



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, AUGUST 9, 2016**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE JULY 5, 2016 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2016-0124: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, 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, JULY 5, 2016  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM**

**1. CALL TO ORDER**

**Chairwoman Conwell called the meeting to order at 10:03 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 JUNE 7, 2016 MEETING**

**A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to approve the minutes from the June 7, 2016 meeting.**

**5. MATTERS REFERRED TO COMMITTEE**

- a) R2016-0104: A Resolution confirming the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.

**Mr. Chris Glassburn, Senior Policy Advisor, addressed the Committee regarding Resolution No. R2016-0104. Discussion ensued.**

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

**Mr. Terry Allan addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.**

**Committee members asked questions of Mr. Allan 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. R2016-0104 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

- b) R2016-0105: A Resolution confirming the County Executive's appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; confirming the appointment of Christopher George to serve as alternate to David Marquard; confirming the appointment of Nichole English to serve as alternate to Michael W. Dever; and declaring the necessity that this Resolution become immediately effective.

**Mr. Glassburn; Mr. Michael Dever, Director of the Department of Public Works; Ms. Claire Kilbane, Assistant Director for the Cuyahoga County Planning Commission; and Ms. Amy Marquit-Renwald, Assistant Law Director, addressed the Committee regarding Resolution No. R2016-0105. Discussion ensued.**

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

**Mr. David Marquard addressed the Committee regarding his nomination to serve on the District One Public Works Integrating Committee. Discussion ensued.**

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

**On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2016-0105 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- c) R2016-0117: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, and Mr. Egdilio Morales, Director of Human Resources Employee and Labor Relations and Chief Labor Counsel, addressed the Committee regarding Resolution No. R2016-0117. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Mr. Gallagher, Resolution No. R2016-0117 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

#### 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 10:38 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0124

|   |  |
|---|--|
| Sponsored by: <b>Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission</b> | <b>A Resolution</b> adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. |
|---|--|

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 (Ordinance Nos. 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 6/29/2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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: *Administrative Hearing Officer*  
Class Number: 1052611  
Pay Grade: 13  
\*Revised functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B: Class Title: *Administrative Hearing Officer Supervisor*  
Class Number: 1052612  
Pay Grade: 14  
\*Revised functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit C: Class Title: *Administrative Hearing Program Administrator*  
Class Number: 1052613  
Pay Grade: 15  
\* Revised functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Proposed Deleted Classification:

Exhibit D: Class Title: *Senior Payroll Officer*  
Number: 1053624  
Pay Grade: 8

Proposed New Classifications:

Exhibit E: Class Title: *Domestic Relations Mediator*  
Number: 1062552  
Pay Grade: 10

Exhibit F: Class Title: *Talent Acquisition & Employment Specialist*  
Number: 1053811  
Pay Grade: 10

**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: July 12, 2016

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |         |
|---------------------|---|----------------------|---------|
| <b>Class Title:</b> | Administrative Hearing Officer  | <b>Class Number:</b> | 1052611 |
| <b>FLSA:</b>        | Exempt  | <b>Pay Grade:</b>    | 13      |
| <b>Dept:</b>        | Cuyahoga Job & Family Services (Child Support Enforcement Agency), only |                      |         |

**Classification Function**

The purpose of this classification is to preside over administrative child support hearings and parenting time hearings with parties and their representatives.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for preparing and presiding over administrative hearings. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Administrative Hearing Officer Supervisor 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.**

- 70% +/- 10%
- Presides over administrative child support hearings and parenting time hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of child and medical support; ensures that parties are advised of their legal right and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties.
- 15% +/- 10%
- Reviews files, administrative records, state wage information, court dockets, public assistance information, and computer programs; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; rules on requests for cancellations, dismissals, and continuances; researches statutory and case laws as well as Ohio Administrative Code; prepares memorandums, proposals, policies, and procedures.
- 15% +/- 10%
- Reviews, evaluates, and interprets for credibility and accuracy evidence presented at hearing; researches legal issues presented at hearing; prepares child support and medical support orders for typing and distribution to parties and attorneys; verifies address, pay rates, medicals, etc.

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

Juris Doctorate with three (3) years of legal experience in family law. Must have a valid and current license to practice law in the State of Ohio.

