover expenditures; develops and prepares mid-year report to establish the base budget; develops and prepares first quarter report; assists in the development of the Budget Plan Book and Budget Summary; addresses variances.
- 20% +/- 10%
- Provides fiscal services to assigned departments; analyzes fiscal activities of assigned departments and agencies; develops forecasts concerning expenditure patterns; recommends appropriate action with respect to proposed expenditures; provides technical and managerial assistance and training to County departments and agencies on fiscal control; prepares budget forecasts and recommends County fiscal policy and procedures.
- 20% +/- 10%
- Prepares and/or processes various fiscal actions for assigned departments; prepares and processes original appropriations for categorical grants, all funds, and any other special program or project; processes sub-fund or various index code financial requests; processes appropriation transfers and adjustments with Council approval; processes operating and residual fund transfers with Council approval; updates various department/agency payroll projections; processes revenue adjustments; processes expenditure adjustments; identifies and processes fund deposits; prepares and processes vendor contracts and payments; processes year-end transactions, including pre-encumbrances.
- 20% +/- 10%
- Oversees consolidation of disparate functions that had been in various agency budgets to a centralized organization/budget; develops, plans and delegates responsibilities needed for the consolidations; coordinates consolidation activities with other offices and documents the transition; processes adjustments in budgeting software.

20% +/- 10%

- Conducts special projects; serves as liaison for the Fiscal Office; serves as an OBM representative on committees; evaluates proposals for new or expanded programs; researches issues; trains fiscal staff throughout the County.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in public administration, accounting or a related field; and three (3) years previous experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses 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.

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-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 FAMIS reports, BRASS reports, grant agreements, payroll reports, personnel requisition forms, invoices, warrants, appropriation requests, purchase orders, annual budget requests.
- Ability to comprehend a variety of reference books and manuals including the OBM policy manual, BRASS training manual, Ohio Revised Code (ORC), Government Finance Officers Association manuals, County Charter, County Policy Handbook, and related websites, program manuals and procedures.

- Ability to prepare quarterly expenditure and revenue projections; expense and budget adjustments, various spreadsheets, Budget Book sections; Base Budget, CountyStat slides; Decision Issues and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel, influence others, record and deliver information, to explain procedures, to follow instructions. Represents Department when dealing with others.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments 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:	Web Designer 1	Class Number:	1053231
FLSA:	Exempt	Pay Grade:	8B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from a division administrator or unit manager. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level, but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level.

Essential Job Functions

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

- 60% +/- 15%
- Creates, builds and deploys websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots errors on sites and applications, escalating issues to senior level designers as appropriate; performs maintenance and updates on existing websites; creates or modifies images and graphics
- 30% +/- 15%
- Meets with clients to determine project objectives and requirements; researches project topic; provides time estimates for project development; collaborates with senior designers and/or developers on advanced functionality or custom application development; organizes content and ensures site conforms to current technological standards, is optimized for search engine placement, is user friendly and is ADA accessible.
- 10% +/- 15%
- Provides clients with CMS training so that users can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree information technology, graphic art/design or a related field with two (2) years' experience that includes website design or development; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Web Designer 1

- Basic understanding of standard web programming languages including HTML, CSS and JavaScript
- Basic understanding of information architecture, responsive design, site structure, navigation, search engine optimization, and cross browser issues/challenges
- Basic understanding of source code management systems such as Team foundation Server, and one or more web content management systems (CMS)
- Proficient in Adobe Creative Suite (Illustrator, InDesign and Photoshop)
- Ability to work collaboratively and/or independently to produce multiple projects with tight deadlines.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to perform mid-level level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities. May lead projects, as assigned.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, websites, and books regarding website design.
- Ability to prepare timesheets, training manuals, website documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including clients, peers, supervisor, design staff, and video production staff.
- Ability to use and interpret videography and audio visual terminology and language.

Web Designer 1

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:	Web Designer 2	Class Number:	1053232
FLSA:	Exempt	Pay Grade:	11 B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

Distinguishing Characteristics

This is technical, journey level classification, working under direction from a division administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 60% +/- 15%
 - Creates, builds and deploys websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites and applications; performs maintenance and updates on existing websites; creates or modifies images and graphics. Design and manage the Digital Signage for the County Administrative Headquarters.
- 30% +/- 15%
 - Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; organizes content and ensures site conforms to current technological standards, is optimized for search engine placement, is user friendly and ADA accessible .
- 10% +/- 15%
 - Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology, graphic art / design or related field with five (5) years' experience that includes website design or development, experience with various software used for website design and development; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

- Proficiency with standard web programming languages including HTML, CSS and JavaScript
- Solid understanding of information architecture, user interface design, responsive design, site structure, navigation, search engine optimization, and cross browser issues / challenges.

