

**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**  
**THURSDAY, NOVEMBER 17, 2011**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**10:00 AM**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT RELATED TO THE AGENDA
4. APPROVAL OF MINUTES FROM OCTOBER 27, 2011 MEETING
5. MATTERS REFERRED TO COMMITTEE
  - a) **M2011-0050**: A Motion confirming the County Executive's appointment of individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.
    - 1) Gayle Thompkins Agahi
    - 2) Daniel E. Berry
    - 3) Sari Feldman
    - 4) Susan Muha
    - 5) Denise Smudla
    - 6) Harriet Applegate
    - 7) Michael Latkovich
    - 8) K. Michael Benz
    - 9) Joseph A. Calabrese
    - 10) Daniel M. Koncos
    - 11) Jeffrey K. Patterson
    - 12) Stephen M. Wing
    - 13) Joseph Gauntner
  - b) **M2011-0051**: A Motion confirming the County Executive's appointment of Christopher S. Ronayne to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors, and declaring the necessity that this Motion become immediately effective.

- c) R2011-0321: A Resolution authorizing awards on RQ20783 to various providers in the total amount of \$900,000.00 for real estate appraisal services for the Sheriff's sale for the period 1/1/2012 - 12/31/2014, and authorizing the County Executive to execute agreements consistent with said awards:

- 1) John W. Andrews
- 2) Mark Butler
- 3) Gregory W. Conte
- 4) Thomas P. Hogan
- 5) Paul Kinczel
- 6) John H. Koz
- 7) Ruth A. Lassiter
- 8) Wayne F. Levering
- 9) Christopher J. Loftus
- 10) Paul G. McLaughlin
- 11) Stan Patriski
- 12) Daniel Rocco
- 13) Rosemary A. Schneider
- 14) Crystal A. Williams

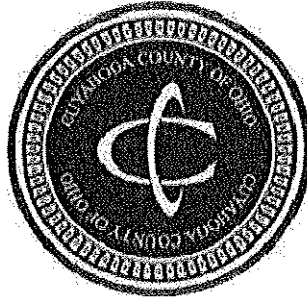
- d) O2011-0050: An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

\*In accordance with Ordinance No. O2011-0020, complimentary parking for the public will be available **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



## MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING  
THURSDAY, OCTOBER 27, 2011  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
10:00 AM

1. CALL TO ORDER

**Chairwoman Conwell called the meeting to order at 10:05 a.m.**

2. ROLL CALL

**The Clerk called the roll. Committee members Conwell and Gallagher were in attendance and quorum was determined. Mr. Rogers entered the meeting shortly after the roll call was taken. Councilmember Miller was also in attendance.**

3. PUBLIC COMMENT RELATED TO THE AGENDA

**No public comments were given.**

4. APPROVAL OF MINUTES FROM OCTOBER 20, 2011 MEETING

**A motion was made by Ms. Conwell, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes of the October 20, 2011 meeting.**

5. APPROVAL OF MINUTES FROM OCTOBER 21, 2011 MEETING

**A motion was made by Ms. Conwell, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes of the October 21, 2011 meeting.**

6. MATTERS REFERRED TO COMMITTEE

- a) O2011-0051: An Ordinance establishing the Department of Communications, and declaring the necessity that this Ordinance become immediately effective.

**Ms. Nicole Dailey Jones, Communications Director, and Mr. Albert Bouchahine, Personnel Manager, addressed the Committee regarding Ordinance No. O2011-0051. Discussion ensued.**

**Councilmembers asked questions of Ms. Jones and Mr. Bouchahine pertaining to the item, which they answered accordingly.**

**On a motion by Mr. Gallagher with a second by Mr. Rogers, Ordinance No. O2011-0051 was considered and approved by unanimous vote to be referred to the full Council agenda under second reading suspension of rules.**

- b) O2011-0050: An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

**Mr. Albert Bouchahine addressed the Committee regarding Ordinance No. O2011-0050. Discussion ensued.**

**Councilmembers asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Rogers, Ordinance No. O2011-0050 was considered and approved by unanimous vote to be referred to the full Council agenda under second reading referral to committee.**

#### **7. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

#### **8. OTHER PUBLIC COMMENT**

**No public comments were given.**

#### **9. ADJOURNMENT**

**With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 10:53 a.m., without objection.**

# COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

## MOTION NO. M2011-0050

Sponsored by: Council President Connally

**A Motion confirming the County Executive's appointment of individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.**

