



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 1, 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 FEBRUARY 16, 2016 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2016-0035: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2016-0037: A Resolution confirming the County Executive's appointment of The Honorable Cyril Kleem to serve on the Cuyahoga County Planning Commission representing the Southwest Region for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**
- 8. ADJOURNMENT**

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***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, FEBRUARY 16, 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, Miller and Brown were in attendance and a quorum was determined. Committee member Germana was absent from the meeting.

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

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES FROM THE FEBRUARY 2, 2016 MEETING

A motion was made by Mr. Miller, seconded by Ms. Brown and approved by unanimous vote to approve the minutes from the February 2, 2016 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2016-0001: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review

Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.

Mr. Trevor McAleer, Legislative Budget Advisor, and Ms. Rebecca Kopcienski, Administrator of the Personnel Review Commission, addressed the Committee regarding Resolution No. R2016-0001. Discussion ensued.

Committee members asked questions of Mr. McAleer and Ms. Kopcienski pertaining to the item, which they answered accordingly.

Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0001. Discussion ensued.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2016-0001 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.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

No public comments were given.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 10:16 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0035

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

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the Cuyahoga County 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 February 3, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A and B), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Multi-Media Designer 2*
Number: 1053241
Pay Grade: 10B
*Revise title to *Multi-Media Designer*. Change pay grade from 10B to 11B and revise functions to include additional duties and responsibilities assumed.

Exhibit B: Class Title: *Multi-Media Developer*
Number: 1053243
Pay Grade: 14B
*Revise title to *Multi-Media Manager* to reflect management responsibilities. Change pay grade from 14B to 15B. Revised functions to include additional duties and responsibilities assumed.

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: February 9, 2016

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multi-Media Designer 2	Class Number:	1053241
FLSA:	Exempt	Pay Grade:	10 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to provide multimedia and video production and post production services to client agencies for the purposes of media marketing and communications services for helping client agencies to spread their message to the greater community and its leaders.

Distinguishing Characteristics

This is journey level classification, working under general supervision from a project lead. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative. This class is distinguished from the Multi-Media Developer in that the latter supervises this class and performs the more complex work of the unit.

Essential Job Functions

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

- 30% +/- 15%
- Acts as videographer; shoots video for projects; sets up lighting for interview sessions or in studio environments; transports necessary audio, video and lighting gear and materials to locations; ensures that shots are in focus, properly exposed and meet composition requirements.
- 30% +/- 15%
- Performs as video editor including post production tasks and processes; edits events, public service announcements, and short form video projects to client specifications; digitizes footage; marks good video clips, improves quality of pictures within standard ranges; organizes video clips and edits footage to match the script or project outline; exports videos to share online, through DVD's or for broadcasting on television.
- 10% +/- 15%
- Shoots photographs for print or video projects; digitizes raw photographs to make adjustments and to process for web photo galleries, computer and printing purposes; creates online galleries for client/community review and access.
- 10% +/- 15%
- Develops graphics for print applications or the web, web page layouts or code implementation, testing and debugging; develops user interfaces; draws and designs logos for clients; Implements scripting languages and server side code into web pages; creates designs and graphic elements for publishing to the web or print applications.
- 10% +/- 15%
- Develops motion graphics to help the audience to visualize complex information and statistics, develop branding and informational slides regarding the project or to label information; integrates video footage with computer generated typography and graphical or photographic elements.
- 5% +/- 5%
- Researches new technologies and tools to improve process workflows, efficiency and quality of services; stays abreast of new technology and techniques.

5% +/- 5%

- Develops scripts and outlines for video projects; coordinates projects by reserving space, scheduling people and ensuring that timelines are met.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Visual Communications, Digital Art / Design, or Film with two years experience that includes photography, videography, film editing or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities. May lead projects, as assigned.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including audio visual release forms, brochures, emails, letters memos, press releases, and requests for proposal.
- Ability to comprehend a variety of reference books and manuals including video and design applications manuals, help files, and tutorials/guides, product and equipment guidelines/manuals, storyboards, outlines, online forums, and industry websites.
- Ability to prepare project proposals, scripts, customer service requests, review forms, requests for purchasing, requests for reimbursement, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Multi-Media Designer 2

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with clients, the Business Department, department directors and elected officials.
- Ability to use and interpret marketing, video and audio production, and sound mastering terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Current

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multi-Media Designer	Class Number:	1053241
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to capture, direct, and edit video productions including in-studio, on-location, live events, and special projects. This class participates in the design, implementation and maintenance of audio/video (A/V) systems including live streams, video on demand, public service announcements, and other government programming which may include broadcast television. This classification requires technical and creative skills, and contributes to the enhancement of the County's branding efforts through high quality productions.

