



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JANUARY 5, 2016**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE DECEMBER 1, 2015 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2015-0261: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - b) R2015-0266: A Resolution confirming the County Executive's appointment of Cheryl Cheatham to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2016 - 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
  - c) R2015-0267: A Resolution confirming the County Executive's appointment of J. David Heller to serve on the Cuyahoga Community College Board of Trustees for an unexpired term ending 3/26/2017, and declaring the necessity that this Resolution become immediately effective.

- d) R2015-0268: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 10/15/2017, and declaring the necessity that this Resolution become immediately effective:
- 1) William Sheehan
  - 2) Shanelle Smith
- e) R2015-0269: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cleveland/ Cuyahoga County Workforce Development Board for the term 7/1/2015 - 6/30/2018, and declaring the necessity that this Resolution become immediately effective:
- 1) LaToya Smith
  - 2) Ingrid Angel
- f) R2015-0270: A Resolution confirming the County Executive's reappointment of Harriet Applegate to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 1/29/2016 - 1/28/2020, and declaring the necessity that this Resolution become immediately effective.
- g) R2015-0271: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Planning Commission for the term 1/1/2016 - 12/31/2018, and declaring the necessity that this Resolution become immediately effective:
- 1) The Honorable Michael Byrne (South Central Region)
  - 2) Trustee Sherri Lippus (Southwest Region)
- h) R2015-0272: A Resolution confirming the County Executive's reappointment of David Crampton to serve on the Cuyahoga County Board of Developmental Disabilities for an unexpired term ending 1/31/2017, and declaring the necessity that this Resolution become immediately effective.

## 6. MISCELLANEOUS BUSINESS

## 7. OTHER PUBLIC COMMENT

## 8. 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, DECEMBER 1, 2015  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
9:00 AM

### 1. CALL TO ORDER

**Chairwoman Conwell called the meeting to order at 9:21 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 NOVEMBER 17, 2015 MEETING

**A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to approve the minutes from the November 17, 2015 meeting.**

### 5. MATTERS REFERRED TO COMMITTEE

- a) R2015-0236: A Resolution approving the reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 11/6/2015 - 11/5/2020, and declaring the necessity that this Resolution become immediately effective:

- 1) William T. Doyle
- 2) Tracy A. Jemison II
- 3) Jon B. Silvis
- 4) Michael R. Sliwinski

**Mr. Kahlil Seren, Research and Policy Analyst, and Mr. Richard Prasse, President of the Cuyahoga County Soldiers' and Sailors' Monument Commission, addressed the Committee regarding Resolution No. R2015-0236. Discussion ensued.**

**Committee members asked questions of Mr. Seren and Mr. Prasse pertaining to the item, which they answered accordingly.**

**Mr. Tracy Jemison II, Mr. William Doyle, Mr. Jon Silvis and Mr. Michael Sliwinski addressed the Committee regarding their nominations to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees. Discussion ensued.**

**Committee members asked questions of Mr. Jemison, Mr. Doyle, Mr. Silvis and Mr. Sliwinski pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**On a motion by Mr. Germana with a second by Ms. Brown, Resolution No. R2015-0236 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) R2015-0245: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board fka Cleveland/ Cuyahoga County Workforce Investment Board for the term 7/1/2015 - 6/30/2018, and declaring the necessity that this Resolution become immediately effective.

1) Reappointment:

1. David Merriman, in his capacity as Director of Cuyahoga Job and Family Services

2) Appointments:

1. Jason Shank
2. Susan Sheehan
3. Deb Janik

4. David Reynolds

**Mr. Chris Glassburn, Senior Policy Advisor, and Mr. Grace Kilbane, Executive Director of the Cleveland/Cuyahoga County Workforce Development Board, addressed the Committee regarding Resolution No. R2015-0245. Discussion ensued.**

**Committee members asked questions of Mr. Glassburn and Ms. Kilbane pertaining to the item, which they answered accordingly.**

**Mr. Jason Shank, Ms. Susan Sheehan, Ms. Deb Janik and Mr. David Reynolds addressed the Committee regarding their nominations to serve on the Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.**

**Committee members asked questions of Mr. Shank, Ms. Sheehan, Ms. Janik and Mr. Reynolds pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**In lieu of his attendance, Mr. David Merriman sent in a written statement to the Committee.**

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2015-0245 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) R2015-0246: A Resolution confirming the County Executive's appointment of Shanelle Smith to serve on the Cuyahoga County Natural Resources Assistance Council for an unexpired term ending 10/15/2017, and declaring the necessity that this Resolution become immediately effective.

**Mr. Glassburn and Ms. Alison Ball, Special Projects Coordinator for the Cuyahoga County Planning Commission, addressed the Committee regarding Resolution No. R2015-0246. Discussion ensued.**

**Committee members asked questions of Mr. Glassburn and Ms. Ball pertaining to the item, which they answered accordingly.**

**Ms. Shanelle Smith addressed the Committee regarding her nomination to serve on the Cuyahoga County Natural Resources Assistance Council. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2015-0246 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.**

- d) R2015-0247: A Resolution amending Resolution No. R2014-0258 dated 12/9/2014, which made an award on RQ30390 to Caremark PCS Health, LLC for the period 1/1/2015 - 12/31/2017, by changing the amount not-to-exceed from \$40,189,733.00 to \$42,989,733.00 to include (a) \$40,189,733.00 for group healthcare benefits including pharmacy benefit management services for County employees and their eligible dependents; and (b) \$2,800,000.00 for group healthcare benefits including pharmacy benefit management services for Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

**Mr. Egdilio Morales, Interim Director of the Department of Human Resources, and Mr. Pat Smock, Program Officer for the Department of Human Resources, addressed the Committee regarding Resolution No. R2015-0247. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2015-0247 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.**

- e) R2015-0248: A Resolution amending Resolution No. R2014-0260 dated 12/9/2014, which made an award on RQ30390 to United Healthcare Services, Inc. for the period 1/1/2015 - 12/31/2017, by changing the amount not-to-exceed from \$68,308,890.00 to \$71,108,890.00 to include (a) \$68,308,890.00 for group healthcare benefits including medical benefit management services for County employees and their eligible dependents; and (b) \$2,800,000.00 for group healthcare benefits including medical benefit management services for Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents; authorizing the County Executive to execute

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

**Mr. Smock, Mr. Dennis Kennedy, Fiscal Officer and Mr. Jim Dustin, President of Employee Benefits International, addressed the Committee regarding Resolution No. R2015-0248. Discussion ensued.**

**Committee members asked questions of Mr. Smock, Mr. Kennedy and Mr. Dustin pertaining to the item, which they answered accordingly.**

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2015-0248 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.**

- f) R2015-0249: A Resolution making an award on RQ34228 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$8,207,847.00 for dental insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; 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.

**Mr. Smock and Mr. Dustin addressed the Committee regarding Resolution No. R2015-0249. Discussion ensued.**

**Committee members asked questions of Mr. Smock and Mr. Dustin pertaining to the item, which they answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0249 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.**

- g) R2015-0250: A Resolution making an award on RQ34228 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$68,148.00 for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2016 - 12/31/2018; 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.



**Mr. Smock and Mr. Kennedy addressed the Committee regarding Resolution No. R2015-0250. Discussion ensued.**

**Committee members asked questions of Mr. Smock and Mr. Kennedy pertaining to the item, which they answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0250 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.**

- h) R2015-0251: A Resolution making an award on RQ34228 to Union Eye Care, Inc. in the amount not-to-exceed \$344,826.00 for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; 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.

**Mr. Smock addressed the Committee regarding Resolution No. R2015-0251. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0251 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.**

- i) R2015-0252: A Resolution making an award on RQ34228 to Vision Service Plan in the amount not-to-exceed \$544,887.36 for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; 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.

**Mr. Smock addressed the Committee regarding Resolution No. R2015-0252. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0252 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.**

- j) R2015-0253: A Resolution making an award on RQ35199 to ReliaStar Life Insurance Company dba Voya Financial, Inc. in the amount not-to-exceed \$3,800,000.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2016; 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.

**Mr. Smock, Mr. Kennedy, Mr. Dustin and Mr. Morales addressed the Committee regarding Resolution No. R2015-0253. Discussion ensued.**

**Committee members asked questions of Mr. Smock, Mr. Kennedy, Mr. Dustin and Mr. Morales pertaining to the item, which they answered accordingly.**

**A motion was then made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to amend Resolution No. R2015-0253 by inserting "*and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents*" after "*eligible dependents*" in the title, first whereas clause and Section 1.**

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2015-0253 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as amended.**

- k) O2015-0014: An Ordinance repealing Ordinance No. O2011-0042 dated 2/14/2012, which extended health care benefits to domestic partners of County employees; and declaring the necessity that this Ordinance become immediately effective.

**Ms. Simon addressed the Committee regarding Ordinance No. O2015-0014. Discussion ensued.**

**Mr. Seren and Mr. Morales addressed the Committee regarding Ordinance No. O2015-0014. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Germana, Ordinance No. O2015-0014 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**6. PRESENTATION**

- a) Status update regarding Cuyahoga County Boards and Commissions – Chris Glassburn, Senior Policy Advisor

**Mr. Glassburn addressed the Committee regarding current openings, expired positions and upcoming vacancies on various Cuyahoga County Boards and Commissions. Discussion ensued.**

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

**7. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**8. OTHER PUBLIC COMMENT**

**No public comments were given.**

**9. ADJOURNMENT**

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 12:24 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0261

Sponsored by: <b>Councilmember Conwell on behalf of Personnel Review Commission</b>	<b>A Resolution</b> 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 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 December 2, 2015, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A, through H) 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: *Employee Benefits Coordinator*  
Class Number: 1053661  
Pay Grade: 6  
\*Revised to include distinguishing characteristics, FLSA status and updated spec. to new format to include percentages of time spent on essential functions percentages of time.