WHEREAS, the Cleveland/Cuyahoga County Workforce Investment Board was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998, and was created pursuant to the provisions of ORC Chapter 6301; and,

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

WHEREAS, such workforce development activities include helping individuals maximize their employment opportunities; help employers gain access to skilled workers; help employers retain skilled workers; help develop or enhance the skills of incumbent workers; improve the quality of the workforce and enhancing the productivity and competitiveness of the economy; and,

WHEREAS, the nominations for the individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board are submitted pursuant to applicable provisions, including Section 117(b)(2) of the 1998 Federal Workforce Investment Act; and,

WHEREAS, members of the Cleveland/Cuyahoga County Workforce Investment Board shall be appointed to serve a three (3) year term expiring on June 30, 2014; and,

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board:

- a) Gayle Thompkins Agahi, Director of External Partnerships, Talent Management/HR of Cleveland Clinic;
- b) Daniel E. Berry, President and CEO of MAGNET (the Manufacturing Advocacy and Growth Network);
- c) Sari Feldman, Executive Director of the Cuyahoga County Public Library;
- d) Susan Muha, Executive Vice President of Workforce and Economic Development Division at Cuyahoga Community College;
- e) Denise Smudla, Director of Human Resources at Jennings Center for Older Adults;
- f) Harriet Applegate, Executive Secretary at North Shore AFL-CIO Federation of Labor;
- g) Michael (Mick) Latkovich, Vice President, Rehabilitation Services at Vocational Guidance Services;
- h) K. Michael Benz (Community Partner), President and CEO of United Way of Greater Cleveland;
- i) Joseph A. Calabrese, CEO and General Manager/Secretary-Treasurer for Greater Cleveland RTA;
- j) Daniel M. Koncos (Mandatory Partner), Region 2 Coordinator for Ohio Department of Job & Family Services;
- k) Jeffrey K. Patterson, Chief of Staff and Operations for Cuyahoga Metropolitan Housing Authority;
- l) Stephen M. Wing, President of Corporate Voices for Working Families;
- m) Joe Gauntner (Mandatory Partner-TANF), Deputy Chief of Staff for Human Services, Office of the County Executive; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion 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 APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Council of Cuyahoga County hereby confirms the appointment of the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board for a three (3) year term expiring on June 30, 2014:

- a) Gayle Thompkins Agahi, Director of External Partnerships, Talent Management/HR of Cleveland Clinic;
- b) Daniel E. Berry, President and CEO of MAGNET (the Manufacturing Advocacy and Growth Network);
- c) Sari Feldman, Executive Director of the Cuyahoga County Public Library;
- d) Susan Muha, Executive Vice President of Workforce and Economic Development Division at Cuyahoga Community College;
- e) Denise Smudla, Director of Human Resources at Jennings Center for Older Adults;
- f) Harriet Applegate, Executive Secretary at North Shore AFL-CIO Federation of Labor;
- g) Michael (Mick) Latkovich, Vice President, Rehabilitation Services at Vocational Guidance Services;
- h) K. Michael Benz (Community Partner), President and CEO of United Way of Greater Cleveland;
- i) Joseph A. Calabrese, CEO and General Manager/Secretary-Treasurer for Greater Cleveland RTA;
- j) Daniel M. Koncos (Mandatory Partner), Region 2 Coordinator for Ohio Department of Job & Family Services;
- k) Jeffrey K. Patterson, Chief of Staff and Operations for Cuyahoga Metropolitan Housing Authority;
- l) Stephen M. Wing, President of Corporate Voices for Working Families;
- m) Joe Gauntner (Mandatory Partner-TANF), Deputy Chief of Staff for Human Services, Office of the County Executive; and,

**SECTION 2.** It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Motion was duly approved.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011



# COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

## MOTION NO. M2011-0051

Sponsored by: Council President Connally

**A Motion confirming the County Executive's appointment of Christopher S. Ronayne to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors, and declaring the necessity that this Motion become immediately effective.**

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of the Board of Directors was created pursuant to the provisions of ORC Chapter 4582.03; and,

WHEREAS, the Port of Cleveland fosters job creation and economic vitality in Cleveland and Cuyahoga County; and,

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors has nine members and the members are appointed by both the City of Cleveland and Cuyahoga County; and,

