



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JANUARY 19, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE JANUARY 5, 2016 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) R2016-0016: A Resolution rescinding Resolution No. R2015-0253 dated 12/8/2015, which made 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 and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2016 - 12/31/2016; authorizing a contract with Medical Mutual of Ohio in the amount not-to-exceed \$3,724,000.00 for said services and time period; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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, JANUARY 5, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 10:04 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.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

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

A motion was made by Mr. Germana, seconded by Mr. Gallagher and approved by unanimous vote to approve the 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.

Mr. Egdilio Morales, Interim Director of the Department of Human Resources, addressed the Committee regarding Resolution No. R2015-0261. Discussion ensued.

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

No further legislative action was taken on Resolution No. R2015-0261.

- 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.

Ms. Cheryl Cheatham addressed the Committee regarding her nomination to serve on the Cuyahoga County Law Library Resources Board. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2015-0266 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- 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.

Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2015-0267. Discussion ensued.

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

Mr. David Heller addressed the Committee regarding his nomination to serve on the Cuyahoga Community College Board of Trustees. Discussion ensued.

Committee members asked questions of Mr. Heller pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2015-0267 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) R2015-0268: 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

Mr. Glassburn addressed the Committee regarding Resolution No. R2015-0268. Discussion ensued.

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

Mr. William Sheehan and Ms. Shanelle Smith addressed the Committee regarding their nomination to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0268 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) R2015-0269: 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

Mr. Glassburn addressed the Committee regarding Resolution No. R2015-0269. Discussion ensued.

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

Ms. LaToya Smith and Ms. Ingrid Angel addressed the Committee regarding their nomination to serve on the Cleveland/ Cuyahoga County Workforce Development Board. Discussion ensued.

Committee members asked questions of Ms. Smith and Ms. Angel pertaining to their experience, expertise and qualifications, which they answered accordingly.

Ms. Amy Marquit Renwald, Assistant Law Director, addressed the Committee regarding any conflict of interest in appointing Ms. Angel. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2015-0269 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- 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.

Mr. Glassburn addressed the Committee regarding Resolution No. R2015-0270. Discussion ensued.

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

Ms. Harriet Applegate addressed the Committee regarding her nomination to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Gallagher, Resolution No. R2015-0270 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

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)

Mr. Glassburn addressed the Committee regarding Resolution No. R2015-0271. Discussion ensued.

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

Ms. Conwell introduced a proposed substitute to Resolution No. R2015-0271. Discussion ensued.

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

The Honorable Michael Byrne addressed the Committee regarding his nomination to serve on the Cuyahoga County Planning Commission. Discussion ensued.

Committee members asked questions of Mayor Byrne pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0271 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

Mr. Germana requested to have his name added as co-sponsor to Resolution No. R2015-0271.

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.

No legislative action was taken on Resolution No. R2015-0272.

6. MISCELLANEOUS BUSINESS

Mr. Douglas Dykes, Interim Chief Talent Officer, introduced himself to the Committee and provided information relating to his background, education and experience.

Mr. Glassburn addressed the Committee regarding Resolution No. R2015-0271, Resolution No. R2015-0272 and the request for withdrawal of Resolution No. R2015-0273. Discussion ensued.

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

7. OTHER PUBLIC COMMENT

Rev. Pamela Pinkney Butts addressed the Committee regarding various non-agenda items.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 11:53 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0261

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

WHEREAS, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the Personnel Review Commission submitted 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

CURRENT
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Coordinator	Class Number:	1053661
		Pay Grade:	6

Departments:	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

Class Title:	Employee Benefits Coordinator	Class Number:	1053661
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	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

Class Title:	Senior Purchasing Administrator	Class Number	1053515
		Pay Grade:	14

Departments:	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

Class Title:	Purchasing Manager	Class Number:	1053515
FLSA:	Exempt	Pay Grade:	15
Dept:	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.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Testing Specialist	Class Number:	1081112
FLSA:	Exempt	Pay Grade:	13
Departments:	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.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Departments:	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

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

Departments:	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.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Departments:	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.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Warden	Class Number:	1025502
FLSA:	Exempt	Pay Grade:	16
Dept:	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.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Jail Administrator	Class Number:	1025503
FLSA:	Exempt	Pay Grade:	17
Dept:	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.

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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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
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

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

Requested By:	PRC Class Plan Routine Maintenance
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Rationale:	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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No. of Employees Affected:	4
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation Ashley Brown, Classification and Compensation Specialist
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Human Resources Contact(s):	Kelli Neale, Program officer 4 Egdilio Morales, Interim Director of Human Resources Joni Harbaugh, Employee Benefits Manager
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Management Contact(s):	Same as Above
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PROPOSED REVISED CLASSIFICATIONS

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

Requested By:	Human Resources
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Rationale:	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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No. of Employees Affected:	1
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Dept.(s) Affected:	Fiscal (Procurement & Diversity)
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Fiscal Impact:	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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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	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
- 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:

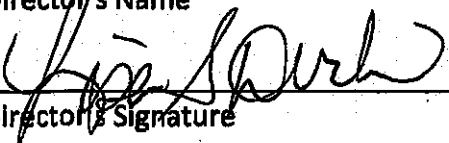
- Classification Function
- Distinguishing Characteristics
- Essential Job Functions
- Pay Grade Change
- Minimum Training and Experience. If selected, will all current employees meet proposed MQs? Yes No
- Additional Requirements. If selected, will all current employees meet proposed MQs? Yes No
- Other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

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

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

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

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

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

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

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@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 Jail Administrator Job Number 1025503
- Revision of an existing classification specification
 Classification Title _____ Job Number _____

Type of Revision(s) Requested:

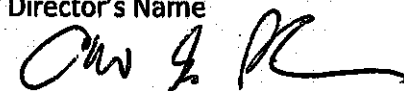
- Classification Function
- Distinguishing Characteristics
- Essential Job Functions
- Pay Grade Change
- Minimum Training and Experience. If selected, will all current employees meet proposed MQs? Yes No
- Additional Requirements. If selected, will all current employees meet proposed MQs? Yes No
- Other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

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@cuyahogacounty.us

E-mail Address

216-443-6066

Telephone No.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0016

<p>Sponsored by: County Executive Budish/Department of Human Resources</p>	<p>A Resolution rescinding Resolution No. R2015-0253 dated 12/8/2015, which made 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 and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2016 - 12/31/2016; authorizing a contract with Medical Mutual of Ohio in the amount not-to-exceed \$3,724,000.00 for said services and time period; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended to rescind Resolution No. R2015-0253 dated 12/8/2015, which made 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 and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2016 - 12/31/2016 and to authorize a contract with Medical Mutual of Ohio in the amount not-to-exceed \$3,724,000.00 for said services and time period; and

WHEREAS, the purpose of this project is to provide stop loss insurance services for the health benefits program; 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 rescinds Resolution No. R2015-0253 dated 12/8/2015, which made 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 and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2016 - 12/31/2016 and authorizes a contract with Medical Mutual of Ohio in the amount not-to-exceed \$3,724,000.00 for said services and time period.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution. To the extent an exemption is needed for anything herein, it is hereby granted.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 12, 2016

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

Journal CC____
_____, 2016