



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, FEBRUARY 21, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE JANUARY 31, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2017-0020: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2017-0023: A Resolution confirming the County Executive's appointment of The Honorable Anthony J. DiCicco to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2017 - 12/31/2019, and declaring the necessity that this Resolution become immediately effective.
 - c) R2017-0024: A Resolution confirming the County Executive's reappointment of The Honorable Timothy J. DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees for the term 3/1/2017 - 2/28/2022, and declaring the necessity that this Resolution become immediately effective.

- d) R2017-0025: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective:

- 1) J. David Heller for the term 3/27/2017 - 3/26/2022.
- 2) Victor A. Ruiz for the term 1/18/2017 - 1/17/2022.

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JANUARY 31, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:02 a.m.

2. ROLL CALL

Ms. Brown asked Assistant Deputy Clerk Culek to call the roll. Committee members Brown, Gallagher, Jones, Miller and Conwell were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JANUARY 17, 2017 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the January 17, 2017 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2017-0012: A Resolution confirming the County Executive's appointment of Dean E. DePiero to serve on the Cuyahoga County Public Library Board of Trustees for the term 2/1/2017 - 1/31/2024, and declaring the necessity that this Resolution become immediately effective.

Ms. Lindy Burt, Boards Administrator, and Ms. Sari Feldman, Executive Director of the Cuyahoga County Public Library, addressed the Committee regarding Resolution No. R2017-0012. Discussion ensued.

Committee members asked questions of Ms. Burt and Ms. Feldman pertaining to the item, which they answered accordingly.

Mr. Dean DePiero addressed the Committee regarding his nomination to serve on the Cuyahoga County Public Library Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2017-0012 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) R2017-0018: A Resolution amending Resolution No. R2015-0247 dated 12/8/2015, which amended Resolution No. R2014-0258 dated 12/9/2014, which made an award on RQ30390 to CaremarkPCS Health, L.L.C. for group healthcare benefits including pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2015 - 12/31/2017, by changing the total amount not-to-exceed from \$42,989,733.00 to \$60,652,540.67; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Holly Woods, Director of Human Resources Benefits & Compensation, and Mr. Kyle Anthony, Director of Human Capital Practice for Oswald Companies, addressed the Committee regarding Resolution No. R2017-0018. Discussion ensued.

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

- c) R2017-0019: A Resolution amending Resolution No. R2015-0095 dated 5/26/2015, which amended Resolution No. R2014-0259 dated 12/9/2014, which made an award on RQ30390 to Medical Mutual of Ohio dba Medical Mutual Services, L.L.C. for group healthcare benefits including medical and pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their

eligible dependents for the period 1/1/2015 - 12/31/2017, by changing the total amount not-to-exceed from \$141,636,022.00 to \$211,868,212.78; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Woods, Mr. Anthony and Ms. Kendra Zusy, Business Services Manager, addressed the Committee regarding Resolution No. R2017-0019. Discussion ensued.

Committee members asked questions of Ms. Woods, Mr. Anthony and Ms. Zusy pertaining to the item, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution Nos. R2017-0018 and R2017-0019 were 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.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

There were no public comments given.

8. ADJOURNMENT

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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0020

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

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

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, on February 1, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) 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: *Account Clerk*
Class Number: 1013211
Pay Grade: 3
*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: *Account Clerk Supervisor*
Class Number: 1013214
Pay Grade: 6
*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: *Custodial Worker Supervisor*
Class Number: 1031111
Pay Grade: 5
* 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 D: Class Title: *Examiner*
Class Number: 1055121
Pay Grade: 6
* 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 E: Class Title: *Executive Officer*
Class Number: 1056318
Pay Grade: 19
* 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 F: Class Title: *Records Management Supervisor*
Class Number: 1052223
Pay Grade: 9
* Revised to add a certificate to the minimum qualifications as well as to update the essential job functions.

Exhibit G: Class Title: *Service Desk Analyst*
Class Number: 1011241
Pay Grade: 6B
* Revised to remove a certification that is no longer needed from the minimum qualifications; changed name from *Service Desk Analyst I* because it is a stand-alone classification not part of a series.