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

WHEREAS, the individual appointed shall have a term commencing immediately upon signature of this Motion, and the expiration of said term shall be January 28, 2015; and,

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

WHEREAS, the County Executive has nominated Christopher S. Ronayne, AICP, President of University Circle Incorporated to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors; and,

WHEREAS, Christopher S. Ronayne, AICP has a vast amount of experience to offer to the Board; including expertise in Urban Planning, Economic Development

and Green Initiatives, and as holding leadership positions in both Cuyahoga County and the City of Cleveland; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion 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 APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Council of Cuyahoga County hereby confirms the appointment of Christopher S. Ronayne, to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for a term of four years, commencing immediately and with a term expiring January 28, 2015.

**SECTION 2.** It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Motion was duly approved.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011

# County Council of Cuyahoga County, Ohio

## Resolution No. R2011-0321

Sponsored by: <b>County Executive FitzGerald/County Sheriff</b>	<b>A Resolution</b> authorizing awards on RQ20783 to various providers in the total amount of \$900,000.00 for real estate appraisal services for the Sheriff's sale for the period 1/1/2012 - 12/31/2014, and authorizing the County Executive to execute agreements consistent with said awards.
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WHEREAS, the County Executive FitzGerald/County Sheriff has recommended an award on RQ20783 to various providers for real estate appraisal services for the Sheriff's sale in the total amount of \$900,000.00, for the period 1/1/2012 – 12/31/2014; and

WHEREAS, the authority to seek RFQs was approved under Executive Approval No. EA2011-0836 and closed on 7/25/2011; and

WHEREAS, the primary goal of this project is to award a contract to the fourteen (14) initial appraisers who possessed the qualifications and experience outlined in the RFQ; and

WHEREAS, there were 58 Appraisers pulled from OPD and submitted for review and fourteen (14) were approved as follows:

- |                      |                            |
|----------------------|----------------------------|
| 1. Andrews, John W.  | 8. Levering, Wayne F.      |
| 2. Butler, Mark      | 9. Loftus, Christopher J.  |
| 3. Conte, Gregory W. | 10. McLaughlin, Paul G.    |
| 4. Hogan, Thomas P.  | 11. Patriski, Stan         |
| 5. Kinzel, Paul      | 12. Rocco, Daniel          |
| 6. Koz, John H.      | 13. Schneider, Rosemary A. |
| 7. Lassiter, Ruth A. | 14. Williams, Crystal A.   |

WHEREAS, James Bitterman, Chief Deputy of the Civil Division will serve as the Supervisor of the Appraisers; and

WHEREAS, the cost for this project is zero dollars because the appraisers will be paid from the proceeds of the Sheriff's sale. The estimated dollar amount from the sale is \$900,000.00; and

WHEREAS, the project is mandated by the ORC Sections 2329.17 through 2329.21 (the Statute) and Cuyahoga County Court of Common Pleas Rule 27 of the Rules of the General Division (The Rule) (Collectively, the "Project").

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

**SECTION 1.** County Council hereby approves the County Executive's recommended awards on RQ20783 to various providers for real estate appraisal services for the Sheriff's sale in the total amount of \$900,000.00 for the period 1/1/2012 – 12/31/2014; and authorizes the County Executive to execute contracts consistent with said awards.

**SECTION 2.** 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 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: November 9, 2011

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2011-0050

Sponsored by: <b>County Executive FitzGerald/Human Resource Commission</b>	<b>An Ordinance</b> providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource 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 Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on 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 November 2, 2011, the Human Resource Commission will meet for their final review of the classification changes (attached hereto as Exhibits A through X), and it is anticipated that the Commission may make further modification to the classification changes prior to submitting their final recommendation to County Council for formal adoption and implementation; and,