Exhibit B: Class Title: *Senior Purchasing Administrator*  
Class Number: 1053515  
Pay Grade: 14  
\*Change in pay grade from 14 to 15. Change essential functions and title changed to *Senior Purchasing Manager*.

Proposed Deleted Classification:

Exhibit C: Class Title: *Airport Operations Technician I*  
Number: 1042311  
Pay Grade: 3

Exhibit D: Class Title: *Airport Operations Technician II*  
Number: 1042312  
Pay Grade: 4

Exhibit E: Class Title: *Airport Operations Technician III*  
Number: 1042313  
Pay Grade: 5

Exhibit F: Class Title: *Administrative Warden*  
Number: 1025502  
Pay Grade: 16

Exhibit G: Class Title: *Jail Administrator*  
Number: 1025503  
Pay Grade: 17

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

Exhibit H: Class Title: *Senior Employment Testing Specialist*  
Number: 1081112  
Pay Grade: 13

**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 8, 2015

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

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

*CURRENT*  
**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Employee Benefits Coordinator	<b>Class Number:</b>	1053661
		<b>Pay Grade:</b>	6

<b>Departments:</b>	Office of Human Resources, only
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**Classification Function**

The purpose of this classification is to administer benefits programs for County 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.

- Administers benefits programs for County employees (e.g. - acts as liaison with employees and carriers; instructs appropriate parties in proper procedures to complete and submit benefit forms and updates them on new procedures, as needed; coordinates open enrollment activities; interprets policy, contract compliance and administrative procedure; coordinates special projects and provides assistance, counseling and appropriate information to employees and department management; resolves employee benefit complaints and initiates problem solving; updates employee data, as needed; researches/verifies validity of status changes; calculates any retroactive insurance premium reimbursement or contributions due to/from either employee/employer; inputs data for payroll use).
- Performs administrative duties (e.g. - maintains and files records; maintains system for reporting participant information and purging records; prepares and disseminates information about employee benefits; prepares reports and/or specifications concerning coverage; develops and/or makes presentations at seminars, workshops, training sessions and presents speeches upon request concerning employee benefits coverage and procedures; answers calls and correspondence; compiles data).

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

Associate degree in human resources or related field with two years of experience in benefits coordination; 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, printers, calculators, and fax machine.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including benefit change forms, life insurance forms, payroll forms, COBRA/COBRALOA election forms, carrier reports, MRA/CRA reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manual, contracts, SAP manual, computer handbooks and manuals, etc.
- Ability to prepare call sheets, ledgers, agendas, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, insurance, personnel and accounting terminology and language.
- Ability to communicate effectively with director/supervisor, department administrators, coworkers, employees, consultants, insurance company personnel, other County and State personnel, health care personnel, marketing representatives, 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.*



REVISED  
**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Employee Benefits Coordinator	<b>Class Number:</b>	1053661
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Human Resources, only		

**Classification Function**

The purpose of this classification is to assist with the administration of benefits programs for County employees.

**Distinguishing Characteristics**

This is the entry level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments. Incumbents are expected to become fully aware of operating procedures and policies.

**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.**

- 65% +/- 10%  
• Assists with administration of benefits programs for County employees (e.g. - acts as liaison with employees and carriers; coordinates open enrollment activities; resolves employee benefit complaints and initiates problem solving; updates employee data into carrier sites; calculates any retroactive insurance premium reimbursement or contributions due to/from either employee/employer; respond to employees inquiries regarding benefits issues via telephone, email or in-person visits; ruminates employee benefits based on various reasons; research benefit related issues; enters employee information, updates, and funds received in COBRA), and all FMLA administration.

- 35% +/- 10%  
• Performs administrative duties (e.g. - maintains records and tables; prepares and disseminates information about employee benefits; generate various reports and/or specifications concerning benefits; develops and/or makes presentations at seminars, workshops, training sessions and presents speeches upon request concerning employee benefits coverage and procedures; process new hire benefit information in HRIS; presents Cuyahoga County Benefits Plans at new hire orientation; process County returned mail; attend meetings and training sessions with vendors and carriers; maintain logs (e.g. - new hire information, wellness program participation, nonsmoking forms, etc.) run and process various reports).

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

Associate degree in human resources or related field with two years of experience in benefits administration; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.

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

### **Data Utilization**

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and HRIS system.

### **Physical Requirements**

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

### **Mathematical Ability**

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

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

- Ability to comprehend a variety of informational documents including benefit change forms, life insurance forms, COBRA/COBRALOA, FMLA billing and administration, discrepancy form, employee forms (including SSN, birth certificates, marriage certificates, divorce decree. Etc.), PAN forms, wellness activity participation form, nonsmoking affidavit, overage dependent reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Benefits Training Manual, HRIS manual, Employee Contribution Rate Tables, and various other handbooks and manuals.
- Ability to prepare ledgers, agendas, correspondence, memos, reports including (e.g.- carrier reports, flexible benefits detail report, flexible spending account report, MSA benefit reconciliation report, termination report, overage dependent report, etc.), FMLA/LOA forms, billing invoices, account ledger, CSEA forms, revenue receipt forms, union configurations, retroactivity forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, and follow instructions.
- Ability to use and interpret medical, insurance, personnel, benefits, legal and accounting terminology and language.
- Ability to communicate effectively with supervisor, coworkers, benefits carriers, new hires, vendors, CSEA staff, and 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.*

CURRENT

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Purchasing Administrator	<b>Class Number</b>	1053515
		<b>Pay Grade:</b>	14

<b>Departments:</b>	Office of Procurement and Diversity, only
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### Classification Function

The purpose of this classification is to manage and oversee operations of County's purchasing division and supervise lower level purchasing administrators.

### 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 and oversees operations of County's purchasing division (e.g.- review all purchase awards for compliance with statutory policy, and procedures requirements prior to the award process; reviews all requisitions prior to being assigned to buyers; solves purchasing related problems, questions, and concerns with departments, vendors, manufacturers, ect.; keeps appraised of the purchasing marketplace and any applicable laws that affect government purchasing).
- Supervises lower level purchasing administrators (e.g.- provides job training and instruction; evaluates employee performance; assigns and reviews work; recommends personnel actions including discipline, discharge or hiring).
- Performs advisory duties (e.g.- offers and provides assistance, ideas, and suggestions to the department director on developing policies, procedures, and guidelines for the efficient operation of the purchasing department; advised and counsels with County departmentsm agencies and elected officials when reviewing individual requirements in relationship to specifications and preparation of same).
- Performs administrative duties (e.g.- conducts staff meetings; attends various meetings; promotes the County Commissioners MBE/WBE program, when possible; serves as auctioneer when County dispose of surplus property).

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

Bachelor's degree in business administration, public administration or related field with nine years of purchasing 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 telephone, fax machine, adding machine and calculator.

#### Supervisory Responsibilities

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

Exhibit B

- 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 requisitions, requisition drafts, bid documents, vendor evaluation reports, employee evaluations, legal contracts and other reports and records.
- Ability to comprehend a variety of reference books, manuals and drawings including blueprints, floor plans, personnel policy manuals and warranty manuals.
- Ability to prepare usage reports, auction reports, auto titles, invoices and bills, vendor lists, vendor response forms, leases, contracts and options, 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, to follow instructions.
- Ability to use and interpret procurement terminology and language.
- Ability to communicate with directors, managers, supervisors, purchasing staff, other County employees, elected officials, contractors 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.*

REVISED

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Purchasing Manager	<b>Class Number:</b>	1053515
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Office of Procurement and Diversity		

### Classification Function

The purpose of this classification is to manage and supervise the operations, process and personnel of the County purchasing department within the Office of Procurement and Diversity (OPD) in accordance with County Code requirements.

### Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the County purchasing department within the Office of Procurement and Diversity under general direction. This class requires the solution of operational, technical, administrative and management problems related to purchasing. The employee is expected meet, consult and collaborate with the Director of Procurement and Diversity and other department directors/management 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 County's purchasing division (e.g.- reviews all purchase awards for compliance with statutory policy, and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in NOVUS, OnBase, and BuySpeed; creates purchase reports; reviews all requisitions prior to being assigned to buyers; solves purchasing related problems, questions, and concerns with departments, vendors, manufacturers, etc.; keeps apprised of the purchasing marketplace and any applicable laws that affect government purchasing).
- 25% +/- 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.
- 25% +/- 10%
  - Administrates and maintains BuySpeed Procurement Database (e.g. – approves paths and document uploads; authorizes new staff level of authority within BuySpeed; establishes approval paths for purchases up to \$1,000,000.00; researches and resolves technical issues; processes contract with software vendor).
- 10% +/- 5%
  - Attends and serves as alternate voting member of County Board of Control and County Contracts and purchasing Board.

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 Business Administration, Public Administration or a related field with ten (10) 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**

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 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, subtracts, multiply, divide and calculate decimals and percentages, and moderate math.

**Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis of patterns and trends in purchasing.
- Ability to comprehend a variety of informational documents including departmental budget reports, Purchase Order Approval reports, time-sheets, and Ohio DAS reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County Personnel Policies and Procedures Manual, Office of Procurement and diversity policy and procedures, Ohio Revised Code, County Code, BuySpeed Database Manuals, and procurement training guides.

- 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 understand purchasing, engineering/construction, legal, medical, accounting, 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.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Employment Testing Specialist	<b>Class Number:</b>	1081112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Departments:</b>	Personnel Review Commission, only		

### Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable selection tests throughout Cuyahoga County.

