



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**  
**MEETING**  
**TUESDAY, APRIL 29, 2014**  
**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**

- a) April 1, 2014 Meeting

**5. MATTERS REFERRED TO COMMITTEE**

- a) R2014-0115: 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**

\*In accordance with Section 108.01 of the Cuyahoga County Code, complimentary parking in the Huntington Park Garage will be available for the public on any day when the Council or any of its committees holds meetings. Please see the Clerk to obtain a parking pass.



## **MINUTES**

### **CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**

**TUESDAY, APRIL 1, 2014  
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 10:10 a.m.**

#### **2. ROLL CALL**

**Ms. Conwell asked Deputy Clerk Muller to call the roll. Committee members Conwell, Hairston and Simon were in attendance and a quorum was determined. Committee members Germana and Gallagher were absent from the meeting. Councilmember Miller was also in attendance.**

#### **3. PUBLIC COMMENT RELATED TO THE AGENDA**

**There was public comment related to the agenda.**

#### **4. APPROVAL OF MINUTES**

- a) March 18, 2014 Meeting

**A motion was made by Mr. Hairston, seconded by Ms. Simon and approved by unanimous vote to approve the minutes of the March 18, 2014 meeting.**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2014-0081: A Resolution confirming the County Executive's appointment of Michael Abouserhal to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2016, and declaring the necessity that this Resolution become immediately effective.

**Mr. James Boyle, Special Assistant to County Executive FitzGerald, and Ms. Valerie Harry, Internal Auditor, addressed the Committee regarding Resolution No. R2014-0081. Discussion ensued.**

**Mr. Michael Abouserhal addressed the Committee regarding his nomination to serve on the Cuyahoga County Audit Committee. Discussion ensued. Committee members and Councilmembers asked questions of Mr. Abouserhal pertaining to his experience, expertise and qualifications which he answered accordingly.**

**On a motion by Ms. Simon with a second by Mr. Hairston, Resolution No. R2014-0081 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- b) R2014-0083: A Resolution confirming the County Executive's reappointment of Steven Minter to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2014 - 3/31/2017, and declaring the necessity that this Resolution become immediately effective.

**Mr. Boyle and Ms. Karen Gahl-Mills, Executive Director of Cuyahoga Arts and Culture, addressed the Committee regarding Resolution No. R2014-0083. Discussion ensued.**

**Mr. Steven Minter addressed the Committee regarding his nominations to serve on the Cuyahoga Arts and Culture Board of Trustees. Discussion ensued.**

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

**On a motion by Ms. Conwell with a second by Ms. Simon, Resolution No. R2014-0083 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- c) O2014-0009: An Ordinance amending Section 206.05(B) of the Cuyahoga County Code to incorporate changes to the Personnel Review Commission, and declaring the necessity that this Ordinance become immediately effective.

**Chairwoman Conwell addressed the Committee regarding Ordinance No. O2014-0009. Discussion ensued.**

**On a motion by Ms. Conwell with a second by Mr. Hairston, Ordinance No. O2014-0009 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 rules.**

6. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

7. OTHER PUBLIC COMMENT

**No other public comments were given.**

8. ADJOURNMENT

**With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 11:10 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0115

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

WHEREAS, Section 2.10 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; 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 March 18, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through EE), and recommend 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)

- Exhibit A: Class Title: *Appraisal System Administrator*  
Number: 1057205  
Pay Grade: 17B  
\* Change department from Fiscal Office to I.T. Department and pay grade from 16A to 17B. Revised functions and responsibilities.
- Exhibit B: Class Title: *Database Analyst*  
Number: 1053103  
Pay Grade: 12B  
\* Changed title from *Database Developer*, changed department from all departments to I.T. Department, and pay grade from 12A to 12B. Revised functions and responsibilities.
- Exhibit C: Class Title: *GIS Analyst*  
Number: 1053192  
Pay Grade: 9B  
\* Changed department from Fiscal Office - Auditor to I.T. Department and pay grade from 10A to 9B. Revised functions and responsibilities.
- Exhibit D: Class Title: *Information Systems Analyst*  
Number: 1053133  
Pay Grade: 15B  
\* Changed title from Information Systems Administrator, changed department from all departments to I.T. Department, and pay grade from 15A to 15B. Revised functions and responsibilities.
- Exhibit E: Class Title: *Information Technology Project Manager*  
Number: 1053124  
Pay Grade: 12B  
\* Changed department from all departments to I.T. Department and pay grade from 13A to 12B. Revised functions and responsibilities.
- Exhibit F: Class Title: *Manager, Network Engineering*  
Number: 1053118  
Pay Grade: 16B  
\* Changed department from all departments to I.T. Department and pay grade from 15A to 16B. Changed Classification number. Revised functions and responsibilities.