Distinguishing Characteristics

This is a journey level classification, working under the direction of a Multi-Media Manager. This position receives instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. This class is distinguished from the Multi-Media Manager in that the later supervises this class and performs the more complex work of the unit.

Essential Job Functions

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

- 35% +/- 10%

• Captures, directs, and edits video productions including in-studio, on-location, live events, and special projects (e.g. - utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; produces, shoots, and edits visual communication projects and optimizes media for various formats; setup lighting; pack and transport necessary audio, video, lighting gear and grip equipment to remote locations; ensures composition, focus, exposure, audio levels and video signals for proper guidelines and results; edits video clips and utilize additional footage, broadcast graphics, music, sound to engage the audience).
- 25% +/- 10%

• Administers technical video engineering and conducts research to stay up to date on current technologies (e.g. – administers functional operation of hardware and software systems; plan and develop custom technical solutions to meet client requirements and requests; research equipment, hardware, software, technology and high-end storage systems).
- 15% +/- 10%

• Designs graphics and animations for print, web, and digital applications (e.g. – produce designs and develops work for web pages; develop video branding and informational slides related to specific projects; design broadcast ready graphics and animations to help the audience visualize complex information and statistics).
- 15% +/- 10%

• Manages client account services (e.g. - communicates, plans, and executes complex projects with various agencies and levels of administration to fulfill their media strategies; develop ideas and communicate opportunities with end clients).

Multi-Media Designer

10% +/- 5%

- Captures, directs and edits photography (e.g. – Schedules, plans, and coordinates photography session and photography related projects for marketing, advertising, and communication initiatives; edits and enhances the appearance and level of professionalism in finalized photos).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Visual Communications, Digital Art / Design, Film, or a related field with two (2) years previous experience that includes photography, videography, film editing or a related field; or any equivalent combination of training and experience.

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

- Ability to operate a variety of automated office machines including computer and peripheral equipment and a variety of cameras, lighting equipment and light-board, production equipment, AV equipment, voice recorders, and various other technologies and software utilized by the county.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project concepts, agency promotional and operational material, video release forms, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and materials including departmental and County policy manual, software manuals, video productions, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, time-sheets, status reports, budget information, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Multi-Media Designer

- Ability to use and interpret marketing, video and audio production, web and network, AV systems, schematic drawings, construction blueprints, renderings, and sound mastering terminology and language.
- Ability to communicate with County Council Members, Executive leadership, staff, clients, vendors, contractors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations can be exposed to weather conditions.

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

Proposed

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053241	Multi-Media Designer 2	Information Technology	Exempt	10B

Requested By:	Human Resources
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Rationale:	Result of position audit. The new County Administration Building expanded the roles of the multi-media operations to include a new audio-visual system and live video streams. The expanded duties increased the equipment utilization and level of difficulty resulting in a pay grade increase from 10B to 11B. Where necessary, changes were made throughout the specification to reflect the additional duties and responsibilities.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 10B \$51,251.20 - \$71,760.00 PG 11B \$54,766.40 - \$76,648.0 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):	Michael Young, Interim Chief Information Officer Debbie Davtovich, Web & Applications Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multi-Media Developer	Class Number:	1053243
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to coordinate and produce multimedia and video projects for all County agencies. This classification is responsible for overseeing quality and management of project resources, client relations, project creation and dissemination.

Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of multi-media and video equipment, systems and programs.

Essential Job Functions

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

- 25% +/- 10%
- Coordinates initial project meetings; researches project purpose and goals; reviews project messages; meets with clients to define project parameters.
- 20% +/- 10%
- Conducts all steps necessary to produce projects including script writing, casting, location scouting and design, lighting and audio, film editing, setting budgets and deadlines, communicating with all parties involved and directing talent and crew.
- 15% +/- 5%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
- 15% +/- 5%
- Serves as videographer; shoots video or project in studio and on location including proper image composition, lighting and audio equipment use; directs interviews and crews on site.
- 15% +/- 5%
- Serves as film or video editor; assembles the final product by quality control of raw camera footage shots, dialogue, sound effects and graphics.
- 10% +/- 5%
- Resolves day-to-day problems of filming and coordinates other activities including camera, sound, editorial and musical.