### Distinguishing Characteristics

This is an advanced journey level classification, working under direction from a division manager. The employee in this class serves as a lead worker over Employment Testing Specialists and 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.**

- 35% +/- 10%
- Serves as the Employment Testing Specialist team lead (e.g.- initially reviews and approves test plans submitted by team members; provides quality control of test content; identifies and recommends targeted training needs of team members; drafts and administers training material; fills in for the Manager of Employment Testing in the Manager's absence).
  
- 25% +/- 10%
- Develops employment tests for positions requiring testing (e.g.- identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures; constructs test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials).
  
- 20% +/- 10%
- Performs job analysis for positions requiring testing (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); links KSAs to major work behaviors; synthesizes data and develops position descriptions).
  
- 5% +/- 2%
- Reviews and revises testing practices and procedures (e.g.- ensures practices/procedures meet legal guidelines and professional standards; identifies problems; conducts research; develops and implements solutions).
  
- 5% +/- 2%
- Serves as a liaison between the Personnel Review Commission and department directors/hiring managers (e.g.- meets with directors/hiring managers to determine their testing needs; gives advice on testing options; provides status updates and test results).

Exhibit C



- 5% +/- 2%
  - Performs evaluation, scoring, statistical analysis, and reporting of test results (e.g.- conducts cut score and weighting studies; conducts statistical analysis at the test and item level; documents and reports validity evidence in support of the test).
- 5% +/- 2%
  - Ensures tests are administered according to procedures (e.g.- sets administration schedules; assesses requests for reasonable accommodations; develops and uses standard administration manuals; ensures administrative staff are trained and properly administer test sessions).

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

A Master's degree in Industrial/Organizational Psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of training and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

### **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, overhead projector, photocopier, optical mark recognition scoring machine, etc.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, standard deviations, correlations, reliability coefficients, item-level probabilities, 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 area of test development and validation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, 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 testing 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 on testing needs, procedures, and guidelines/standards; ability to communicate effectively with the general public to ensure test procedures are understood and followed.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.

### **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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Airport Operations Technician I	<b>Class Number:</b>	1042311
		<b>Pay Grade</b>	3

<b>Departments:</b>	Development, only
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## Classification Function

The purpose of this classification is to maintain safety of airport runway and to maintain safety and security of airport grounds and buildings.

## 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.

- Maintains safety of airport runway (e.g.- takes field measurements, assesses and transmits airport condition reports to flight service; reviews operations' reports and briefings from preceding shifts, NOTAMS and other airfield reports; makes regular physical inspections of the airfield, runways, taxiways, ramp and construction sites; monitors runway conditions to identify safety hazards).
- Maintains security of airport grounds and buildings (e.g.- inspects grounds and buildings on foot and in motor vehicle; checks for vandalism, property damage and irregular incidents; under supervision, carries out appropriate wildlife hazard mitigation tactics; secures all gates and destination building; inspects outdoor and indoor lighting; logs and reports any airport policy violations; escorts emergency, construction and other vehicles approved by higher-level employees).
- Responds to reports of fire, break-in or unusual incidents (e.g.- receives information regarding location and nature of incident; assesses situation and ensures that appropriate safety and law enforcement personnel have been notified; investigates incident; under supervision, and commiserate with any required training and/or certificates, performs airport/aircraft fire rescue and emergency medical technician duties).
- Provides maintenance and cleaning services to maintain airport buildings and grounds (e.g.- repairs fencing and other airport structures; performs minor construction work with runways, ramps and field areas; sweeps and mops floors; vacuums carpeting; cleans bathrooms; cleans windows; mows lawns; removes snow and ice).

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

Vocational and technical training in maintenance trades with one year of safety and security experience; or any equivalent combination of training and experience.

### Additional Requirements

Ohio Commercial Driver's License required. Must be able to obtain Commercial Driver's License with medical certificate during probationary period.

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

### Physical Requirements

- Ability to operate a variety of communications equipment.

- Ability to operate various grounds maintenance equipment including lawn mower, snow blower, snow plow, and motorized vehicles including car, pick-up truck and tractor.

**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 special bulletins and other reports and records.
- Ability to comprehend a variety of reference books and manuals including security manuals, snow removal manuals, firearms manuals, airport standards of procedure.
- Ability to prepare duty reports, security reports, landing and take-off register 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, to follow instructions.
- Ability to use and interpret building maintenance and air traffic control terminology and language.
- Ability to communicate with supervisory personnel, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions and requires responding to emergency situations.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Airport Operations Technician II	<b>Class Number:</b>	1042312
		<b>Pay Grade</b>	4

<b>Departments:</b>	Development, only
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## Classification Function

The purpose of this classification is to maintain safety of airport runway and to maintain safety and security of airport grounds and buildings. This classification requires one year of acceptable performance as an Airport Operations Technician I.

## 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.

- Maintains safety of airport runway (e.g.- takes field measurements, assesses and transmits airport condition reports to flight service; reviews operations' reports and briefings from preceding shifts, NOTAMS and other airfield reports; makes regular physical inspections of the airfield, runways, taxiways, ramp and construction sites; monitors runway conditions to identify safety hazards).
- Performs aircraft rescue and firefighting duties (e.g.- responds to aircraft incidents and/or crashes on Crash/Fire/Rescue units; operates fire truck and fire fighting equipment to extinguish fires; responds to hazardous materials situations to identify and control threat; uses aircraft extraction tools to rescue victims of aircraft crashes).
- Maintains security of airport grounds and buildings (e.g.- inspects grounds and buildings on foot and in motor vehicle; checks for vandalism, property damage and irregular incidents; under supervision, carries out appropriate wildlife hazard mitigation tactics; secures all gates and destination building; inspects outdoor and indoor lighting; logs and reports any airport policy violations; escorts emergency, construction and other vehicles approved by higher-level employees).
- Responds to reports of fire, break-in or unusual incidents (e.g.- receives information regarding location and nature of incident; assesses situation and ensures that appropriate safety and law enforcement personnel have been notified; investigates incident; under supervision, and commiserate with any required training and/or certificates, performs airport/aircraft fire rescue and emergency medical technician duties).
- Provides maintenance and cleaning services to maintain airport buildings and grounds (e.g.- repairs fencing and other airport structures; performs minor construction work with runways, ramps and field areas; sweeps and mops floors; vacuums carpeting; cleans bathrooms; cleans windows; mows lawns; removes snow and ice).

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

Vocational and technical training in maintenance trades with two years of safety and security experience, including one year as an Airport Operations Technician I.

### Additional Requirements

Ohio Commercial Driver's "License Class B" with a current medical certificate; AAAE Basic Aircraft Rescue Fire Fighting Certificate

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

- Ability to operate a variety of communications equipment.
- Ability to operate various pieces of equipment including fire truck, dump truck, front-end loader and tractor.
- Ability to operate various grounds maintenance equipment including lawn mower, snow blower and snow plow.

**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 special bulletins and other reports and records.
- Ability to comprehend a variety of reference books and manuals including security manuals, snow removal manuals, firearms manuals, airport standards of procedure.
- Ability to prepare duty reports, security reports, landing and take-off register 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, to follow instructions.
- Ability to use and interpret building maintenance and air traffic control terminology and language.
- Ability to communicate with supervisory personnel, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions and requires responding to emergency situations.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Airport Operations Technician III	<b>Class Number:</b>	1042313
		<b>Pay Grade</b>	5

<b>Departments:</b>	Development, only
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### **Classification Function**

The purpose of this classification is to maintain safety of airport runway and to maintain safety and security of airport grounds and buildings and serves as a lead worker in absence of the Field Supervisor or other supervisory personnel. This classification requires three years of acceptable performance as an Airport Operations Technician II.

### **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.

- Maintains safety of airport runway (e.g.- takes field measurements, assesses and transmits airport condition reports to flight service; reviews operations' reports and briefings from preceding shifts, NOTAMS and other airfield reports; makes regular physical inspections of the airfield, runways, taxiways, ramp and construction sites; monitors runway conditions to identify safety hazards).
- Performs aircraft rescue and firefighting duties (e.g.- responds to aircraft incidents and/or crashes on Crash/Fire/Rescue units; operates fire truck and fire fighting equipment to extinguish fires; responds to hazardous materials situations to identify and control threat; uses aircraft extraction tools to rescue victims of aircraft crashes).
- Maintains security of airport grounds and buildings (e.g.- inspects grounds and buildings on foot and in motor vehicle; checks for vandalism, property damage and irregular incidents; under supervision, carries out appropriate wildlife hazard mitigation tactics; secures all gates and destination building; inspects outdoor and indoor lighting; logs and reports any airport policy violations; escorts emergency, construction and other vehicles approved by higher-level employees).
- In the absence of the Field Supervisor or other supervisory personnel, serves as a lead worker solely for the purpose of developing a duty roster, if one has not been provided, until other management personnel arrive or contact.
- Responds to reports of fire, break-in or unusual incidents (e.g.- receives information regarding location and nature of incident; assesses situation and ensures that appropriate safety and law enforcement personnel have been notified; investigates incident; under supervision, and commiserate with any required training and/or certificates, performs airport/aircraft fire rescue and emergency medical technician duties).
- Provides maintenance and cleaning services to maintain airport buildings and grounds (e.g.- repairs fencing and other airport structures; performs minor construction work with runways, ramps and field areas; sweeps and mops floors; vacuums carpeting; cleans bathrooms; cleans windows; mows lawns; removes snow and ice).

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

Vocational and technical training in maintenance trades with four years of safety and security experience, including three years as an Airport Operations Technician II.