Exhibit H: Class Title: *Volunteer Coordinator*
Class Number: 1022421
Pay Grade: 6
* 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 I: Class Title: *Radio Dispatcher*
Number: 1041211
Pay Grade: 1

Proposed New Classifications:

Exhibit J: Class Title: *Compensation Analyst*
Number: 1053721
Pay Grade: 13

Exhibit K: Class Title: *Forensic Scientist 3 – Firearms & Toolmarks*
Number: 1071283
Pay Grade: 12

Exhibit L: Class Title: *Forensic Scientist 3 - Fingerprints*
Number: 1071233
Pay Grade: 12

Exhibit M: Class Title: *Senior GIS Analyst*
 Number: 1053193
 Pay Grade: 12B

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

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

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

Yeas:

Nays:

County Council President	Date
County Executive	Date
Clerk of Council	Date

First Reading/Referred to Committee: February 14, 2017
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Account Clerk	Class Number:	1013211
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	All departments		

Classification Function

The purpose of this classification is to prepare and process routine financial documents and maintain related records.

Distinguishing Characteristics

This is an entry level classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

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.

80% +/- 10%

- Prepares and processes routine financial documents and maintains related records; prepares, processes and maintains requisitions and purchase orders; maintains accounts payable and/or receivable; prepares and maintains vouchers for payment of supplies and equipment; processes contracts and networks; generates and processes billing rosters; processes various invoices; audits and processes payments; researches and processes refunds; maintains census records; prepares and maintains payroll accounts and attendance records; maintains benefits records; maintains petty cash records for disbursements; issues receipts for money received; prepares revenue receipts; processes chargebacks for County office supply contracts.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; enters and maintains data in databases; files documents in appropriate record; responds to emails and phone calls; mails department documents; maintains office inventory and orders supplies; assists vendors with bidding registration; coordinates placement of legal advertisements.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of experience or coursework in accounting or bookkeeping; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Proposed DATE

Account Clerk

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices (i.e. – billing invoices and network invoices), forms (i.e. - refund claim form and completed remission forms), letters (i.e. - refund request letter, and auditor refund letter), reports (i.e. – expense report and refund report), receipts, purchase orders, W-9, employee mileage, and checks.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and Personnel Policies and Procedures Manual.
- Ability to prepare purchase orders, forms (i.e.- partial payment forms, auditor refund form, penalty interest abate form, estimate bill request form, and transfer form), letters (i.e. - rejection letters), reports (i.e. – employee expense report and employee batching report), memos, vouchers, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate with the vendors, outside companies, attorneys, supervisors, co-workers, other county personnel, attorneys, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Account Clerk Supervisor	Class Number:	1013214
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to supervise entry level account clerks and to analyze, prepare, review, assign, and approve various documents and reports.

Distinguishing Characteristics

This is a supervisory level classification, responsible for the management of Account Clerks. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Account Clerk class that is an entry level classification and receives supervision from employees in this class.

Essential Job Functions

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

- 35% +/- 10%
- Supervises lower level account clerks; plans, assigns and reviews work; provides job training and instruction; approves employee leave requests and attendance records; prepares performance evaluations; recommends disciplinary procedures; recommends selections of new employees; meets with staff to determine work expectations, department policies, and establish goals; assigns and tracks new clients cases.
- 50% +/- 10%
- Analyzes, prepares, reviews, assigns and approves various documents and reports; reviews and signs off on Union Activity Logs; prepares billing reports; approves billing rosters; assigns and approves referrals and forms.
- 15% +/- 10%
- Performs administrative functions; creates presentations for various community programs; analyzes policy and procedural documentation for contracts; holds and participates in meetings with staff and other management personnel; reviews and evaluates proposals; serves as a liaison with contracted providers; informs new applicants for county programs about the rules and regulations; enters data accurately into databases; participates in various training sessions; maintains records according to established procedures and retention schedules.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three (3) years of clerical/administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Account Clerk Supervisor

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 and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, letters, correspondence, attendance records, performance evaluations, sheets (i.e. - referral tracking sheet, batch sheets) forms (i.e. - options provider request form, disenrollment forms, community registration forms (CRF), case processing/inspection forms), union activity log and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and computer manuals.
- Ability to prepare CSSP client billing rosters, supervisory log sheet report, options/bed bug service units utilization sheet, contract maintenance report, billing roster report, taxonomy, CCLIF, Type B provider registration report, correspondence. performance evaluations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic accounting/bookkeeping terminology and language.
- Ability to communicate effectively with supervisor, managers, other county employees, providers, license specialist, agency clients, and interns..