**Additional Requirements for all levels**

Must obtain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hiring.

EXHIBIT A

Proposed DATE



**Administrative Hearing Officer**

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

**Physical Requirements**

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

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as algebra.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, finding, recommendations, SVES, BMV Ladser Substrates, SETS, CRIS-e, letters from schools) and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Child Support Guidelines, Ohio Revised Code, Personnel Policies and Procedures Manual, Ohio Administrative Code, Rules of Civil Procedure, case law, Ohio Code of Professional Responsibility, and Ohio Code of Ethics.
- Ability to prepare administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, Backlog Report, report for special projects, docket findings, transmittal logs, policy and procedures, spreadsheets, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal litigation, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, accounting, and counseling terminology and language.
- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

**Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to violence, disease, bodily fluids, and noise extremes.

*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 DATE

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |         |
|---------------------|---|----------------------|---------|
| <b>Class Title:</b> | Administrative Hearing Officer Supervisor | <b>Class Number:</b> | 1052612 |
| <b>FLSA:</b>        | Exempt                                    | <b>Pay Grade:</b>    | 14      |
| <b>Dept:</b>        | Child Support Enforcement Agency, only    |                      |         |

**Classification Function**

The purpose of this classification is to supervise Administrative Hearing Officers, which includes responsibilities of case reviews and conducting administrative hearings.

**Distinguishing Characteristics**

This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Jobs and Family Services. This class works under the direction from the Office of Child Support Services (OCSS) Director/designee, Deputy Director, or the Administrative Hearing Program Administrator. The incumbent exercises discretion in applying procedures to review cases and conduct hearings, and provide instruction for Administrative Hearing Officers.

**Essential Job Functions**

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

- 45% +/- 10%
- Supervises Administrative Hearing Officers; provides job instruction and training; updates staff on current laws and worksheets; assigns, coordinates, and reviews work; prepares employee performance evaluations; reviews and approves employee leave requests; reviews time sheets; reviews weekly and monthly hearing officer statistics; sits on the interview panel for selection of employees; recommends discipline or discharge.
- 30% +/- 10%
- Performs legal research into issues related to cases; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development of policies and procedures based on legislative developments; reviews problem cases; works with court personnel and Prosecutors' Office to resolve issues on court cases and administrative cases.
- 15% +/- 10%
- Reviews cases and conducts hearings; hears arguments and evidence of both parties, compares hearing information and case research with any appropriate guidelines, prepares recommendations and findings, applies data to any associated guidelines for review purposes.
- 10% +/- 5%
- Performs various administrative duties; conduct monthly unit meetings; prepare agenda and meeting minutes; attend trainings, seminars, and video conferences; give advice and answer questions about policy or legal matters; resolve clients' complaints; docket cases and forwards for inclusion on master list, interpret any court orders associated with hearing; examines case files for accuracy.

**EXHIBIT B**

Proposed DATE

## **Administrative Hearing Officer Supervisor**

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

Juris Doctorate with five (5) years of family law experience including one year of supervisory experience. Must have a valid and current license to practice law in the State of Ohio.

### **Additional Requirements for all levels**

Must obtain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hiring.

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

#### **Physical Requirements**

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

#### **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.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as algebra.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including journal entries, case files, statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, weekly statistics, monthly statistics, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Child Support Guidelines, Ohio Administrative Code, Case Law, and Ohio Revised Code.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal litigation, 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 **accounting, human resource, medical,** and legal terminology and language.

Proposed DATE

**Administrative Hearing Officer Supervisor**

- Ability to communicate with hearing participants, attorneys, hearing officers, management staff, referees, court personnel, prosecutors, directors, agency staff, clients, 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.*

Proposed DATE

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |         |
|---------------------|---|----------------------|---------|
| <b>Class Title:</b> | Administrative Hearing Program Administrator                            | <b>Class Number:</b> | 1052613 |
| <b>FLSA:</b>        | Exempt  | <b>Pay Grade:</b>    | 15      |
| <b>Dept:</b>        | Cuyahoga Job & Family Services (Child Support Enforcement Agency), only |                      |         |

**Classification Function**

The purpose of this classification is to administer hearing program functions and to supervise several different units in the Office of Child Support Services (OCSS).