#### **Additional Requirements**

Ohio Commercial Driver's "License Class B" with a current medical certificate; AAAE Basic Aircraft Rescue Fire Fighting Certificate; Hazardous Materials First Responder Certificate

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

- Ability to operate a variety of communications equipment.
- Ability to operate various pieces of heavy equipment including fire truck, dump truck, front-end loader and tractor.
- Ability to operate various grounds maintenance equipment including lawn mower, snow blower and snow plow.

**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 special bulletins and other reports and records.
- Ability to comprehend a variety of reference books and manuals including security manuals, snow removal manuals, firearms manuals, airport standards of procedure.
- Ability to prepare duty reports, security reports, landing and take-off register 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, to follow instructions.
- Ability to use and interpret building maintenance and air traffic control terminology and language.
- Ability to communicate with supervisory personnel, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed outdoors in varying weather conditions and requires responding to emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Warden	<b>Class Number:</b>	1025502
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to manage daily activities of the Corrections division of the Sheriff's Department including inmate intake, booking, processing, and release procedures; to manage Sheriff's Department administrative functions including the employee roster, staffing, employee discipline and training.

### Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, and supervision of inmate intake, booking, processing, grievance resolution, and release procedures and of employee staffing including scheduling, discipline and staff training directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures. 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. This class is distinguished from the Jail Administrator in that the latter has responsibility for the Corrections division programs and activities.

### 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%
- Directs and manages administrative functions of the Corrections Division directly and through subordinate supervisors and officers; directs inmate intake, booking, processing and classification; directs investigations of inmate grievances; maintains database of inmate grievances; directs inmate release operations.
- 25% +/- 10%
- Supervises the assigned division's functions directly and through subordinate supervisors; assigns and reviews work; approves hiring, promotions, discharges, and disciplinary actions; drives the employee roster process and conducts selections; resolves staffing issues; oversees employee discipline processes including conducting investigations, conducting disciplinary hearings, and resolving disciplinary disputes; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; drives employee roster process and conducts employee roster selection.
- 25% +/- 10%
- Interacts and coordinates work with intradepartmental staff and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards; regularly evaluates the efficiency of assigned Corrections operations; prepares or coordinates the preparation of administrative studies, reports and recommendations.

Exhibit G

## **Administrative Warden**

15% +/- 5%

- Communicates with inmates' families and attorneys; interacts with judicial system partners; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearings, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree with a major in law enforcement, corrections, social services or a related field; and five (5) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Correctional Officer training.

Correctional Officer Supervisory/Leadership training.

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

#### **Mathematical Ability**

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

## **Administrative Warden**

### **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 inmate records, court notes, time sheets, invoices, records, grievances, disciplinary reports and architectural drawings.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, websites, architectural drawings, inmate handbook, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare operational memos, statistical reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, 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, 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 basic law, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, service providers, inmates, families, department directors, attorneys, and judges.

### **Environmental Adaptability**

- Work is primarily performed indoors.
- Work may involve responding to security emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Jail Administrator	<b>Class Number:</b>	1025503
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Sheriff's Office		

### Classification Function

The purpose of this classification is to plan, organize, and direct the activities of the Corrections division of the Sheriff's Department; to assist the Sheriff in the overall planning and organizing of the Corrections division.

### Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Corrections Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. 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. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

### 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%
- Directs and manages the operation of the Corrections Division directly and through subordinate supervisors; conducts and attends meetings; reviews daily activities and jail count; oversees inmate intake, classification and release; coordinates work with intradepartmental staff, and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards;
- 30% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; evaluates, develops and implements policies, programs and procedures; evaluates the efficiency of Corrections operations, the morale and discipline of employees, and the condition of physical facilities and equipment; participates in contract negotiations; oversees the preparation of administrative studies, reports and recommendations; ensures security of the facility.
- 25% +/- 5%
- Responds to inquires; responds to grievances; conducts investigations into employee misconduct; assesses staffing requirements; oversees training needs; evaluates performance; establishes and promotes employee morale.
- 5% +/- 2%
- Reviews and submits budgets; oversees bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.
- 5% +/- 2%
- Communicates with inmates' families and attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and

Exhibit H

## **Jail Administrator**

criminal hearing, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

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

Bachelor's degree with a major in criminal justice, corrections, social services or a related field and seven (7) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Correctional Officer Supervisory/Leadership training.

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to calculate and understand 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 inmate records, court notes, incident reports, time sheets, invoices, records, grievances, disciplinary reports, purchase orders and applications.

### **Jail Administrator**

- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, law books, architectural books, websites, inmate handbook, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, equipment request 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, 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 basic law, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, families, department directors, attorneys, union representatives, and elected officials.

### **Environmental Adaptability**

- Work is primarily performed indoors.
- Work involves responding to security emergency situations.

*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:** December 3, 2015

**TO:** Cuyahoga County Council President Dan Brady  
Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity  
Committee  
Council Members, 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 December 2, 2015, the Personnel Review Commission considered and approved recommending several modifications to the County's classification plan, including recommendations for modifying, deleting 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
1053661	Employee Benefits Coordinator	Human Resources	Non-Exempt	6
1053515	Senior Purchasing Administrator	Fiscal	Exempt	14

**PROPOSED NEW CLASSIFICATIONS**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1081112	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	13

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1042311	Airport Operations Technician I	Development	Non-Exempt	3
1042312	Airport Operations Technician II	Development	Non-Exempt	4
1042313	Airport Operations Technician III	Development	Non-Exempt	5
1025502	Administrative Warden	Sheriff	Exempt	16
1025503	Jail Administrator	Sheriff	Exempt	17

cc: Deborah Southerington, Commissioner  
Robert Wolff, Commissioner  
Armond Budish, County Executive  
Egdilio Morales, Interim Director of Human Resources  
Robert Triozzi, Law Director  
Jeanne Schmotzer, Clerk of Council  
Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Kristen Moore, Paralegal



**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053661	<b>Employee Benefits Coordinator</b>	<b>Human Resources</b>	<b>Non-Exempt</b>	<b>6</b>

<b>Requested By:</b>	PRC Class Plan Routine Maintenance
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<b>Rationale:</b>	Classification last revised in 2009. Updated to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	4
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation Ashley Brown, Classification and Compensation Specialist
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program officer 4 Egdilio Morales, Interim Director of Human Resources Joni Harbaugh, Employee Benefits Manager
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<b>Management Contact(s):</b>	Same as Above
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**PROPOSED REVISED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053515	Senior Purchasing Administrator	Fiscal	Exempt	14

<b>Requested By:</b>	Human Resources
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<b>Rationale:</b>	Result of position audit. Last revised in 2000. Changes made to class title, essential functions and pay grade increase from 14 to 15.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Fiscal (Procurement & Diversity)
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<b>Fiscal Impact:</b>	PG 14 \$58,676.80 - \$82,160.00 PG 15 \$62,857.60 - \$88,004.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Dennis Kennedy, Fiscal Officer Lenora Lockett, Director of Procurement & Diversity
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# Personnel Review Commission Non-Bargaining Classification Plan Revision Request

Agency: Human Resources Agency Contact: Kelli Neale

Phone: 443-5611 Email: kneale@cuyahogacounty.us

- Please submit the request form via email to [personnelreviewcommission@cuyahogacounty.us](mailto:personnelreviewcommission@cuyahogacounty.us)
- Include classification specification (if currently exists) and proposed changes identified.
- Please note that individual request forms are required for each classification.
- A copy of the request should be sent to the Department of Human Resources.

1. Type of classification plan change requested:

- Creation of a new classification
- Deletion of an existing classification specification  
Classification Title \_\_\_\_\_ Job Number \_\_\_\_\_
- Revision of an existing classification specification  
Classification Title Senior Purchasing Administrator Job Number 1053515

Type of Revision(s) Requested:

- Classification Function
- Distinguishing Characteristics
- Essential Job Functions
- Pay Grade Change
- Minimum Training and Experience. If selected, will all current employees meet proposed MQs?  Yes  No
- Additional Requirements. If selected, will all current employees meet proposed MQs?  Yes  No
- Other Name change

2. Please describe proposed changes and rationale for each change requested or why the new classification is needed. Feel free to use additional pages if necessary.

As a result of a position audit, it has been determined that this classification specification is outdated. Human Resources and the County's consult recommends to change name to Senior Purchasing Manager, change pay grade to 15 to align with similar managers, update duties to reflect advancement in technology and additional responsibilities. CPQ attached for reference. Please note, the Office of Procurement & Diversity will transition to OnBase purchasing system, additional information can be provided from management.

Lisa Durkin

Director's Name

Director's Signature

07/27/15

Date

ldurkin@cuyahogacounty.us

E-mail Address

263-4656

Telephone No.