Account Clerk Supervisor

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Custodial Worker Supervisor	Class Number:	1031111
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Custodial Workers and coordinate custodial work in County building(s).

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Workers in the daily operations of performing general custodial work in County buildings. Employees in this classification work under direction of the Building Maintenance Supervisor. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Supervises Custodial Workers; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions and concerns; prepares employee work schedules; signs employee time adjustments and overtime forms and approves leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 35% +/- 10%
- Coordinates custodial work in County building(s) and performs general supervision and maintenance duties; inspects building and grounds for cleanliness and maintenance issues; responds to customer complaints, inquiries and work orders; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; coordinates event scheduling and room set up.
- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates custodial equipment to perform custodial tasks or to demonstrate proper operation of equipment; inspects and maintains equipment.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time adjustments, requests for leave and overtime; orders and stocks equipment and supplies; oversees delivery of equipment and supplies; prepares and reviews work orders; maintains records of completed work orders.

Custodial Worker Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of custodial experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

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.
- Ability to operate a variety of custodial equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, steam cleaners, trash compactor, pallet jack, fire extinguishers and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged period of time, ability to bend or twist; ability to climb; ability to push, pull and lift up to 50lbs.

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 employees problems
- Ability to recommend the transfer, selection, evaluating or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, 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 time sheets, payroll documents, work orders, incident reports, inspection reports, delivery slips, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts, materials safety data sheets, equipment manuals, OSHA regulation manual, and Personnel Policies and Procedures Manual.

Custodial Worker Supervisor

- Ability to prepare payroll documents, incident reports, attendance records, time adjustment forms, AWOL reports, work orders, supply orders, accident reports, supply inventory, equipment inventory, costing sheets, variety of logs, inspection reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to explain procedures, to record and deliver information, to follow instructions.
- Ability to communicate with supervisors, custodial staff, building tradesmen, sheriff's department staff, contractors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature/weather extremes; strong odors, disease or bodily fluids, machinery and traffic hazards.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Examiner	Class Number:	1055121
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to review and analyze information to assist with audit functions.

Distinguishing Characteristics

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. 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.

- 65% +/- 10%
- Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
- 35% +/- 10%
- Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

Proposed DATE

Examiner

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 and make use of the principles of routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Executive Officer	Class Number:	1056318
FLSA:	Exempt	Pay Grade:	19
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to direct a quasi-independent, County-based organization or manage day to day operations of county department and report directly to the Department Director.

Distinguishing Characteristics

This is a senior management level classification is expected to exercise discretion in applying goal and policy statements, in resolving service delivery problems, and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. Employees provide instruction and assistance to staff as new technology becomes available, and is expected to remain up-to-date in methods, protocols, procedures, applicable regulations, and methods for the analysis of data and reporting of results.

Essential Job Functions

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

- 35% +/- 10%
- Directs a quasi-independent, County-based organization or manage day to day operations of county department; directs all operational functions and activities; ensures quality service for program participants; develops strategy and processes; creates policies and procedures; leads the development of partnerships; provides interpretation and clarification of applicable regulations, policy, rules, and procedures.
- 35% +/- 10%
- Supervises, assigns, reviews, and monitors subordinate staff; conducts performance evaluations; conducts staff meetings; reviews and approves employee leave requests; ensure staffing resources are equally distributed across work units; assigns work and establishes priorities; sets standards and goals; makes recommendations and gives approval in personnel actions relating to staff selections, transfers, removals and hires; ensures compliance with organizational standards and procedures; responds to employee complaints and union grievances.
- 20% +/- 10%
- Represents department in meetings; acts as liaison between state, federal, and divisions regarding program functions; communicates regularly with business leaders and civic service communities; present at local and national conferences and meetings; serve on job related boards and subcommittees; plan and oversee community events and initiatives; represents administrator at meetings.
- 10% +/- 5%
- Performs related administrative functions; prepares annual reports, budgets, and work plans; tracks expenditures; oversees contract development; prepares reports for state and agency; responds to telephone and written inquiries about programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work, public administration, business, early childhood development, psychology, education or related field with nine (9) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft Visio, and Microsoft PowerPoint.