**Distinguishing Characteristics**

This is a senior management level classification with responsibility for overseeing and performing technical activities in several units in the Child Support Enforcement Agency. This class performs technical and functional oversight and is responsible for ensuring duties are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

**Essential Job Functions**

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

- 50% +/- 10%
- Manages the components of Administrative Hearing Unit and other assigned functional units of the child support program; delegates assignments to staff; monitors completion of assignments; addresses client issues in person, via correspondence, or over the telephone; participates in telephone out-of-state phone hearings; vacates/corrects orders; addresses order number conflicts; works Administrative Hearing Unit locate drawer; problem solving case specific issues; monitors and prepare performance report to insure compliance with mandatory statutory time frames; determines allocation of staff based upon needs and demands.
- 25% +/- 10%
- Conducts meetings and trainings; oversees training of new staff; attends weekly managers' meeting, attends quarterly meetings; conducts monthly supervisory staff meetings; prepares and conducts presentations to the management team; attends Ohio CSEA Director's Association conference and legal seminars; participates in TALK and ARWIG video sessions.
- 15% +/- 10%
- Develops policies/procedures; works on special projects; establish performance objectives in conjunctions with the Federal Performance Indicators; develops and maintains reporting systems to monitor status, activity, and performance of the divisions; develops and implements customer service standards; evaluates new legislation to determine the impact on the agency; develops and revises policies and procedures based on changes to the Ohio Revised Code; participates in project specific agency workgroups; designs and monitor special projects designed to insure compliance with the Ohio Revised Code.
- 10% +/- 5%
- Addresses personnel issues; complete performance evaluations reviews and approves performance evaluations completed by supervisors; disciplines staff including verbal, coaching, written reprimands, and recommendations for suspension or removal; participates in new hire interview and promotional opportunity interviews; approves timesheets, leave requests, and requests for administrative leave; addresses staff work place needs.

**EXHIBIT C**

**Proposed DATE**

**Administrative Hearing Program Administrator**

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

Juris Doctorate with five (5) years of law experience, preferably in a related field. Must have a valid and current license to practice law in the State of Ohio.

**Additional Requirements for all levels**

Must obtain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hiring.

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

**Physical Requirements**

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

**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.

**Mathematical Ability**

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

**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 various mail about child support issues, client files, statutes and regulations, case law, law reviews, court or administrative orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, and the State Office of Child Support Online Program Manual.
- Ability to prepare case reports, monthly reports, policies procedures, internal memorandums, updating internal forms/worksheets, performance appraisals, Ohio Administrative Code clearance review comments, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Proposed DATE

## **Administrative Hearing Program Administrator**

- Ability to engage in formal litigation, to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and low level human resource terminology and language.
- Ability to communicate with hearing participants, attorneys, hearing officers, judges, administrator, director, deputy director, co-managers, supervisors, support officers, program officers, legal service assistants, support specialists, information processors, clients, prosecutors, court personnel, agency staff and 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.*

Proposed DATE

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                         |                      |         |
|---------------------|-------------------------|----------------------|---------|
| <b>Class Title:</b> | Senior Payroll Officer  | <b>Class Number:</b> | 1053624 |
| <b>FLSA:</b>        | Non - Exempt            | <b>Pay Grade:</b>    | 8       |
| <b>Dept:</b>        | Fiscal Office - Auditor |                      |         |

### Classification Function

The purpose of this classification is to maintain accurate payroll records for employees in all County agencies ensuring that all paychecks are accurate and consequent deduction warrants are correct.

### Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring timely and accurate payroll processing for County employees. The employee works under a framework of well established policies and procedures. The incumbent coordinates payroll functions with Payroll Officers from the other County departments. This class requires a higher level of experience than the journey level Payroll Officer class and is responsible for County-wide payroll services.

### 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%
- Enters payroll and personnel data; ensures that all data entries are correct.
- 20% +/- 5%
- Downloads pay data including hours and earnings into the payroll system; generates payroll checks and deduction warrants; sends out deduction reports and warrants to all agencies.
- 10% +/- 10%
- Prepares and files municipal income taxes; calls in Federal tax deposits and payments.
- 5% +/- 10%
- Processes mail and information requests.
- 10% +/- 10%
- Performs online reporting of OPERS including buyback, disability reporting, and sending out of checks.
- 20% +/- 5%
- Answers phone calls and questions from department Payroll Officers, County employees and the public; provides assistance with problems and corrections.
- 5% +/- 5%
- Sets up and processes prosecutor stipends.