Minimum Training and Experience Required to Perform Essential Job Functions

Multi-Media Developer

Bachelor's degree in communications, video productions or a related field with six (6) years previous experience involving photography, videography, film editing; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project concepts, agency promotional material, video release forms, billing invoices and performance appraisal forms.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, software manuals, video and editing tutorial guides.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Multi-Media Developer

- 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 and to communicate with staff, clients, vendors, contractors, and departmental employees and administrators.
- Ability to use and interpret marketing, video and audio production, and sound mastering terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multi-Media Manager	Class Number:	1053242
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to manage the technical production of video media activities initiated, generated and produced by County staff. The person in this class is responsible for overseeing internal and external resources, client relations, and content creation and dissemination. This class participates in the design, implementation and maintenance of audio/video (A/V) systems including live streams, video on demand, public service announcements, and other government programming which may include broadcast television. This classification requires technical and creative skills, and contributes to the enhancement of the County's branding efforts through high quality productions.

Distinguishing Characteristics

This is a professional, management-level class working under the direction of a unit administrator. This position is responsible for monitoring the work of outside service vendors as well as supervising and participating with staff. The employee in this class uses interpersonal communication, analytical and problem solving skills, as well as technical skills to demonstrate the ability to think creatively and provide marketable solutions in developing and producing content. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of multimedia development for the county. This class requires extensive knowledge of multimedia, A/V, video equipment, systems and programs.

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%

• Administers projects and manages client relations (e.g. - gathers project requirements, reviews project proposals, prepares status reports, and monitors projects to ensure that they remain on schedule, within budget and are in alignment with current technical standards; effectively communicates business objectives; reviews and researches client concerns and acts as lead collaborative with client, communication team, web designers, and productions staff to ensure brand consistency).
- 30% +/- 10%

• Captures, directs and edits all Cuyahoga County video productions including in-studio, on-location, live events, and special projects (e.g. - produces original client driven multimedia content and AV system solutions; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; use aesthetic judgment and presentation skills to stylize assigned programs; produces, shoots, and edits high definition video and optimizes media for various formats).
- 25% +/- 10%

• Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work (e.g. - consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews).

Multi-Media Manager

15% +/- 10%

- Oversees and maintains production facilities including studio, meeting control rooms, edit stations & equipment rooms to ensure proper setup, use and maintenance of production areas and equipment (e.g. - oversees the work of vendors including A/V installation, configuration and maintenance; monitors and evaluates the efficiency and effectiveness of multimedia delivery methods and procedures, and makes recommendations for improvements; conducts research for production equipment purchases and provides budgetary pricing and purchase recommendations for future needs and advances in technology).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in communications, video productions, management, digital media, or a related field with six (6) years previous experience involving photography, videography, digital editing, storytelling, or related experience; or any equivalent combination of training and experience.

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

- Ability to operate a variety of automated office machines including computer and peripheral equipment and a variety of cameras, lighting equipment and light-board, production equipment, AV equipment, voice recorders, and various other technologies and software utilized by the county.

Supervisory Responsibilities

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

Multi-Media Manager

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project concepts, agency promotional and operational material, video release forms, billing invoices, performance evaluations forms, and other reports and records.
- Ability to comprehend a variety of reference books and materials including departmental and County policy manual, software manuals, video productions, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, time-sheets, status reports, budget information, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret marketing, video and audio production, web and network, AV systems, schematic drawings, construction blueprints, renderings, and sound mastering terminology and language.
- Ability to communicate with County Council Members, Executive leadership, staff, clients, vendors, contractors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations can be exposed to weather conditions.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053243	Multi-Media Developer	Information Technology	Exempt	14B

Requested By:	Human Resources
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Rationale:	Result of position audit. The new County Administration Building expanded the roles of the multi-media operations to include a new audio-visual system and live video streams. The expanded duties increased the equipment utilization and level of difficulty resulting in a pay grade increase from 14B to 15B. Where necessary, changes were made throughout the specification to reflect the additional duties and responsibilities. Title of classification changed to "Multi-Media Manager" to reflect management responsibilities.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 14B \$65,208.00 - \$91,312.00 PG 15B \$68,723.20 - \$96,200.00 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):	Michael Young, Interim Chief Information Officer Debbie Davtovich, Web & Applications Administrator
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County Council of Cuyahoga County, Ohio

Resolution No. R2016-0037

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of The Honorable Cyril Kleem to serve on the Cuyahoga County Planning Commission representing the Southwest Region for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Gallagher	

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 Mayor Cyril Kleem (Southwest Region) to serve on the Cuyahoga County Planning Commission for an unexpired term ending 12/31/2018; 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 The Honorable Cyril Kleem to serve on the Cuyahoga County Planning Commission representing the Southwest Region for an unexpired term ending 12/31/2018.