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

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

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

New Classifications

Exhibit A:	Class Title:	<i>Accountant 3</i>
	Number:	to be provided
	Pay Grade:	10
Exhibit B:	Class Title:	<i>Accounting Manager</i>
	Number:	to be provided
	Pay Grade:	15
Exhibit C:	Class Title:	<i>Administrative Clerk</i>
	Number:	to be provided
	Pay Grade:	3
Exhibit D:	Class Title:	<i>Appraisal Systems Analyst</i>
	Number:	to be provided
	Pay Grade:	13
Exhibit E:	Class Title:	<i>Budget Commission Manager</i>
	Number:	to be provided
	Pay Grade:	11
Exhibit F:	Class Title:	<i>Appraisal Manager - Commercial/Industrial</i>
	Number:	to be provided
	Pay Grade:	15
Exhibit G:	Class Title:	<i>Commercial/Industrial Appraiser</i>
	Number:	to be provided
	Pay Grade:	10
Exhibit H:	Class Title:	<i>Data Collector</i>
	Number:	to be provided
	Pay Grade:	4
Exhibit I:	Class Title:	<i>Director of Appraisal</i>
	Number:	to be provided
	Pay Grade:	17
Exhibit J:	Class Title:	<i>Fiscal Office Senior Supervisor</i>
	Number:	to be provided
	Pay Grade:	11

Exhibit K: Class Title: *Fiscal Office Supervisor*  
Number: to be provided  
Pay Grade: 9

Exhibit L: Class Title: *GIS Analyst*  
Number: to be provided  
Pay Grade: 10

Exhibit M: Class Title: *Hotel/Motel Tax Supervisor*  
Number: to be provided  
Pay Grade: 10

Exhibit N: Class Title: *Inspector*  
Number: to be provided  
Pay Grade: 5

Exhibit O: Class Title: *Manager, Accounts Payable*  
Number: to be provided  
Pay Grade: 13

Exhibit P: Class Title: *Map Room Supervisor*  
Number: to be provided  
Pay Grade: 9

Exhibit Q: Class Title: *Microfilm Technician*  
Number: to be provided  
Pay Grade: 3

Exhibit R: Class Title: *Payroll Manager*  
Number: to be provided  
Pay Grade: 14

Exhibit S: Class Title: *Residential/Agricultural Appraiser*  
Number: to be provided  
Pay Grade: 8

Exhibit T: Class Title: *Senior Commercial/Industrial Appraiser*  
Number: to be provided  
Pay Grade: 11

Exhibit U: Class Title: *Senior Payroll Officer*  
Number: to be provided  
Pay Grade: 8

Exhibit V: Class Title: *Senior Residential/Agricultural Appraiser*  
Number: to be provided  
Pay Grade: 9

Exhibit W: Class Title: *Tax Assessment Manager*  
Number: to be provided  
Pay Grade: 12

Exhibit X: Class Title: *Weights and Measures Supervisor*  
Number: to be provided  
Pay Grade: 9

**SECTION 2.** It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**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: October 25, 2011

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

Second Reading/Referred to Committee: November 9, 2011

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011



**PROPOSED SUBSTITUTE ORDINANCE**

**County Council of Cuyahoga County, Ohio**

**Ordinance No. O2011-0050**

Sponsored by: <b>County Executive FitzGerald/Human Resource Commission</b>	<b>An Ordinance</b> providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County’s human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource 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 Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on 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 November 2, 2011, the Human Resource Commission ~~will meet~~ **met** for their final review of the classification changes (attached hereto as Exhibits A through X), and recommended to County Council the formal adoption and implementation of the attached changes; and,

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

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

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

New Classifications

- |            |              |   |
|------------|--------------|---|
| Exhibit A: | Class Title: | <i>Accountant 3</i>                                       |
|            | Number:      | <del>to be provided</del> <b><u>1055113</u></b>           |
|            | Pay Grade:   | 10  |
| Exhibit B: | Class Title: | <i>Accounting Manager</i>                                 |
|            | Number:      | <del>to be provided</del> <b><u>1055114</u></b>           |
|            | Pay Grade:   | <del>15</del> <b><u>12</u></b>                            |
| Exhibit C: | Class Title: | <i>Administrative Clerk</i>                               |
|            | Number:      | <del>to be provided</del> <b><u>1011121</u></b>           |
|            | Pay Grade:   | 3   |
| Exhibit D: | Class Title: | <i>Appraisal Systems Analyst</i>                          |
|            | Number:      | <del>to be provided</del> <b><u>1057121</u></b>           |
|            | Pay Grade:   | 13  |
| Exhibit E: | Class Title: | <i>Budget Commission Manager</i>                          |
|            | Number:      | <del>to be provided</del> <b><u>1055171</u></b>           |
|            | Pay Grade:   | 11  |
| Exhibit F: | Class Title: | <i>Appraisal Manager - Commercial/Industrial</i>          |
|            | Number:      | <del>to be provided</del> <b><u>1057107</u></b>           |
|            | Pay Grade:   | 15  |
| Exhibit G: | Class Title: | <i>Commercial/Industrial Appraiser</i>                    |
|            | Number:      | <del>to be provided</del> <b><u>1057104</u></b>           |
|            | Pay Grade:   | 10  |
| Exhibit H: | Class Title: | <i>Data Collector</i>                                     |
|            | Number:      | <del>to be provided</del> <b><u>1057101</u></b>           |
|            | Pay Grade:   | 4   |
| Exhibit I: | Class Title: | <i>Director of Appraisal <u>Real Estate Appraisal</u></i> |
|            | Number:      | <del>to be provided</del> <b><u>1057131</u></b>           |
|            | Pay Grade:   | 17  |
| Exhibit J: | Class Title: | <i>Fiscal Office Senior Supervisor</i>                    |
|            | Number:      | <del>to be provided</del> <b><u>1055134</u></b>           |
|            | Pay Grade:   | 11  |