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

An Associate's degree in bookkeeping, computer science, business or a related field with three (3) years experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.



**Additional Requirements**

No certificates or licenses required.

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

**Physical Requirements**

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

**Supervisory Responsibilities**

- No supervisory requirements.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee data, bank reports, tax reports, garnishment files, OPERS reports and forms, letters and warrants.
- Ability to comprehend a variety of reference books and manuals including payroll manual, pay registers, work histories, and FAMIS.
- Ability to prepare file maintenance reports, gross to net registers, spreadsheets, stipend reports, revenue receipts, checks, money orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret payroll and benefits terminology and language.
- Ability to communicate with Payroll Officers, employees from other departments, departmental employees, OPERS and the public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                    |                      |         |
|---------------------|------------------------------------|----------------------|---------|
| <b>Class Title:</b> | Domestic Relations Mediator        | <b>Class Number:</b> | 1062552 |
| <b>FLSA:</b>        | Exempt                             | <b>Pay Grade:</b>    | 10      |
| <b>Dept:</b>        | Public Safety and Justice Services |                      |         |

### Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

### Distinguishing Characteristics

This is a professional level classification with responsibility for performing mediations for domestic relations cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; listens and processes information in mediations; negotiates with high conflict couples through oral communication; teaches communications skills; screens for substance, mental health, and child abuse; prepares for mediation by reviewing docket and all filed Motions and Orders; advises litigants of outcomes and options available.
- 15% +/- 10%
- Assists with special projects as needed by the Cuyahoga County Domestic Relations; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 30% +/- 10%
- Performs administrative tasks; creates parenting plans; maintains assigned docket; maintains deadlines and coordinates with court staff; maintains court calendar; inputs court case notes; refers litigants to Ohio Agencies for services; attends required continuing education courses.

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

Juris Doctorate with one (1) year of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

### Additional Requirements for all levels

No special license or certification is required.

**EXHIBIT E**

Proposed DATE

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

### **Physical Requirements**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine 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 case motions, orders, intake forms, motions to modify parental rights and responsibility, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Civil Rules, Rules of Domestic Relations Court, current legislation in family law, and Ohio Rules of Mediation.
- Ability to prepare correspondence, memorandum of understandings, mediation outcome reports, quarterly status reports, agreements to mediate, Records for Early Neutral Evaluation cases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with judges, court personnel, attorneys, Guardian Ad Litem, Domestic Violence Advocates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

*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 DATE

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |  |                      |         |
|---------------------|--|----------------------|---------|
| <b>Class Title:</b> | Talent Acquisition & Employment Specialist | <b>Class Number:</b> | 1053811 |
| <b>FLSA:</b>        | Exempt                                     | <b>Pay Grade:</b>    | 10      |
| <b>Dept:</b>        | Human Resources                            |                      |         |

**Classification Function**

The purpose of this classification is to identify, develop, and implement talent acquisition and employment strategies to meet the County's current and future staffing needs.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for developing and managing talent acquisition projects under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues.

**Essential Job Functions**

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

- 40% +/- 10%
- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists, including but not limited to the identification of timeline, milestones, deliverables, approvals, candidate sourcing & screening, and interview competencies and assessments; works with line managers to address existing and anticipated organizational and skill needs; assists in identifying areas of skill deficiencies and developing solutions to address them; develops an understanding of job requirements; works with hiring managers to identify departmental skill gaps and possible opportunities to identify and/or create entry level and experienced employment opportunities; identifies possible internship, cooperative education, or other training programs to assist in early talent identification; assists in identifying and/or creating mechanisms to retain employees; develops a pipeline of experienced and entry level candidates to anticipate future hiring needs; creates mechanisms to foster short and long term candidate relationship building as a feeder for County vacancies.
- 20% +/- 10%
- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experience; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turn over analysis ratios, skill set availability, and local, state, and federal unemployment rate.
- 15% +/- 10%
- Screens applicants qualifications for unclassified positions to ensure minimum qualifications are met, and forwards suitable candidates to hiring manager; records appropriate information on any applicable job applicant screening forms to assist managers in supporting selection decisions; screens applications for bargaining and non-bargaining positions, based on job qualifications and makes recommendations to hiring manager; prepares correspondence to applicants, including test notices, rejection notices, invitations to interview, offer letters, etc.; coordinates and facilitates applicant screening processes including assessments and interviews; communicates with stakeholders on interviewing process and establishes roles for all participants in the hiring and selection process.