Web Designer 2

- Experience with a source code management system such as Team Foundation Server, and one or more web content management systems (CMS)
- Proficiency with Visual Studio, Adobe Creative Suite (Illustrator, InDesign and Photoshop)
- Basic understanding of ASP.NET and C# principles
- Ability to work collaboratively and/or independently to produce multiple projects with tight deadlines.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to perform mid-level level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities. May lead projects, as assigned.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, websites, and books regarding website design.
- Ability to prepare timesheets, training manuals, website documentation, status reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including clients, peers, supervisor, and work groups members.
- Ability to use and interpret computer systems and electrical circuits terminology and language.

Web Designer 2

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:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works and Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide research and reference services and identify records eligible for destruction at the County Archives.

-Or-

To generate various reports related to the duties of the County Medical Examiner for internal and external use by department management and various agencies such as police departments, medical centers and the public; to classify and code manners of death; and perform various tasks related to records management of the Medical Examiner's case files.

Distinguishing Characteristics

This is a technical, entry level classification at the County Archives and County Medical Examiner's Office. Employees in this work under general supervision. Employees in this class are expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. It is expected that employees will exercise general independent discretion and judgment in matters related to work procedures and methods.

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.

County Archives

- 40% +/- 10%
- Provides research and reference services (e.g. – performs research for requests received via mail, fax, e-mail and phone; assists on-site researchers with record retention; prepares written responses to research requests).
- 40% +/- 10%
- Identifies records eligible for destruction (e.g. – prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards same to Ohio Historical Society; prepares quarterly reports of destroyed records; prepares new records retention schedules; coordinate inventory of archived records; determines where new records are to be stored).
- 20% +/- 10%
- Performs administrative duties (e.g. – files documents and microfilm; data enters records information into database; prepares correspondence; responds to telephone calls).

Medical Examiner's Office

- 50% +/- 10%
- Generates various reports using multiple software programs as required and/or requested.
- 25% +/- 10%
- Classifies and codes manners of death for all cases using ICD-9 standards; extracts and summarizes deaths and associated data for statistical reporting; updates and exports case data

Senior Records Management Officer

from case management software into spreadsheets and databases; collect, review and copy various law enforcement reports for statistical reporting; enters data into case management system.

15% +/- 10%

- Performs administrative duties (e.g. – pulls and preps case files for scanning; scans and stores closed cases in Medical Examiners archive storage area; creates data DVD and index log of all scanned files).

10% +/- 10%

- Provides research and reference services (e.g. – pulls physical case files and prints microfilm and electronically scanned case files for requests received).

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in records management or related field with one year of records management experience; or any equivalent combination of training and experience.

Additional Requirements for Medical Examiner's Office

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer utilizing departmental software, typewriter, and telephone. Ability to lift file boxes.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

Ability to perform basic level of data analysis and data coding including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.

Senior Records Management Officer

- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical terminology.

Environmental Adaptability

- Work is typically performed in an office environment. Some work performed in archival storage areas.

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.




Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Robert M. Wolff, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: October 23, 2015

TO: Cuyahoga County Council President Dan Brady
 Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity
 Committee

FROM: Chairman Thomas Colaluca, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on October 7, 2015, the Personnel Review Commission considered and approved recommending several modifications to the County's classification plan, including recommendations for modifying and adding new classifications. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1057204	Appraisal Manager – Commercial & Industrial	Fiscal	Exempt	16
1052211	Budget Management Analyst	Fiscal	Exempt	13
1053231	Web Designer 1	Information Technology	Exempt	8B
1053232	Web Designer 2	Information Technology	Exempt	11B
1052222	Sr. Records Management Officer	Public Works & Medical Examiner	Non-Exempt	6

PROPOSED NEW CLASSIFICATIONS

1062413	Environmental Compliance Coordinator	Public Works	Non- Exempt	4
1053233	Web Design Supervisor	Information Technology	Exempt	13B

cc: Commissioner Deborah Southerington
Commissioner Robert Wolff
Human Resources Interim Director Lisa Durkin
Clerk of Council Jeanne Schmotzer
Law Director Robert Triozzi