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1081112	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	13

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Based on operational needs of department.
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<b>No. of Employees Affected:</b>	No Incumbents
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<b>Dept.(s) Affected:</b>	Personnel Review Commission
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<b>Fiscal Impact:</b>	PG 13 \$55,910.40 - \$78,270.40 Step Placement TBD by PRC Commissioners
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<b>Staffing Implications:</b>	Anticipate hiring 1 FTE
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation George Vaughan, Manager of Employment Testing Rebecca Kopcienski, PRC Administrator
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<b>Human Resources Contact(s):</b>	N/A
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<b>Management Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation George Vaughan, Manager of Employment Testing Rebecca Kopcienski, PRC Administrator
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**PROPOSED DELETED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1042311	Airport Operations Technician I	Development	Non-Exempt	3
1042312	Airport Operations Technician II			4
1042313	Airport Operations Technician III			5

<b>Requested By:</b>	PRC Class Plan Routine Maintenance and Dept. of Public Works
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<b>Rationale:</b>	Position is bargaining. No non-bargaining employees in classification.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Department of Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Brian Adams, Employee Relations Specialist
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<b>Management Contact(s):</b>	Michael Dever, Director of Public Works
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**PROPOSED DELETED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1025502</b>	<b>Administrative Warden</b>	<b>Sheriff's Dept.</b>	<b>Exempt</b>	<b>16</b>
<b>1025503</b>	<b>Jail Administrator</b>			<b>17</b>

<b>Requested By:</b>	Sheriff's Dept.
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<b>Rationale:</b>	Result of position abolishment and re-organization.
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<b>No. of Employees Affected:</b>	2 employees were laid-off
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<b>Dept.(s) Affected:</b>	Sheriff's
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<b>Fiscal Impact:</b>	TBD by Human Resources and Sheriff's Dept.
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<b>Staffing Implications:</b>	TBD by Human Resources and Sheriff's Dept.
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Jason Sobczyk, Employee Relations Specialist
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<b>Management Contact(s):</b>	Clifford Pinkney, Sheriff
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## Personnel Review Commission Non-Bargaining Classification Plan Revision Request

Agency: Sheriff's Department Agency Contact: Jason J. Sobczyk, Emp. Relations Spec. 2

Phone: 216-348-3816 Email: jsobczyk@cuyahogacounty.us

- Please submit the request form via email to personnelreviewcommission@cuyahogacounty.us
- Include classification specification (if currently exists) and proposed changes identified.
- Please note that individual request forms are required for each classification.
- A copy of the request should be sent to the Department of Human Resources.

1. Type of classification plan change requested:

- Creation of a new classification
- Deletion of an existing classification specification  
 Classification Title Administrative Warden Job Number 1025502
- Revision of an existing classification specification  
 Classification Title \_\_\_\_\_ Job Number \_\_\_\_\_

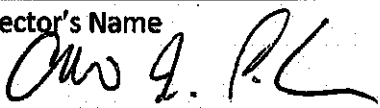
Type of Revision(s) Requested:

- Classification Function
- Distinguishing Characteristics
- Essential Job Functions
- Pay Grade Change
- Minimum Training and Experience. If selected, will all current employees meet proposed MQs?  Yes  No
- Additional Requirements. If selected, will all current employees meet proposed MQs?  Yes  No
- Other \_\_\_\_\_

2. Please describe proposed changes and rationale for each change requested or why the new classification is needed. Feel free to use additional pages if necessary.

The CCSD conducted an operational review relative to staffing of the Corrections Division. Regional Director of Corrections Ken Mills is making several changes that will reorganize the division and enhance efficiency of the operations. One of the changes is the abolishment of the Administrative Warden position.

Clifford E. Pinkney, Sheriff

Director's Name  


Director's Signature

6/8/15

Date

Cpinkney@cuyahogacounty.us

E-mail Address

216-443-6066

Telephone No.



## Personnel Review Commission Non-Bargaining Classification Plan Revision Request

Agency: Sheriff's Department Agency Contact: Jason J. Sobczyk, Emp. Relations Spec. 2

Phone: 216-348-3816 Email: jsobczyk@cuyahogaaccounty.us

- Please submit the request form via email to personnelreviewcommission@cuyahogaaccounty.us
- Include classification specification (if currently exists) and proposed changes identified.
- Please note that individual request forms are required for each classification.
- A copy of the request should be sent to the Department of Human Resources.

1. Type of classification plan change requested:

- Creation of a new classification
- Deletion of an existing classification specification  
 Classification Title Jail Administrator Job Number 1025503
- Revision of an existing classification specification  
 Classification Title \_\_\_\_\_ Job Number \_\_\_\_\_

Type of Revision(s) Requested:

- Classification Function
- Distinguishing Characteristics
- Essential Job Functions
- Pay Grade Change
- Minimum Training and Experience. If selected, will all current employees meet proposed MQs?  Yes  No
- Additional Requirements. If selected, will all current employees meet proposed MQs?  Yes  No
- Other \_\_\_\_\_

2. Please describe proposed changes and rationale for each change requested or why the new classification is needed. Feel free to use additional pages if necessary.

The CCSD conducted an operational review relative to staffing of the Corrections Division. Regional Director of Corrections Ken Mills is making several changes that will reorganize the division and enhance efficiency of the operations. One of the changes is the abolishment of the Jail Administrator position.

Clifford E. Pinkney, Sheriff

Director's Name

Director's Signature

6/8/15

Date

Cpinkney@cuyahogaaccounty.us

E-mail Address

216-443-6066

Telephone No.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0266

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Cheryl Cheatham to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2016 - 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 307.51 provides for the organization and operation of a county law library resources board; and

WHEREAS, Ohio Revised Code Section 307.511 provides for the composition, including appointment and terms, of the law library resources board members; and

WHEREAS, the Cuyahoga County Law Library Resources Board was established to oversee services to the local judiciary, elected officials in Cuyahoga County, members of the Ohio General Assembly and to provide a venue for public access; 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 Cheryl Cheatham to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2016 – 12/31/2020; 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:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of Cheryl Cheatham to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2016 – 12/31/2020.





**ARMOND BUDISH**  
Cuyahoga County Executive

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Cuyahoga County Law Library Resources Board (CLLRB)**

Dear President Brady:

Pursuant to the Ohio Revised Code Section ORC 307.511, I submit the following nomination for service on the CLLRB:

- **Cheryl Cheatham, of Cleveland, Cuyahoga County (New, Replacing Steve Wood)**

The board is comprised of five members, two appointed by Cuyahoga County and one each by the Prosecutor, Common Pleas Court, and the Municipal Courts.

Appointees of the County shall be residents of the County. Ms. Cheatham is a resident.

There are no other candidates on file for this position.

This nomination is for a full term to serve 5 years beginning 1/1/2016 and expiring 12/31/2020

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

The online application of Ms. Cheatham is attached.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at [cglassburn@cuyahogacounty.us](mailto: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



**Cheryl Cheatham, of Cleveland**

Phone Number : [REDACTED]

Email Address : [REDACTED]

Why are you interested in serving on this board/commission/council? : Specifically, I am interested in serving on the Cuyahoga County Law Library Resources Board (CLLRB). I completed CWRU School of Library Science in 1980 and immediately began working with downtown Cleveland law firms. I am very familiar with the collection and services at the Cleveland Law Library. Since 1990, I've worked at the Case Western Reserve University Law Library as a Reference Librarian. I think my experience with law students and lawyers provides a comprehensive view of their evolving library usage and future needs.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have attended a meeting of the CLLRB and the Cleveland Law Library Association and, I fully support their goal of providing superior public service. I have reviewed the Cleveland Law Library Strategic Plan 2014 which provides clear guidelines for achieving strategic priorities. I will reliably attend meetings and contribute my expertise to the decision making process.



**ARMOND BUDISH**  
Cuyahoga County Executive

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : In addition to working with law students and lawyers, I have been involved with the American Association of Law Libraries since joining CWRU in 1990. As an active member, I have acquired a national perspective on law libraries. I have published three articles for the "AALL Spectrum" magazine. Topics I've written about include increasing the use of e-books in law libraries; instructing and working with the "millennial generation" and, acquiring a subject focus in law & medicine.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: None

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0267

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of J. David Heller to serve on the Cuyahoga Community College Board of Trustees for an unexpired term ending 3/26/2017, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 3354.05 provides that members of a board of trustees of a community college district be appointed by a county board of commissioners; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President, are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, the Cuyahoga Community College Board of Trustees has nine (9) members and the members are appointed by Cuyahoga County and the Governor; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and

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

WHEREAS, the County Executive has nominated J. David Heller, to serve on the Cuyahoga Community College Board of Trustees to fill a vacancy in an unexpired term ending 3/26/2017; 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:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of J. David Heller to serve on the Cuyahoga Community College Board of Trustees to fill a vacancy in an unexpired term ending 3/26/2017.

**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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: December 8, 2015

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

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



**ARMOND BUDISH**  
Cuyahoga County Executive

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Board of Trustees for Cuyahoga Community College (Tri-C)**

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 3354.05, I submit the following nomination for service on the Board of Trustees for Cuyahoga Community College (Tri-C):

- **J. David Heller (Replacing Megan O'Bryan) of Moreland Hills, Cuyahoga County**

Nine members comprise the governing board of trustees for Tri-C. Six members are appointed by the County and three members are appointed by the Governor of the State of Ohio.

Candidates for this board shall be "residents of the district"

Mr. Heller fulfills this requirement.

The other application on file is for Meredith Turner.

Terms are for service of five years. This unexpired term begins 12/8/15 expiring 3/26/17.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

The application and biography of Mr. Heller is attached.