Proposed DATE

**EXHIBIT F**

15% +/- 10%

- Develops and coordinates talent acquisition outreach projects and programs in alignment with organizational need for current and future vacancies within the County; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups); builds relationships with unemployment agencies, higher educational institutions, welfare co-work, community leaders, etc.; develops talent acquisition goals for under-representative groups and proceeds accordingly; investigates and implements new talent acquisition processes; monitors local and national employment trends and makes recommendations; identifies appropriate departmental vacancies and solicits internships with local colleges and universities as needed; assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community based organizations; identifies targeted candidate populations: skilled trades/craft, students, military/veterans, retraining, & re-entry programs, vocational programs and educational institutions, etc. to support organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives.

10% +/- 5%

- Performs related administrative duties; maintains records of data and information on vacant positions to determine talent acquisition needs; tracks vacancies; tracks and monitors the filling of positions based on the talent acquisition goals; prepares reports as needed.

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

Bachelor's degree preferably in Human Resources, Labor and Employee Relations, Business Management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management or organizational development.

#### **Additional Requirements for all levels**

No special license or certification is required.

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

##### **Physical Requirements**

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

##### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including background check information, resumes, cover letters, applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores and other reports and records.

Proposed DATE




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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**DATE:** June 30, 2016

**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 June 29, 2016, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. 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:

| <b>PROPOSED NEW CLASSIFICATIONS</b>          |                              |                  |                                    |
|--|------------------------------|------------------|------------------------------------|
| <b>Classification Title</b>                  | <b>Classification Number</b> | <b>Pay Grade</b> | <b>Department</b>                  |
| Domestic Mediator                            | 1062552                      | 10               | Public Safety and Justice Services |
| Talent Acquisition & Employment Specialist   | 1053811                      | 10               | Human Resources                    |
| <b>PROPOSED REVISED CLASSIFICATIONS</b>      |                              |                  |                                    |
| <b>Classification Title</b>                  | <b>Classification Number</b> | <b>Pay Grade</b> | <b>Department</b>                  |
| Administrative Hearing Officer               | 1052611                      | 13               | Cuyahoga Job & Family Services     |
| Administrative Hearing Officer Supervisor    | 1052612                      | 14               | Cuyahoga Job & Family Services     |
| Administrative Hearing Program Administrator | 1052613                      | 15               | Cuyahoga Job & Family Services     |

Cuyahoga County Personnel Review Commission  
 2429 Superior Viaduct, 2<sup>nd</sup> Floor • Cleveland, Ohio 44113 • (216) 443-5675 • Fax (216) 443-3694  
[www.prc.cuyahogacounty.us](http://www.prc.cuyahogacounty.us)

342 © 106

**PROPOSED DELETED CLASSIFICATION(S)**

| <b>Classification Title</b> | <b>Classification Number</b> | <b>Pay Grade</b> | <b>Department</b> |
|-----------------------------|------------------------------|------------------|-------------------|
| Senior Payroll Officer      | 1053624                      | 8                | Fiscal Office     |

cc: Deborah Southerington, Commissioner  
Robert Wolff, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive  
Douglas Dykes, Chief Talent Officer  
Holly Woods, Dir. of HR Benefits and Compensation  
Melissa Foldesi, Compensation Manager