County Council of Cuyahoga County, Ohio

Ordinance No. O2015-0010

Sponsored by: Councilmembers Simon, Miller, Germana and Conwell and County Executive Budish	An Ordinance amending Sections 113.01, 301.02, 303.01 and 303.04 of the Cuyahoga County Code and enacting Section 303.07 of the Cuyahoga County Code to establish procedures by which the Personnel Review Commission adopts its Administrative Rules and to make various changes to the County’s civil service code; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Cuyahoga County Charter Section 9.01 states “The Personnel Review Commission shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, Cuyahoga County Charter Section 9.01 further states “The County’s human resources policies and systems, including ethics policies for County employees, shall be established by ordinance....;” and,

WHEREAS, Cuyahoga County Charter Section 9.02(4) states that the Personnel Review Commission has “[r]esponsibility for the creation of rules and policies related to the Personnel Review Commission’s authority set forth in this Charter in accordance with the human resource policies established by ordinance;” and,

WHEREAS, Cuyahoga County Charter Section 9.03 states “The 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. The classification system shall include the employees of the offices listed in Article V of this Charter, as well as those of the County Executive and County Council except those employees in positions designated as unclassified by general law. The classification system shall, to the extent permitted by the Ohio Constitution, include the employees of all offices, officers, agencies, departments, boards, commissions or other public bodies, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided, by the County;” and

WHEREAS, Council has determined to establish a review process by which the Personnel Review Commission shall submit its proposed Administrative Rules rules to Council to ensure such rules are in accordance with the human resources policies established in the County Code; and,

WHEREAS, Council further wishes to establish the reporting requirements for County appointing authorities operating within the jurisdiction of the Personnel Review 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 113.01(A) of the Cuyahoga County Code is hereby amended as follows (additions are bolded and underlined, deletions are stricken):

Section 113.01 Definitions

A. “County Entity” or “County entity” includes the County and any County office, department, agency, board, commission, committee, or other County authority established by or pursuant to the Charter of Cuyahoga County, the Ohio Constitution, or Ohio law, **provided however, that pursuant to Section 301.02 of this Code, the Personnel Review Commission is not subject to the provisions of this Chapter and shall instead submit its rules to Council.**

SECTION 2. Section 301.02 of the Cuyahoga County Code are hereby amended as follows (additions are bolded and underlined, deletions are stricken):

Section 301.02 Administrative Rules

The Personnel Review Commission may, in accordance with the policies and procedures set forth in this Code, adopt administrative rules and procedures to carry out its powers and duties as set forth in the County Charter and this Chapter. **In the event of a conflict between the Administrative Rules of the Personnel Review Commission and Title 3, Employment Practices, the Code shall prevail.**

Notwithstanding any other provision of this Code, in lieu of submitting its rules to the Administrative Rules Board, the Administrative Rules of the Personnel Review Commission shall be submitted to the Council to ensure that a proposed rule is in accordance with the human resources policies established by this Code, as required by Charter § 9.02(4). The specific language of a proposed rule shall clearly identify any new rule and/or any modification, addition, or deletion of an existing rule, and shall be submitted to the Clerk of Council. Unless otherwise

desired by Council or the assigned committee of Council, the review process required by this Section shall be completed within 45 days following submission of the proposed rule to the Clerk of Council. No proposed rule shall become effective prior to completion of the review process required by this section. If Council determines that a proposed rule is in accordance with the human resources policies established in this Code, the Personnel Review Commission shall submit the proposed rule to the clerk of the Administrative Rules Board for codification in the Administrative Code. If Council determines that a proposed rule or any provision of a proposed rule is not in accordance with the human resources policies established by this Code, Council may declare such proposed rule or provision inapplicable to county employees or appointing authorities. Any proposed rule or provision declared inapplicable shall not be codified in the Administrative Code.

SECTION 3. Sections 303.01(A) and 303.01(B)(1) of the Cuyahoga County Code are hereby amended as follows (additions are bolded and underlined, deletions are stricken):

Section 303.01 Pay Equity Incorporation and amendment of relevant ORC/OAC civil service provisions

A. The following Sections of Chapter 124 of the Ohio Revised Code are hereby amended as they apply to County employees. All sections of Chapter 124 **applicable to Ohio counties** that are not specifically amended or superseded by this Chapter 303 remain in full effect in their entirety. In the event a conflict exists between this Code and the **Administrative Rules of the Personnel Review Commission and/or** Cuyahoga County Human Resources Personnel Policies and Procedures Manual, the provisions of this Code shall govern. **Deviations from the Ohio Revised Code and/or the Ohio Administrative Code as may apply to the county shall be made only through ordinance.**

124.14 - Job Classification - Pay Ranges.