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

Sincerely,

Armond Budish  
Cuyahoga County Executive

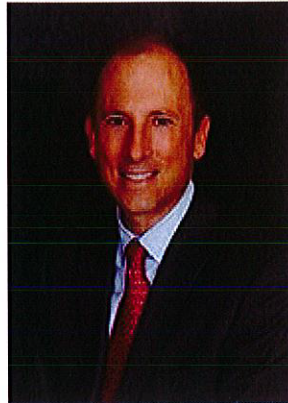
cc: Councilwoman Yvonne Conwell  
Sharon Sobol Jordan  
Joe Nanni  
Jeanne Schmotzer

Kris Moore  
Chris Glassburn  
Laura Trotter





**ARMOND BUDISH**  
Cuyahoga County Executive



### **J. David Heller, of Moreland Hills**

Phone Number : [REDACTED]

Email Address : [REDACTED]

Please select the boards/commissions/councils you would like to be considered for. : Cuyahoga Community College Board of Trustees|

Why are you interested in serving on this board/commission/council? : I am passionate about increasing the education level of all of our County's citizens. In order to have a more productive County, we need our citizens to have an education in order to find a job. I am a strong proponent of specialty training which Tri-C is stellar at providing.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have extensive non-profit board experience. I have been on the board of over 20 organizations over the past 18 years. I have a lot of governance experience. I understand the role of a board member relative to the role of the administration.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I run a real estate development company here in Cleveland, Ohio. We develop apartment on a national basis. We operate in over 40 municipalities across the United States. I have a good sense of the business climate around the county. Our primary business is the affordable housing business. I have a passion for housing those that are not able to afford a market rate unit. I understand the primary clientele of Tri-C as many of our residents have a similar background.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: I know of none.



**ARMOND BUDISH**  
Cuyahoga County Executive

## Biography

**J. David Heller** is co-founder and principal of the NRP Group, a full-service developer, general contractor and property management company. His primary responsibilities include new business development, project financial structuring and day-to-day management of the company. He also serves on the NRP Investment Committee, which reviews and approves all new NRP business.

Prior to founding The NRP Group, Heller served as a consultant at the Townsend Group, where he was responsible for portfolio diversification, asset management, investment strategy and project underwriting. He also completed more than \$3.6 billion in real estate investments over two years in the arenas of office, industrial, retail, single-family and multi-family construction projects. Heller also previously spent five years at Arthur Andersen & Co. in Chicago as a manager in the real estate consulting division.

Heller earned a bachelor's degree in business administration from the University of Michigan, Ann Arbor. He is a certified public accountant and a member of the American Institute of CPAs.

Heller serves on the executive committee and is past chairman of the Housing Credit Group for the National Association of Home Builders. He also serves on the Advisory Board for the Campaign for Affordable Housing and the Editorial Advisory Board for Affordable Housing Finance magazine. Additionally, he serves on the Board of Trustees for Jewish Community Housing, Mt. Sinai Health Care Foundation and the United Way of Cleveland. He also serves as an officer of the board for the Jewish Community Federation of Cleveland and Gross Schechter Day School, as well as the board president of the Jewish Education Center of Cleveland. In January 2009, Mr. Heller was appointed to a five-year term as a Member of the United States Holocaust Memorial Council by the President of the United States, and was named Entrepreneur of the Year by Ernst & Young Cleveland in 2010.



**ARMOND BUDISH**  
Cuyahoga County Executive

## CUYAHOGA COMMUNITY COLLEGE PRESIDENT AND BOARD OF TRUSTEES

	<p><b>Alex Johnson, Ph.D.</b></p> <p><i>President</i></p>		<p><b>David W. Whitehead</b></p> <p><i>Chair County Executive Appointment Term ends 04-25-16</i></p>
	<p><b>Victor A. Ruiz</b></p> <p><i>Vice Chair County Executive Appointment Term ends 02-27-17</i></p>		<p><b>Helen Forbes Fields</b></p> <p><i>County Executive Appointment Term ends 01-16-20</i></p>
	<p><b>Dr. Harry Graham</b></p> <p><i>County Executive Appointment Term ends 05-30-16</i></p>		<p><b>Jerry L. Kelsheimer</b></p> <p><i>County Executive Appointment Term ends 01-16-20</i></p>
	<p><b>Vacant</b></p> <p><i>Governor Appointment</i></p>		<p><b>Vacant</b></p> <p><i>County Executive Appointment</i></p>
	<p><b>Andrew E. Randall</b></p> <p><i>Governor Appointment Term ends 10-12-17</i></p>		<p><b>Rachel Von Hendrix</b></p> <p><i>Governor Appointment Term ends 10-12-18</i></p>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0268

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 10/15/2017, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development in Cuyahoga County. The CCCIC serves as Cuyahoga County's review agent for industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC's Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The "County Class", which shall consist of five members appointed or elected officers of Cuyahoga County, and the "Private Class", which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three year terms; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the CCCIC's Board of Trustees for an unexpired term ending 10/15/2017:

- a) William Sheehan (County Class)
- b) Shanelle Smith (County Class); and



First Reading/Referred to Committee: December 8, 2015  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



**ARMOND BUDISH**  
Cuyahoga County Executive

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Cuyahoga County Community investment Corporation (CCCIC)**

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 1724, I submit the following nominations for service on the CCCIC:

- **Shanelle Smith (New) of Cleveland, Cuyahoga County replacing (New- replacing open position)**
- **William Sheehan (New) of Westlake, Cuyahoga County replacing (New- replacing open position)**

There are no requirements for candidates of this board.

The CCCIC Board is an eleven member board selected by the County Executive (six of which are nominated initially by the local chamber of commerce to the Executive). The CCCIC provides review of loans and guidance to the Economic Development Department of the County.

The nomination is for an unexpired term that began 10/14/15 and expiring 10/15/17.

There are no other candidates on file for these positions.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

Ms. Smith is a senior level employee of the Cuyahoga County as she serves as the Deputy Director of Sustainability. Mr. Sheehan is the Financial Reporting Administrator in the Office of Budget and Management. He previously served as the interim County Treasurer.



**ARMOND BUDISH**  
Cuyahoga County Executive

For your review, I have attached pertinent documents for your review, including biography submitted by the candidate. Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at [cglassburn@cuyahogacounty.us](mailto:cglassburn@cuyahogacounty.us) or 216-443-7127.

Sincerely,

Armond Budish  
Cuyahoga County Executive

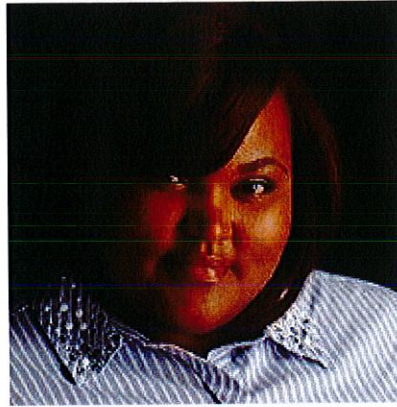
cc:

Councilwoman Yvonne Conwell  
Sharon Sobol Jordan  
Joe Nanni  
Jeanne Schmotzer  
Kris Moore  
Chris Glassburn  
Laura Trotter





**ARMOND BUDISH**  
Cuyahoga County Executive

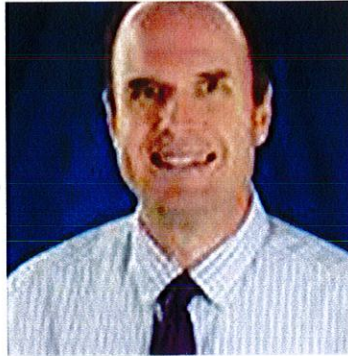


### **Shanelle Smith, of Cleveland**

**Shanelle Smith** is the Deputy Director of Sustainability for Cuyahoga County. She received her Bachelor's degree in political science from Kent State, her Master's degree in urban studies from Toledo, and is currently working on a doctorate in urban studies at Cleveland State. She previously served as the Executive Director of Emerald Cities Cleveland and worked for the Blue Green Alliance.



**ARMOND BUDISH**  
Cuyahoga County Executive



### **William Sheehan, of Westlake**

William Sheehan, who has worked for the county since 2008, serves as the financial reporting administrator in the county's office of budget and management.

Before joining the county, Sheehan worked for major financial firms including Charter One, Lehman Brothers and Chase, according to his resume. He holds an undergraduate degree from Princeton and an MBA from Harvard.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0269

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2015 - 6/30/2018, and declaring the necessity that this Resolution become immediately effective.
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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 Cleveland/Cuyahoga County Workforce Development Board (fka Workforce Investment Board) was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revised Code Chapter 6301; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated the following individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2015 – 6/30/2018:

- a) LaToya Smith
- b) Ingrid Angel; 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.





**ARMOND BUDISH**  
Cuyahoga County Executive

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Workforce Development Board (WDB, formerly known as the WIB)**

Dear President Brady:

Pursuant to federal and state regulations and the joint agreement between the City of Cleveland and Cuyahoga County, I nominate the following individuals for service on the Workforce Development Board:

**COUNTY**

- LaToya Smith of Cleveland (New), Cuyahoga County effective 7/1/15 expiring 6/30/18.
- Ingrid Angel of Moreland Hills (New), Cuyahoga County effective 7/1/15 expiring 6/30/18.

The Workforce Development Board is a 34 member joint board between Cuyahoga County and the City of Cleveland to administer funds for workforce training of residents.

34	Total Members
5	Required
7	20% Workforce
18	51% Business (Not to exceed 75%)
4	Any Category
12	Joint Appointments
11	County
11	City

The candidates submitted help to fulfill the required memberships for this board. Candidates for this board may not serve more than six years consecutively. The WDB is the governing board of the local WDB. There are no other candidates on file for these positions. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.



**ARMOND BUDISH**  
Cuyahoga County Executive

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at [cglassburn@cuyahogacounty.us](mailto: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



### **LaToya Smith, of Cleveland**

Phone Number : [REDACTED]

Email Address : [REDACTED]

LaToya Smith is the Assistant Vice President for Talent Acquisition for Fifth Third Bank in Cleveland. She has been a valuable team member of Fifth Third Bank since August 1999. She has the responsibility for attracting, acquiring, and advancing top diverse talent into the bank.

Ms. Smith is a graduate of Cleveland State University and holds an M.B.A. from The University of Phoenix.