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, moderate math, advanced 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 requests for information, requests for quotes, agreements, contracts, budget invoices, vendor invoices, productivity reports, various monthly, semi-annual and annual reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Supervisor's Policy Manuals, and various other policies and procedures manuals.

Executive Officer

- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, medical, legal, counseling, personnel, marketing, and regulatory terminology and language.
- Ability to communicate effectively with directors, county employees, department administrators, service providers, state and federal agencies, media, civic leaders, local union officials, Ohio Department of Medicaid, Ohio Department of Jobs and Family Services and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Records Management Supervisor	Class Number:	1052223
FLSA:	Exempt	Pay Grade:	9
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

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%

- Supervises records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibly in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.

30% +/- 10%

- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.

30% +/- 10%

- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

Records Management Supervisor

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 time sheets, statistics, job applications, evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.

Records Management Supervisor

- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.
- Ability to communicate effectively with Director, managers, supervisors, other County employees 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Service Desk Analyst	Class Number:	1011241
FLSA:	Non - Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

Distinguishing Characteristics

This is a technical, entry level classification. Employees in this work under general supervision. Employees in this class are expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. It is expected that employees will exercise general independent discretion and judgment in matters related to work procedures and methods.

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% +/- 15%

- Develops an understanding and relationship of the core business applications and the associated technologies within nine months on the job; communicates effectively with County staff, technical support staff and vendors; manages Severity 1 incidents including communications to technicians; provides Service Desk and general technical support to all employees; determines and differentiates between user application and infrastructure incidents; researches and develops solutions for incidents; achieves full understanding of Service Desk escalation protocols.

40% +/- 15%

- Develops an understanding of the County's infrastructure; assists users in accessing and utilizing office technology; provides technical support and operating instructions on applications and hardware devices; provides hardware related training; develops training materials; leads Root Cause Analysis (RCA) for specific incidents; ensures that all documentation is complete.

20% +/- 5%

- Keeps users informed of status of problem resolutions; complete application training within one year; attend other training as required; performs miscellaneous clerical duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems; or an equivalent combination of education, training, and experience.

Service Analyst

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.
- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business and information technology procedures, computer software manuals and County policies and procedures.
- Ability to prepare training manuals, procedures; solutions, status reports, documentation related to incidents and solutions and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, and supervisor.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Service Analyst

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Volunteer Coordinator	Class Number:	1022421
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to develop and implement all aspects of a volunteer program to participate in various County Animal Shelter projects, assist with coordination of assigned staff, promote public awareness of the County shelter and seek donations and sponsorships.

Distinguishing Characteristics

This is a supervisor classification, working under direction from the Animal Shelter Administrator. This class provides direct supervision to volunteers and combines technical and supervisory duties. The employee in this class is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Develops and implements all aspects of a volunteer program to participate in various County Animal Shelter projects; recruits, trains, schedules, and supervises volunteer staff; determines shelter's volunteer needs and implements volunteer programs to meet those needs.
- 40% +/- 10%
- Plans and coordinates events to increase public awareness and generate funds for public education campaigns; networks with businesses, celebrities, and the general public to generate funds and sponsorships for shelter activities; assists in maintaining shelter website and volunteer social media pages; assists in development and implementation of public service announcements, advertising, outreach tables and displays; assists in design and distribution of literature; makes public and media appearances for communicating the County animal shelter's policies, mission and adoption/volunteer opportunities; seeks donations.
- 10% +/- 5%
- Coordinates the work of assigned County Animal Shelter personnel and volunteers; assigns work and reviews completed work assignments; assists with work schedules; assists with job training and instruction.
- 10% +/- 5%
- Performs related administrative duties; assists in organizing, creating and updating records and resource inventory; performs data entry functions.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in business, marketing, public relations or related degree and two years of event coordinator or volunteer recruitment experience, including one year of supervisory experience; or any equivalent combination of training and experience.

Proposed DATE

Volunteer Coordinator

Valid Ohio driver license and proof of automobile insurance.