Exhibit K: Class Title: *Fiscal Office Supervisor*  
Number: ~~to be provided~~ **1055134**  
Pay Grade: 9

Exhibit L: Class Title: *GIS Analyst*  
Number: ~~to be provided~~ **1053192**  
Pay Grade: 10

Exhibit M: Class Title: *Hotel/Motel Tax ~~Tax~~ **Audit Supervisor***  
Number: ~~to be provided~~ **1055133**  
Pay Grade: 10

Exhibit N: Class Title: *Inspector*  
Number: ~~to be provided~~ **1055161**  
Pay Grade: 5

Exhibit O: Class Title: *Manager, Accounts Payable **Manager***  
Number: ~~to be provided~~ **1055135**  
Pay Grade: 13

Exhibit P: Class Title: *Map Room Supervisor*  
Number: ~~to be provided~~ **1055132**  
Pay Grade: 9

Exhibit Q: Class Title: *Microfilm Technician*  
Number: ~~to be provided~~ **1011142**  
Pay Grade: 3

Exhibit R: Class Title: *Payroll Manager*  
Number: ~~to be provided~~ **1053628**  
Pay Grade: 14

Exhibit S: Class Title: *Residential/Agricultural Appraiser*  
Number: ~~to be provided~~ **1057102**  
Pay Grade: 8

Exhibit T: Class Title: *Senior Commercial/Industrial Appraiser*  
Number: ~~to be provided~~ **1057106**  
Pay Grade: 11

Exhibit U: Class Title: *Senior Payroll Officer*  
Number: ~~to be provided~~ **1053624**  
Pay Grade: 8

Exhibit V: Class Title: *Senior Residential/Agricultural Appraiser*  
Number: ~~to be provided~~ **1057103**  
Pay Grade: 9

Exhibit W: Class Title: *Tax Assessment Manager*  
Number: ~~to be provided~~ 1055172  
Pay Grade: 12

Exhibit X: Class Title: *Weights and Measures Supervisor*  
Number: ~~to be provided~~ 1055162  
Pay Grade: 9

**SECTION 2.** It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**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: October 25, 2011

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

Second Reading/Referred to Committee: November 9, 2011

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011



Robert M. Wolff, Chairman  
 Kathleen Palmer, Commissioner  
 Angela Simmons, Commissioner

NOV 15 2011

Cuyahoga County Council

## MEMORANDUM

DATE: November 14, 2011

TO: Cuyahoga County Council President C. Ellen Connally  
 Members of Cuyahoga County Council

FROM: Chairman Robert Wolff, *RM Wolff*  
 Cuyahoga County Human Resource Commission

RE: Proposed Classifications for the Fiscal Department

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Please be advised that the Cuyahoga County Human Resource Commission has fully reviewed and considered the proposed classifications for the County's Fiscal department as presented by the County's Human Resources Department.

We recommend approval of the proposed classifications to County Council. A record of our recommendation can be found in the minutes of the November 2, 2011 regular meeting of the Human Resource Commission.

cc: Commissioner Kathleen Palmer  
 Commissioner Angela Simmons  
 Human Resources, Appointment & Equity Committee  
 Chairperson Yvonne Conwell  
 Law Director Majeed Mahklouf  
 Employment Counsel/  
 Human Resources Director Elise Hara

RMW: rlk