Currently, Ms. Smith is a mentor in the Friend-to-Friend Mentoring Program, where she mentors women who are incarcerated at the Northeast Pre-Release Center. Additionally, she has mentored students in the LINK Program at Cleveland State University, Cleveland Transfer Connection, The Cleveland Scholarship Program, Big Brothers and Big Sisters, and Black Professional Association Charitable Foundation.

Ms. Smith is actively involved in the community with organizations Dress for Success and Youth Opportunities Unlimited. She is the past Board Chair of Sankofa Fine Art Plus. Currently, she is on the boards of The United Black Fund of Greater Cleveland and Tri-C Co-op Advisory.



**ARMOND BUDISH**  
Cuyahoga County Executive



### **Ingrid Angel, of Moreland Hills**

Phone Number : [REDACTED]

Email Address : [REDACTED]

Ingrid Angel is the Director of El Barrio, a leading provider of English and Spanish language job-training and placement services in Cuyahoga County. She has been the Director since 2007.

Ms. Angel, originally of Medellin Columbia, earned her law degree from Universidad Pontificia Bolivariana. She worked as a prosecutor in Columbia before transitioning into human resources for both the city of Medellin and Columbus School. She moved to the United States in 2004.

Her philanthropic contributions include serving as chairwoman of work force and economic development for Convencion Hispana and as advisory board member for Global Cleveland.

She lives in Moreland Hills with her husband, Bob Eidnier. Her daughter, Melisa, attends Miami University, and son, Tomas, is an Ohio State University student.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0270

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's reappointment of Harriet Applegate to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 1/29/2016 - 1/28/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, 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 Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of the Board of Directors was created pursuant to the provisions of ORC 4582.03; and

WHEREAS, members of the Cleveland-Cuyahoga County Port Authority Board of Directors shall be appointed to serve a four (4) year term; and

WHEREAS, the County Executive has nominated Harriet Applegate for reappointment to the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 1/29/2016 – 1/28/2020; 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:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the reappointment of Harriet Applegate to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 1/29/2016 – 1/28/2020.

**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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: December 8, 2015

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

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



**ARMOND BUDISH**  
Cuyahoga County Executive

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Cleveland-Cuyahoga County Port Authority (Port Authority)**

Dear President Brady:

Pursuant to the Ohio Revised Code Section 4582, the 1968 founding joint agreement between Cuyahoga County and successor agreements, I submit the following nomination for service on the Port Authority:

- **Harriet Applegate, of Cleveland Heights, Cuyahoga County (Reappointment, full term)**

The board is comprised of nine members, three appointed by Cuyahoga County and six by the City of Cleveland. Appointees of the County shall:

*... consist of such members as it considers necessary and shall be appointed by the county commissioners of the county. Members of a board of directors of a port authority created by a combination of political subdivisions shall be divided among the political subdivisions in such proportions as the political subdivisions may agree and shall be appointed by the participating political subdivisions in the same manner as this section provides for the appointment of members by a political subdivision creating its own port authority. When a port authority is created by a combination of political subdivisions, the number of directors comprising the board shall be determined by agreement between the political subdivisions, which number from time to time may be changed by amendment of the agreement.*

This appointment satisfies the above requirement.

*... A majority of the directors shall have been qualified electors of, or shall have had their businesses or places of employment in, one or more political subdivisions within the area of the jurisdiction of the port authority, for a period of at least three years next preceding their appointment.*

Ms. Applegate is and has been a qualified elector of the County for a period in excess of three years.

There are no other candidates on file for this position.

The nomination is for a new four year term, beginning 1/29/2016 and ending 1/28/20.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is compensated \$4,800 per member, as set by the board.

The resume of Ms. Applegate is attached.



**ARMOND BUDISH**  
Cuyahoga County Executive

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at [cglassburn@cuyahogacounty.us](mailto: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



### **Harriet Applegate, of Cleveland Heights**

Phone Number : [REDACTED]

Email Address : [REDACTED]

Harriet is the Executive Secretary of the North Shore AFL-CIO Federation of Labor. Following a short stint in higher education, Harriet has devoted her career to advancing the rights of working people. She has pursued this in the Cincinnati and Cleveland labor communities by outreaching to the environmental, minority, faith-based and arts communities, bringing them together with labor around issues of common concern – in Cincinnati until 1998 and in Cleveland for the past 15 years.

Most recently, she has been working on the issues of training and workforce development as a way to highlight the necessity of unions and the role they can play in high road economic development.

Harriet serves on the boards of the United Labor Agency, the Cleveland City Club, Policy Matters Ohio, Community Partnership for Arts and Culture, the United Way, & the Workforce Investment Board [W.I.B.]. She is a member of the Cuyahoga County Economic Development Commission and the Mayor’s Sustainability 2019 Advisory Council.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0271

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Planning Commission for the term 1/1/2016 - 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three year terms; and

WHEREAS, 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 the following individuals for reappointment to serve on the Cuyahoga County Planning Commission for the term 1/1/2016 – 12/31/2018:

- 1) Mayor Michael Byrne, Parma Heights (South Central Region)
- 2) Trustee Sherri Lippus, Olmsted Township (Southwest Region); 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

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Cuyahoga County Planning Commission (CCPC)**

Dear President Brady:

Pursuant to Ohio Revised Code Section 713.22, I submit the following nominations for service on the CCPC:

- **Mayor Michael Byrne, of Parma Heights, Cuyahoga County (Reappointment South Central Region)**
- **Trustee Sherri Lippus, of Olmsted Township, Cuyahoga County (Reappointment –Southwest Region)**

*Please note that Mr. Freddie Collier will be submitted for reappointment by the City of Cleveland as their representative on the same schedule.*

There are no specific requirements of Executive nominees. Regional members must be a Mayor/Executive representing a community within the designated area.

There are no other candidates on file for these positions.

The reappointed members have a sufficient attendance record.

These nominations are for full terms to serve 3 years beginning 1/1/2016 and expiring 12/31/2018.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

Biographies for Mayor Byrne and Trustee Lippus are attached.

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

Sincerely,

Armond Budish  
Cuyahoga County Executive

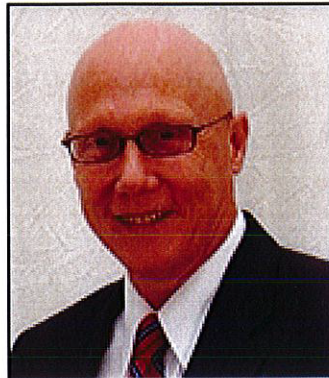
cc: Councilwoman Yvonne Conwell  
Sharon Sobol Jordan  
Joe Nanni  
Jeanne Schmotzer

Kris Moore  
Chris Glassburn  
Laura Trotter





**ARMOND BUDISH**  
Cuyahoga County Executive



### **Mayor Michael Byrne, of Parma Heights**

Mayor Michael P. Byrne has a long history of service to the City of Parma Heights prior to his being sworn-in as the 14<sup>th</sup> Mayor of the city in January, 2010. He was unopposed in his re-election to a second term which began in January, 2014.

Mayor Byrne was a member of City Council since 1998 and was the President of Council for nine years beginning in 2001. He was also the Chairman of the Finance Committee and served as a member of the Planning Commission. As a Councilman, he was a member of the Parma Area Chamber of Commerce and a member of the North East Ohio City Council Association.

He serves as a member of the Cuyahoga County Planning Commission.

A 1974 graduate of Padua Franciscan High School, Mayor Byrne earned his B.A. in Management - Urban Studies from Cleveland State University in 1996. [REDACTED]



**ARMOND BUDISH**  
Cuyahoga County Executive



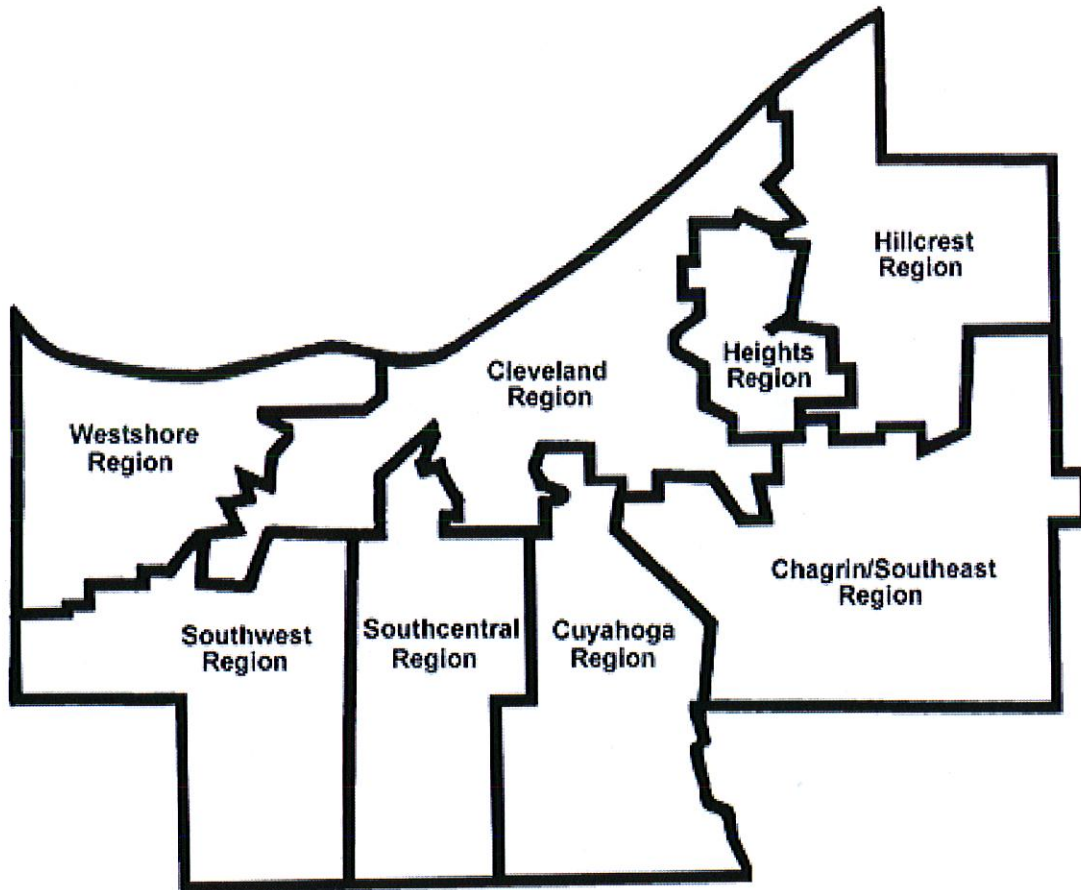
**Trustee Sherri Lippus, of Olmsted Township**

Trustee Lippus is an IT specialist with NASA Glenn. She has been a trustee of the township since 2009.