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.
- Ability to stand and walk for prolonged periods of time, bend, twist, and push, pull and lift up 50 pounds with or without assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and volunteers.
- Ability to provide instruction and training to other employees and volunteers.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, calculate 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 weekly dog reports, bite/scratch reports, volunteer applications, license forms, adoption questionnaires, adoption contracts, statistical reports, humane education reports, waivers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Shelter Operations Manual, Breed Rescue Manual, Volunteer Barkbook, Personnel Policies and Procedures Manual, standard operating procedures manual, Ohio Revised Code, pet care manuals and training manuals.
- Ability to prepare correspondence, event sheets, sponsorship lists, volunteer hours, weekly newsletter, work schedules, pamphlets, flyers, brochures, public service announcements, trip sheets, department activity reports, 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 marketing, basic legal, and medical terminology.
- Ability to communicate effectively with media personnel, supervisor, shelter staff, volunteers, external vendors, other County employees, and the general public.

Volunteer Coordinator

Environmental Adaptability

- Work is typically performed in an office environment and in the animal shelter.
- Work may involve exposure to animals, strong odors, noise extremes, wetness, humidity, weather extremes, temperature extremes, diseases, and bodily fluids.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Radio Dispatcher	Class Number:	1041211
		Pay Grade:	1

Departments:	Central Services, Development, only
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Classification Function

The purpose of this classification is to receive and transmit all messages to and from various sources through operation of radio, telephone or teletype in accordance with County and FCC rules and regulations.

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.

- Receives and transmits all messages to and from various sources through operation of radio, telephone or teletype in accordance with County and FCC rules and regulations (e.g.- transmits and receives FM (voice) transmission; dispatches patrols and maintenance personnel; relays emergency information or verbal instructions to and from mobile and base radio units of all divisions of department; relays emergency road condition information from other governmental agencies and private citizens to appropriate departmental supervisor for action; controls transmissions to county garages and vehicles).
- Maintains various work related documentation (e.g.- maintains logs of all radio traffic received and transmitted ; maintains logs of telephone or teletype messages received; maintains files of arrest records, fire calls or police operational records/reports; prepares, files and posts instructions, schedules or correspondence; prepares towed vehicle forms; orders forms and supplies).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with five months of radio operation experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, telephone and copier.
- Ability to operate communications equipment including two-way radio and teletype machine.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including transmission logs, telephone and teletype logs, work schedules, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FCC rules and regulations, and personnel policy manuals.
- Ability to prepare telephone and teletype logs, radio transmission logs, messages and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret telecommunications terminology and language.
- Ability to communicate effectively with supervisor, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Compensation Analyst	Class Number:	1053721
FLSA:	Exempt	Pay Grade:	13
Dept:	Human Resources		

Classification Function

The purpose of this classification is to develop job descriptions for unclassified and bargaining unit positions and to evaluate unclassified jobs to assign appropriate pay, ensuring internal equity and market competitiveness. This position assists the HR Compensation Manager by analyzing information to ensure and recommend that compensation practices and related activities for unclassified positions are in legal compliance.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing and leading compensation projects under a well-defined 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.

- 25% +/- 10%
- Develops job descriptions for unclassified positions; including the establishment of minimum requirements and related knowledge, skills and abilities (KSA's); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions.
- 15% +/- 10%
- Evaluates unclassified jobs to assign appropriate pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures, analyzes survey data, develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs.
- 25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.
- 10% +/- 5%
- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.
- 10% +/- 5%
- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

Compensation Analyst

5% +/- 2%

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

5% +/- 2%

- Performs salary survey analysis including linear regression analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

5% +/- 2%

- Identifies, implements and administers job assessments for selection; oversees the assessment administration process; trains other Human Resources staff regarding various processes and procedures; ensures all assessors are using proper procedures; sets priorities for utilizing resources and ensures efficient coordination of resources and activities in order to meet objectives; arranges for location, equipment and supplies to be available for assessment administration; develops and administers assessment instruments; ensures instruments are reliable and properly validated; creates methods for documenting information and results; proctors and scores assessment instruments; maintains integrity of assessment scoring reports, records and data; provides assessment results and objective feedback to managers and internal candidates regarding results; offers suggestions for improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in preferably Human Resources, Human Relations, Labor Relations, or related field with four (4) years of administering and facilitating compensation program experience.