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 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: February 9, 2016

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

Additional Sponsorship Requested on the Floor: February 9, 2016

Journal _____
_____, 20__



ARMOND BUDISH
Cuyahoga County Executive

February 2, 2016
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 Cyril Kleem, of Berea, Cuyahoga County (New Appointment –Southwest Region, Replacing Trustee Sherri Lippus) for an unexpired term beginning 2/2/16 and expiring 12/31/2018**

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 this position.

The nomination is for an unexpired 3 year term beginning 2/2/2016 and expiring 12/31/2018.

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

This board is uncompensated.

A biography for Mayor Kleem 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 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



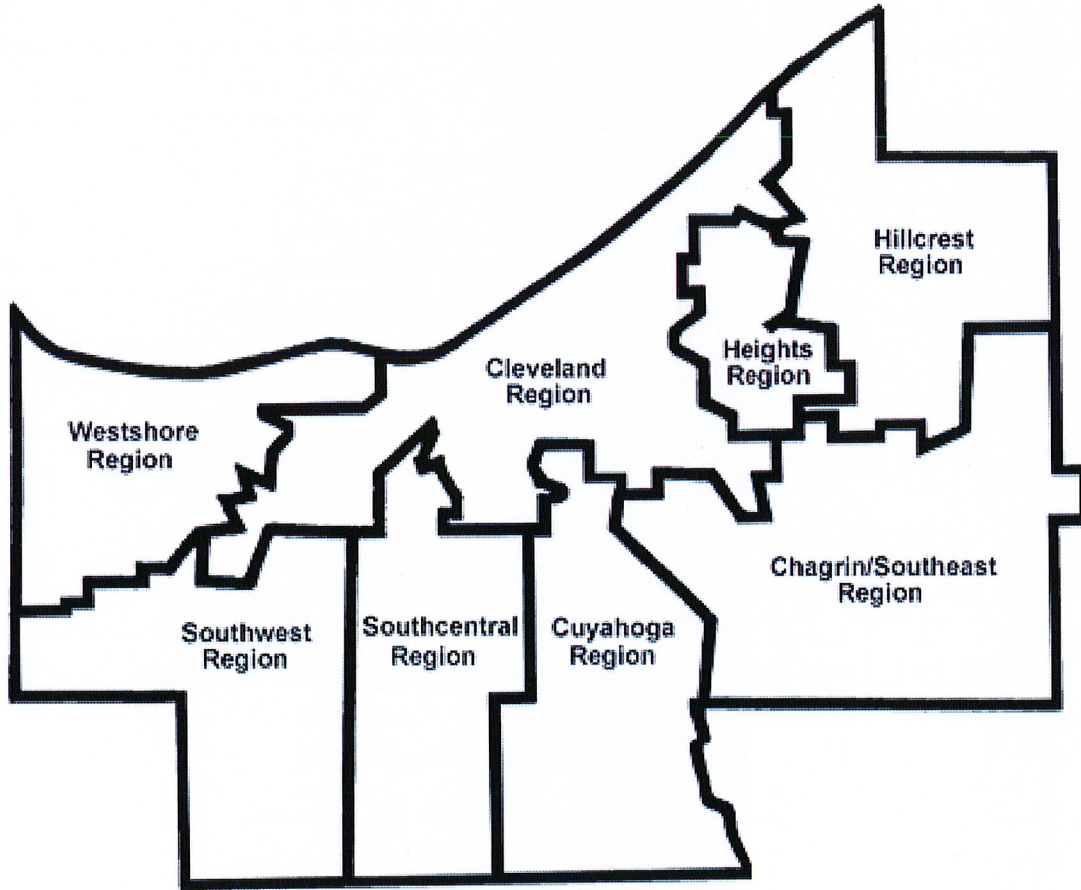
Mayor Cyril Kleem, of Berea

Biographical Highlights:

- Elected to three terms as Mayor (2008-current).
- Founder and Executive Director of the Berea Community Development Corp. (2004-2008).
 - Non-profit that performed urban planning, economic development, community development and grant writing.
- Economic and Community Development Administrator and Executive Assistant to the Mayor, City of Berea (1998-2004).
- Original Board member of the Cuyahoga County Land Reutilization Corporation (Land Bank)
- Mentor for at-risk males with Ohio Boys Town and Guidestone (Berea Children's Home)
- Vice President of Hanson House, a non-profit to assist those with traumatic brain injuries
- Member of the Rotary Club and Kiwanis Club
- Bachelor's Degree in Political Science from Baldwin-Wallace College
- Master's Degree in Political Science from the University of Akron
- Master's Degree in Urban Planning, Design and Development from Cleveland State University



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