Ms. Lippus is a graduate of Kent State University with a Bachelor's Degree in Education and a Master's Degree in IT.



**ARMOND BUDISH**  
Cuyahoga County Executive





**ARMOND BUDISH**  
Cuyahoga County Executive

**Chagrin/  
Southeast  
Region**

Bedford  
Bedford Heights  
Bentleyville  
Chagrin Falls  
Chagrin Falls  
Township  
Garfield Heights  
Glenwillow  
Highland Hills  
Hunting Valley  
Maple Heights  
Moreland Hills  
North Randall  
Oakwood  
Orange  
Solon  
Walton Hills  
Warrensville  
Heights  
Woodmere

**Cleveland  
Region**

Bratenahl  
Cleveland  
Linndale

**Cuyahoga  
Region**

Brecksville  
Broadview  
Heights  
Brooklyn  
Heights  
Cuyahoga  
Heights  
Independence  
Newburgh  
Heights  
Seven Hills  
Valley View

**Heights  
Region**

Cleveland  
Heights  
East  
Cleveland  
Shaker  
Heights  
University  
Heights

**Hillcrest  
Region**

Beachwood  
Euclid  
Gates Mills  
Highland  
Heights  
Lyndhurst  
Mayfield  
Heights  
Mayfield Village  
Pepper Pike  
Richmond  
Heights  
South Euclid

**Southcentral  
Region**

Brooklyn  
North  
Royalton  
Parma  
Parma  
Heights

**Southwest  
Region**

Berea  
Brook Park  
Middleburg  
Heights  
Olmsted Falls  
Olmsted  
Township  
Strongsville

**Westshore  
Region**

Bay Village  
Fairview  
Park  
Lakewood  
North  
Olmsted  
Rocky River  
Westlake

# County Council of Cuyahoga County, Ohio

## Resolution No. R2015-0272

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's reappointment of David Crampton to serve on the Cuyahoga County Board of Developmental Disabilities for an unexpired term ending 1/31/2017, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; and

WHEREAS, members appointed to fill a vacancy of the Cuyahoga County Board of Developmental Disabilities shall serve a term of four years; and

WHEREAS, 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 David Crampton to be reappointed to serve on the Cuyahoga County Board of Developmental Disabilities for an unexpired term ending 1/31/2017; 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:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the reappointment of David Crampton to serve on the Cuyahoga County Board of Developmental Disabilities for an unexpired term ending 1/31/2017.

**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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: December 8, 2015

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

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



**ARMOND BUDISH**  
Cuyahoga County Executive

December 1, 2015  
Dan Brady, President  
Cuyahoga County Council

**Re: Cuyahoga County Board of Developmental Disabilities (DD Board)**

Dear President Brady:

Pursuant to the Ohio Revised Code Section 5126.021, I submit the following nomination for service on the DD Board:

- **Dr. David Crampton, of Shaker Heights, Cuyahoga County (Reappointment, unexpired term)**

The board is comprised of seven members, five appointed by Cuyahoga County and two by the Cuyahoga County Common Probate Court. Appointees of the County shall be:

*... residents of the county the appointing authority serves, citizens of the United States, and interested and knowledgeable in the field of mental retardation and other allied fields;*

Dr. Crampton is a resident of Cuyahoga County, a citizen of the United States, and knowledgeable in the field.

*... (two) individuals who are eligible for services provided by the county board or are immediate family members of such individuals. The board of county commissioners shall, whenever possible, ensure that one of those two members is an individual eligible for adult services or an immediate family member of an individual eligible for adult services and the other is an immediate family member of an individual eligible for early intervention services or services for preschool or school-age children;*

Dr. Crampton does not meet this set of criteria. However, other appointees to the board satisfy the requirement.

*... to the maximum extent possible, individuals who have professional training and experience in business management, finance, law, health care practice, personnel administration, or government service;*

Dr. Crampton is exceptionally qualified under this criterion as a leading Social Services professor at Case Western Reserve University.

*... reflect, as nearly as possible, the composition of the county that the county board serves.*

Dr. Crampton, and the Board as a whole, are reflective of the composition of the County.

There are no other candidates on file for this position.

The nomination is for an unexpired four year term, which began 1/31/2013 and ending 1/31/17.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

The online application of Dr. Crampton is attached.



**ARMOND BUDISH**  
Cuyahoga County Executive

Please note that Dr. Campton is being reappointed to his current position on the Board after removal due to illness. He has recovered and is now able to serve again.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Armond Budish".

Armond Budish  
Cuyahoga County Executive

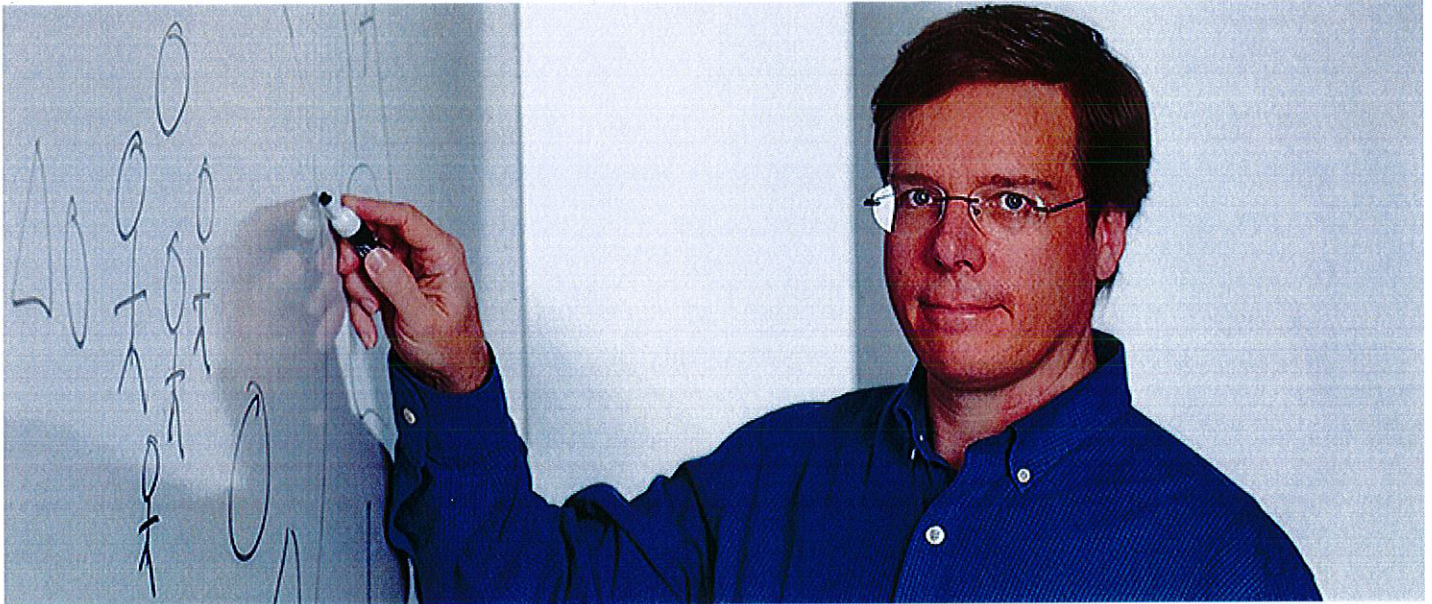
cc: Councilwoman Yvonne Conwell  
Sharon Sobol Jordan  
Joe Nanni  
Jeanne Schmotzer

Kris Moore  
Chris Glassburn  
Laura Trotter





**ARMOND BUDISH**  
Cuyahoga County Executive



### **Dr. David Crampton, of Shaker Heights**

**Last Name : Crampton**

**First Name : David**

**City : Shaker Heights**

**State : Ohio**

**Zip : 44120**

**Phone Number :** [REDACTED]

**Email Address :** [REDACTED]

Please select the boards/commissions/councils you would like to be considered for. : Board of Developmental Disabilities -

Why are you interested in serving on this board/commission/council? : As an Associate Professor of Social Work, I am dedicated to helping my students and other community members to improve services for vulnerable people. I would welcome an opportunity to offer my knowledge and skills to the Board of Developmental Disabilities.



**ARMOND BUDISH**  
Cuyahoga County Executive

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have substantive knowledge of human services and how to evaluate human services. For example, I have extensive research experience, including program evaluation experience. I teach social work students, many of whom work in this field. I work closely with the county's Division of Children and Family Services and also Invest in Children.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I teach social work and conduct research in human services.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: None that occur to me.