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

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 personal computer, copier, calculator, and telephone.

Mathematical Ability

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

Compensation Analyst

- Ability to comprehend a variety of informational documents including SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.
- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, 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, and to follow instructions.
- Ability to use and interpret compensation terminology.
- Ability to communicate effectively with HR staff, department management, other County employees, external peers, and outside vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Firearms & Toolmarks	Class Number:	1071283
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met. This is a dedicated position in some laboratories.

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%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 10%
- Reviews/compiles case files and firearm evidence; testifies as firearm expert witness in court as required.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Forensic Scientist 3 – Firearms & Toolmarks

- Ensures overall quality of results; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use. 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians. 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding scientific analysis; Prepares for court testimony and testifies in court as an expert witness; 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field, presents results of research at national meetings, and publishes in peer-reviewed scientific journals. 5% +/- 2%
- Performs other duties as assigned by the Laboratory Supervisor. 5% +/- 2%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Natural/Physical Science, Forensic Science, or related field and five (5) years of laboratory experience performing firearm and toolmark comparisons and analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications 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; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level 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 chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.

Forensic Scientist 3 – Firearms & Toolmarks

- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Fingerprints	Class Number:	1071233
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and process physical evidence suspected of bearing finger, palm and foot prints; evaluate and conduct comparison of questioned prints to known standards; fingerprint deceased individuals for identification purposes, assist local agencies with requests for identification; prepare and enter latent print evidence into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

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%
- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; compiles case files and fingerprint evidence; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; conducts processing of physical evidence suspected of bearing finger, palm and foot prints; evaluates prints and conducts comparisons of questioned prints to known standards; maintain logs and records of examinations performed; prepares, evaluates and enters prints into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination.
- 25% +/- 10%
- Testifies in court as a fingerprint expert witness; communicates with attorneys and law enforcement personnel regarding scientific analysis; prepares for court testimony.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; performs maintenance of AFIS equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Ensures overall quality of results; develops and validates standards, controls, and methods for analysis; troubleshoots analytical methods; improves software for use.

Forensic Scientist 3 – Fingerprints

5% +/- 2%

- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Biology, Chemistry, Forensic Science or related field and five (5) years of laboratory experience performing latent print comparison and identification; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level 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 chain of custody records, case history forms, fingerprint reports, AFIS data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare fingerprint case report, case forms and charts, maintenance documents, purchase orders, chain of custody, laboratory report, fingerprint reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.

Forensic Scientist 3 – Fingerprints

- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment and machinery.

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 ISC CLASSIFICATION SPECIFICATION

Class Title:	Senior GIS Analyst	Class Number:	1053193
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis.

Distinguishing Characteristics

This is a advanced journey level classification in the GIS series. This position is distinguished from lower level positions as employees at this classification are expected to work independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit and may provide instruction to lower level GIS analysts and technicians as needed.

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. Performs duties including, but not limited to:

- 30% +/- 10%
- Recommends and establishes standards and procedures for the collection, revision and ongoing maintenance of high priority data, maps and services. Mentors GIS analysts in complex techniques, including administration of GIS database, web servers and map viewers.
- 30% +/- 10%
- Maintains complex spatial data models, performs complex data analysis and database querying. Works with staff to resolve complex problems involving databases, server operating systems, networks, applications, websites, and code.
- 20% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using GIS software.
- 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training; may supervise and provide feedback of lower level GIS positions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and five (5) years of advanced GIS analysis and/or GIS development experience; or any equivalent combination of training and experience.

Senior GIS Analyst

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-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 external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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.