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Jeanne Schmotzer, Clerk of Council  
Melinda Burt, Law Department  
Kristen Moore, Paralegal  
Robert Triozzi, Law Director



| <b>Job Title</b>                             | <b>Classification Number</b> | <b>Pay Grade</b> | <b>Department</b>                  | <b>Rational</b>  |
|--|------------------------------|------------------|------------------------------------|--|
| <b>NEW</b>                                   |                              |                  |                                    |  |
| Domestic Mediator                            | 1062552                      | 10               | Public Safety and Justice Services | This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.  |
| Talent Acquisition & Employment Specialist   | 1053811                      | 10               | Human Resources                    | This is a new classification requested by the Department of Human Resources based on the operational needs of the department.  |
| <b>REVISED</b>                               |                              |                  |                                    |  |
| Administrative Hearing Officer               | 1052611                      | 13               | Cuyahoga Job & Family Services     | PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. |
| Administrative Hearing Officer Supervisor    | 1052612                      | 14               | Cuyahoga Job & Family Services     | PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. |
| Administrative Hearing Program Administrator | 1052613                      | 15               | Cuyahoga Job & Family Services     | PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. |
| <b>DELETE</b>                                |                              |                  |                                    |  |
| Senior Payroll Officer                       | 1053624                      | 8                | Fiscal Office                      | The County has entered into a CBA with Laborer's Union Local 860 to represent employees in the County Fiscal Office.   |

**PROPOSED REVISED CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b> | <b>Department</b>                | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|-----------------------------|----------------------------------|--------------------|------------------|
| 1062552             | Domestic Relations Mediator | Public Safety & Justice Services | Exempt             | 10               |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |   |
|-------------------|---|
| <b>Rationale:</b> | This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer. |
|-------------------|---|

|                                   |   |
|-----------------------------------|---|
| <b>No. of Employees Affected:</b> | 2 |
|-----------------------------------|---|

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Dept.(s) Affected:</b> | Public Safety & Justice Services |
|---------------------------|----------------------------------|

|                       |           |
|-----------------------|-----------|
| <b>Fiscal Impact:</b> | TBD by HR |
|-----------------------|-----------|

|                               |      |
|-------------------------------|------|
| <b>Staffing Implications:</b> | None |
|-------------------------------|------|

|                        |   |
|------------------------|---|
| <b>PRC Contact(s):</b> | Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>Human Resources Contact(s):</b> | Kelli Neale<br>Melissa Foldesi |
|------------------------------------|--------------------------------|

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Management Contact(s):</b> | Brandy Carney, Interim Director |
|-------------------------------|---------------------------------|

**PROPOSED NEW CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b>                           | <b>Department</b>      | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|---|------------------------|--------------------|------------------|
| <b>1053811</b>      | <b>Talent Acquisition &amp; Employment Specialist</b> | <b>Human Resources</b> | <b>Exempt</b>      | <b>10</b>        |

|                      |  |
|----------------------|--|
| <b>Requested By:</b> | Douglas Dykes, Director of Human Resources |
|----------------------|--|

|                   |  |
|-------------------|--|
| <b>Rationale:</b> | This is a new classification that will work under the direction of the Talent Acquisition and Employment Manager to identify, develop, and implement talent acquisition and employment strategies. |
|-------------------|--|

|                                   |      |
|-----------------------------------|------|
| <b>No. of Employees Affected:</b> | None |
|-----------------------------------|------|

|                           |                 |
|---------------------------|-----------------|
| <b>Dept.(s) Affected:</b> | Human Resources |
|---------------------------|-----------------|

|                       |  |
|-----------------------|--|
| <b>Fiscal Impact:</b> | PG 10 \$48,505.60 – \$67,912.00<br>Step Placement TBD by Human Resources |
|-----------------------|--|

|                               |  |
|-------------------------------|--|
| <b>Staffing Implications:</b> | Position to be filled once classification is active. |
|-------------------------------|--|

|                        |   |
|------------------------|---|
| <b>PRC Contact(s):</b> | Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

|                                    |  |
|------------------------------------|--|
| <b>Human Resources Contact(s):</b> | Matthew Kelly, Talent Acquisition & Employment Manager<br>Douglas Dykes, Director of Human Resources |
|------------------------------------|--|

|                               |                |
|-------------------------------|----------------|
| <b>Management Contact(s):</b> | Same as above. |
|-------------------------------|----------------|