(A)(1) The Personnel Review Commission shall establish, and may modify or rescind, subject to approval by County Council, a job classification plan in accordance with the requirements of Section 9.04 of the Cuyahoga County Charter and **Chapter 305 of this Code**. The Commission shall group jobs within a classification so that the positions are similar enough in duties and responsibilities to be described by the same title, to have the same pay assigned with equity, and to have the same qualifications for selection applied. The Commission shall assign a classification title to each classification within the classification plan. However, the Commission shall consider in establishing classifications, including classifications with parenthetical titles, and assigning pay ranges such factors as duties performed only on one shift, special skills in short supply in the labor market, recruitment problems, separation rates, comparative salary rates, the amount of training required, and other conditions affecting employment. The Commission shall describe the duties

and responsibilities of the class, and establish the qualifications for being employed in each position in the class. The Commission shall assign each classification to an equitable pay range.

B. 1. OHIO ADMINISTRATIVE CODE – The following section of Chapter 123:1 of the Ohio Administrative Code is hereby amended as it applies to County employees. All sections in Chapter 123:1 **applicable to Ohio counties** that are not specifically identified in bold below remain in full effect in their entirety.

123:1-7-22 – Reassignments by the Director of Human Resources

The Director may reassign to a proper classification those positions and/or employees that have been assigned to an improper classification. The Director may also assign a proper classification to a County employee who qualifies for classification but has not previously been assigned to one. If a reassignment or new assignment occurs, the employee shall be placed in an equitable pay step in the applicable pay range for the new classification. Determination of the equitable pay step shall be based on a review of the employee's relative skill level, education and experience as compared to the employees currently existing in the classification. Such placement may result in the employee maintaining their current salary, or may result in an increase or reduction in salary.

If the reclassification results in a reduction in salary, the employee shall be offered an opportunity to meet with the Director or designee to dispute the proposed change. Subsequent to this meeting, or the employee's waiver of this meeting, the Director shall provide the employee written notice of the final decision regarding the proposed reduction. The employee may then file an appeal of the Director's final decision to the Personnel Review Commission in accordance with the Commission's rules.

(B) (Deleted in its entirety)

(C) (Deleted in its entirety)

SECTION 4. Section 303.04 of the Cuyahoga County Code is hereby amended as follows (additions are bolded and underlined, deletions are stricken):

Section 303.04 Classification and Compensation Plans

A. Classification Plan

The Personnel Review Commission shall administer a countywide classification plan. The classification plan shall be established and adopted by the Personnel Review Commission subject to approval by Cuyahoga County Council. The plan

shall provide for the classification and standardization of all positions in the County's classified service. The classification system will serve to organize the work performed by the County's classified employees, and will organize positions into classifications on the basis of duties and responsibilities. All positions in the service of Cuyahoga County, except those specifically designated as unclassified **as provided by the Charter**, shall be in the classified service. **Appointing authorities are authorized to hire employees into the classified and unclassified service in the manner provided for in the Charter and this Code.** The unclassified service shall consist of the positions specifically exempted from the classified service by general law, **and** the Charter, ~~Ordinance or the Personnel Review Commission.~~ Persons employed in a position in the unclassified service serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time for any lawful reason. **Following the appointment of classified and unclassified employees,** ~~All~~ appointing authorities shall provide **quarterly** reports detailing their appointments ~~of employees to the unclassified service to the Personnel Review Commission in accordance with this code. The Department of Human Resources shall provide an annual list to the Personnel Review Commission of all current employees and their civil service status.~~ ~~the procedures contained in the Personnel Review Commission's Rules.~~ **On the date an appointing authority appoints an employee to an unclassified position, the appointing authority shall provide the employee with written information describing the nature of employment in the unclassified civil service. Within thirty days after the date an appointing authority appoints an employee to an unclassified position, the appointing authority shall provide the employee with written information describing the duties of that position. The content of any written report provided to the Personnel Review Commission and/or the failure of the appointing authority to provide the written information described in this Section to the employee or to provide the Personnel Review Commission with a written report shall not confer any additional rights upon the employee before the Personnel Review Commission or in any other appellate body with jurisdiction over an appeal of the employee.**

B. Compensation Plan

The Personnel Review Commission shall administer a compensation plan for the County's non-bargaining unit, classified employees, and shall recommend to County Council such modifications as needed to ensure the system provides for compensation based on merit and fitness and to ensure pay equity in like.

SECTION 5. Section 303.07 of the Cuyahoga County Code is hereby enacted as follows:

Section 303.07 Subpoenas

For the purpose of adjudicating employee appeals, the Personnel Review Commission may subpoena and require the attendance and testimony of

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