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: February 2, 2017

TO: Cuyahoga County Council President Dan Brady
 Shontel Brown, Chairperson, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Chairwoman Deborah Southerington, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on February 1, 2017, 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:

PROPOSED NEW CLASSIFICATIONS			
Classification Title	Classification Number	Pay Grade	Department
Compensation Analyst	1053721	13	Human Resources
Forensic Scientist 3 – Firearm & Toolmark	1071283	12	Medical Examiner
Forensic Scientist 3 – Fingerprints	1071233	12	Medical Examiner
Senior GIS Analyst	1053193	12B	Information Technology
PROPOSED REVISED CLASSIFICATIONS			
Classification Title	Classification Number	Pay Grade	Department
Account Clerk	1013211	3	All Departments

Account Clerk Supervisor	1013214	6	All Departments
Custodial Worker Supervisor	1031111	5	Public Works
Examiner	1055121	6	All Departments
Executive Officer	1056318	19	Health & Human Services
Records Management Supervisor	1052223	9	Sheriff
Service Desk Analyst	1011241	6B	Information Technology
Volunteer Coordinator	1022421	6	Public Works

PROPOSED DELETED CLASSIFICATION(S)

Classification Title	Classification Number	Pay Grade	Department
Radio Dispatcher	1041211	1	Public Works

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
 Maggie Keenan, Director of OBM



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: January 13, 2017

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-bargaining Classification Plan. Changes in departments' operational needs and routine maintenance necessitate classifications be created, updated or deleted. These changes have been prepared and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes. Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE	DEPARTMENT
Compensation Analyst 1053721	13	Human Resources
Forensic Scientist 3 – Firearm & Toolmark 1071283	12	Medical Examiner
Forensic Scientist 3 – Fingerprints 1071233	12	Medical Examiner
Senior GIS Analyst 1053193	12B	Information Technology

REVISED CLASSIFICATIONS	CURRENT PAY GRADE	RECOMMENDED PAY GRADE	DEPARTMENT
Account Clerk 1013211	3	3 (no change)	All Departments
Account Clerk Supervisor 1013214	6	6 (no change)	All Departments
Custodial Worker Supervisor 1031111	5	5 (no change)	Public Works
Examiner 1055121	6	6 (no change)	All Departments
Executive Officer 1056318	19	19 (no change)	Health & Human Services
Records Management Supervisor 1052223	9	9 (no change)	Sheriff
Service Desk Analyst 1011241	6B	6B (no change)	Information Technology
Volunteer Coordinator 1022421	6	7	Public Works

DELETE CLASSIFICATION	PAY GRADE	DEPARTMENT
Radio Dispatcher 1041211	1	Public Works

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053721	Compensation Analyst	Human Resources	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 13 \$58,177.60 - \$81,432.00 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Melissa Foldesi, Compensation Manager Kelli Neale, Program Officer 4
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Management Contact(s):	Douglas Dykes, Director
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071283	Forensic Scientist 3 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	12

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$55,265.60 – \$77,376.00 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Program Officer Manager
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071233	Forensic Scientist 3 – Fingerprints	Medical Examiner's Office	Exempt	12

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$55,265.60 – \$77,376.00 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Program Officer Manager
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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053193	Senior GIS Analyst	Information Technology	Exempt	12B

Requested By:	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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Rationale:	This is a new classification requested by Information Technology management within the GIS classification series intended to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 12B \$59,404.80 - \$83,158.40 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Scot Rourke, Director Michael Young, CTO
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013211	Account Clerk	All Departments	Non-Exempt	3

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was last revised in 1993. 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.
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No. of Employees Affected:	14
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Dept.(s) Affected:	Fiscal Office Treasurer's Office Children and Family Services Job and Family Services Senior and Adult Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Dennis Kennedy, Director Chris Murray, Treasurer Dr Richard Jones, Director Thomas Pristow, Director David Merriman, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013214	Account Clerk Supervisor	All Departments	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was last revised in 1993. 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.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Department of Senior and Adult Services Department of Job and Family Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Dr. Richard Jones, Director David Merriman, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1031111	Custodial Worker Supervisor	Public Works	Non-Exempt	5

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was last revised in 2007. 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.
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No. of Employees Affected:	17
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055121	Examiner	All Department	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was last revised in 1993. 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.
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No. of Employees Affected:	5
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Dept.(s) Affected:	Fiscal Office e (Treasurer) Senior and Adult Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Chris Murray, Treasurer Dr. Richard Jones, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056318	Executive Officer	Health and Human Services	Exempt	19