- Exhibit G: Class Title: *Network Administrator*  
Number: 1053112  
Pay Grade: 9B  
\*Changed department from all departments to I.T. Department and pay grade from 10A to 9B. Revised functions and responsibilities.
- Exhibit H: Class Title: *Security and Research Manager*  
Number: 1053292  
Pay Grade: 13B  
\* Changed department from Information Services Center to I.T. Department. Changed Classification number.
- Exhibit I: Class Title: *Software Specialist*  
Number: 1053111  
Pay Grade: 7B  
\* Changed department from all departments to I.T. Department and pay grade from 7A to 7B. Revised functions and responsibilities.
- Exhibit J: Class Title: *Systems Analyst*  
Number: 1053131  
Pay Grade: 10B  
\* Changed department from all departments to I.T. Department and pay grade from 10A to 10B. Revised functions and responsibilities.
- Exhibit K: Class Title: *Voice-Video Communications Manager*  
Number: 1053244  
Pay Grade: 14B  
\* Changed department from Information Services Center to I.T. Department. Changed Classification number.

Addition of the following Classifications: (See Attached Classification Specifications)

- Exhibit L: Class Title: *Certified Network Administrator*  
Number: 1053113  
Pay Grade: 11B
- Exhibit M: Class Title: *Certified Network Engineer*  
Number: 1053116  
Pay Grade: 13B
- Exhibit N: Class Title: *Communications Analyst 3*  
Number: 1053213  
Pay Grade: 11B

Exhibit O: Class Title: *Courier*  
Number: 1011151  
Pay Grade: 2

Exhibit P: Class Title: *Customer Service Representative*  
Number: 1016211  
Pay Grade: 5B

Exhibit Q: Class Title: *Engineering Operations Administrator*  
Number: 1053265  
Pay Grade: 19B

Exhibit R: Class Title: *Enterprise Services Manager*  
Number: 1053261  
Pay Grade: 13B

Exhibit S: Class Title: *GIS Planning and Development Manager*  
Number: 1053193  
Pay Grade: 17B

Exhibit T: Class Title: *Multi-Media Developer*  
Number: 1053243  
Pay Grade: 14B

Exhibit U: Class Title: *Network Engineer*  
Number: 1053114  
Pay Grade: 11B

Exhibit V: Class Title: *Network Engineering Administrator*  
Number: 1053119  
Pay Grade: 19B

Exhibit W: Class Title: *Network Security Specialist*  
Number: 1053291  
Pay Grade: 8B

Exhibit X: Class Title: *Senior Certified Network Engineer*  
Number: 1053117  
Pay Grade: 14B

Exhibit Y: Class Title: *Senior Database Analyst*  
Number: 1053104  
Pay Grade: 15B



Exhibit Z: Class Title: *Senior Information Technology Project Manager*  
Number: 1053125  
Pay Grade: 13B

Exhibit AA: Class Title: *Service Desk Analyst 1*  
Number: 1011241  
Pay Grade: 6B

Exhibit BB: Class Title: *WAN Engineer 2*  
Number: 1053283  
Pay Grade: 11B

Exhibit CC: Class Title: *WAN Manager*  
Number: 1053284  
Pay Grade: 16B

Exhibit DD: Class Title: *Web and Applications Development Administrator*  
Number: 1053247  
Pay Grade: 19B

Exhibit EE: Class Title: *Web Maintenance Technician*  
Number: 1011251  
Pay Grade: 4B

**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: April 22, 2014

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

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