**PROPOSED REVISED CLASSIFICATIONS**

| Class Number | Classification Title           | Department  | FLSA Status | Pay Grade |
|--------------|--------------------------------|---|-------------|-----------|
| 1052611      | Administrative Hearing Officer | Cuyahoga Job & Family Services (Child Support Enforcement Agency) | Exempt      | 13        |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |  |
|-------------------|--|
| <b>Rationale:</b> | PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. |
|-------------------|--|

|                                   |   |
|-----------------------------------|---|
| <b>No. of Employees Affected:</b> | 9 |
|-----------------------------------|---|

|                           |   |
|---------------------------|---|
| <b>Dept.(s) Affected:</b> | Cuyahoga Job & Family Services (Child Support Enforcement Agency) |
|---------------------------|---|

|                       |      |
|-----------------------|------|
| <b>Fiscal Impact:</b> | None |
|-----------------------|------|

|                               |      |
|-------------------------------|------|
| <b>Staffing Implications:</b> | None |
|-------------------------------|------|

|                        |   |
|------------------------|---|
| <b>PRC Contact(s):</b> | Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>Human Resources Contact(s):</b> | Kelli Neale<br>Melissa Foldesi |
|------------------------------------|--------------------------------|

|                               |  |
|-------------------------------|--|
| <b>Management Contact(s):</b> | David Merriman, Director<br>Anthony Sharaba, Deputy Director |
|-------------------------------|--|

**PROPOSED REVISED CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b>               | <b>Department</b>   | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|---|---|--------------------|------------------|
| 1052612             | Administrative Hearing Officer Supervisor | Cuyahoga Job & Family Services (Child Support Enforcement Agency) | Exempt             | 14               |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |  |
|-------------------|--|
| <b>Rationale:</b> | PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. |
|-------------------|--|

|                                   |        |
|-----------------------------------|--------|
| <b>No. of Employees Affected:</b> | Vacant |
|-----------------------------------|--------|

|                           |   |
|---------------------------|---|
| <b>Dept.(s) Affected:</b> | Cuyahoga Job & Family Services (Child Support Enforcement Agency) |
|---------------------------|---|

|                       |      |
|-----------------------|------|
| <b>Fiscal Impact:</b> | None |
|-----------------------|------|

|                               |      |
|-------------------------------|------|
| <b>Staffing Implications:</b> | None |
|-------------------------------|------|

|                        |   |
|------------------------|---|
| <b>PRC Contact(s):</b> | Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>Human Resources Contact(s):</b> | Kelli Neale<br>Melissa Foldesi |
|------------------------------------|--------------------------------|

|                               |  |
|-------------------------------|--|
| <b>Management Contact(s):</b> | David Merriman, Director<br>Anthony Sharaba, Deputy Director |
|-------------------------------|--|

**PROPOSED REVISED CLASSIFICATIONS**

| Class Number | Classification Title                         | Department  | FLSA Status | Pay Grade |
|--------------|--|---|-------------|-----------|
| 1052613      | Administrative Hearing Program Administrator | Cuyahoga Job & Family Services (Child Support Enforcement Agency) | Exempt      | 15        |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |  |
|-------------------|--|
| <b>Rationale:</b> | PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. |
|-------------------|--|

|                                   |        |
|-----------------------------------|--------|
| <b>No. of Employees Affected:</b> | Vacant |
|-----------------------------------|--------|

|                           |   |
|---------------------------|---|
| <b>Dept.(s) Affected:</b> | Cuyahoga Job & Family Services (Child Support Enforcement Agency) |
|---------------------------|---|

|                       |      |
|-----------------------|------|
| <b>Fiscal Impact:</b> | None |
|-----------------------|------|

|                               |      |
|-------------------------------|------|
| <b>Staffing Implications:</b> | None |
|-------------------------------|------|

|                        |   |
|------------------------|---|
| <b>PRC Contact(s):</b> | Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|---|

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>Human Resources Contact(s):</b> | Kelli Neale<br>Melissa Foldesi |
|------------------------------------|--------------------------------|

|                               |  |
|-------------------------------|--|
| <b>Management Contact(s):</b> | David Merriman, Director<br>Anthony Sharaba, Deputy Director |
|-------------------------------|--|

**PROPOSED REVISED CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b> | <b>Department</b> | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 1053624             | Senior Payroll Officer      | Fiscal            | Non-Exempt         | 8                |

**Requested By:** Personnel Review Commission

**Rationale:** The County has entered into a CBA with Laborer's Union Local 860 to represent employees in the County Fiscal Office and Board of Revision.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Fiscal

**Fiscal Impact:** None

**Staffing Implications:** None

**PRC Contact(s):** Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale  
Melissa Foldesi

**Management Contact(s):** N/A