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was last revised in 2007. 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.
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No. of Employees Affected:	4
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Dr. Richard Jones, Director David Merriman, Director Thomas Pristow, Director
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052223	Records Management Supervisor	Sheriff's Department	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	Departmental Revision Request. The request was made to add a certificate to the minimum qualifications as well as update the essential job functions.
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No. of Employees Affected:	N/A
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	N/A
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Clifford Pinkney, Sheriff
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011241	Service Desk Analyst	Information Technology	Non-Exempt	6B

Requested By:	Personnel Review Commission
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Rationale:	Departmental Revision Request. The request was made to remove a certification that is no longer needed from the minimum qualifications. The classification title was changed from Service Desk Analyst 1 to Service Desk Analyst because it is a stand alone classification and not part of a series.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Department of Senior and Adult Services Department of Job and Family Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Scot Rourke, Director Michael Young, CTO
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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022421	Volunteer Coordinator	Public Works	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. The classification was last revised in 2009. 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. The pay grade is increasing from a 6 to a pay grade 7.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: PG 6 \$37,876.80 - \$53,040.00
 PG 7 \$40,768.00 - \$57,096.00
 Step Placement TBD by Human Resources

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Mindy Naticchioni, Animal Shelter Administrator
 Michael Dever, Director

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041211	Radio Dispatcher	Public Works	Non- Exempt	1

Requested By: Personnel Review Commission

Rationale: The department does not have any radio dispatchers and there is no plan to hire any in the future.

No. of Employees Affected: None

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Michael Dever, Director

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
NEW				
Compensation Analyst	1053721	13	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
Forensic Scientist 3 – Firearm & Toolmark	1071283	12	Medical Examiner	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
Forensic Scientist 3 – Fingerprints	1071233	12	Medical Examiner	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
Senior GIS Analyst	1053193	12B	Information Technology	This is a new classification requested by Information Technology management within the GIS classification series intended to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis.
REVISED				
Account Clerk	1013211	3	All Departments	PRC routine maintenance. The classification was last revised in 1993. 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.
Account Clerk Supervisor	1013214	6	All Departments	PRC routine maintenance. The classification was last revised in 1993. 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.
Custodial Worker Supervisor	1031111	5	Public Works	PRC routine maintenance. The classification was last revised in 2007. 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.

Examiner	1055121	6	All Departments	PRC routine maintenance. The classification was last revised in 1993. 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.
Executive Officer	1056318	19	Health & Human Services	PRC routine maintenance. The classification was last revised in 2007. 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.
Records Management Supervisor	1052223	9	Sheriff	Departmental Revision Request. The request was made to add a certificate to the minimum qualifications as well as update the essential job functions.
Service Desk Analyst	1011241	6B	Information Technology	Departmental Revision Request. The request was made to remove a certification that is no longer needed from the minimum qualifications. The classification title was changed from Service Desk Analyst 1 to Service Desk Analyst because it is a stand-alone classification and not part of a series.
Volunteer Coordinator	1022421	6	Public Works	PRC routine maintenance. The classification was last revised in 2009. 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. The pay grade is increasing from a 6 to a pay grade 7.
DELETE				
Radio Dispatcher	1041211	1	Public Works	The department does not have any radio dispatchers and there is no plan to hire any in the future.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0023

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of The Honorable Anthony J. DiCicco to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2017 - 12/31/2019, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and,

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and,

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three year terms; and,

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

WHEREAS, the County Executive has nominated The Honorable Anthony J. DiCicco to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2017 - 12/31/2019; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of The Honorable Anthony J. DiCicco to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2017 - 12/31/2019.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 14, 2017

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

Journal _____
_____, 20__



January 24, 2017

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission Appointment

Dear President Brady:

I am pleased to nominate the following individual to serve as the Hillcrest Planning Region's appointment to the Cuyahoga County Planning Commission:

- **Anthony J. DiCicco, Mayor of Mayfield Heights**

The Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22. In order to ensure geographic representation on the Planning Commission, the County is divided into eight separate planning regions. One municipal leader from each region shall serve on this body. Members serve three-year terms. Upon confirmation, Mayor DiCicco would immediately commence service on the Planning Commission, with a term beginning January 1, 2017 through December 31, 2019.

Attached please find Mayor DiCicco's resume. As noted, he has served as a local elected official since 2008. He is current Chair of the City's Planning Commission, and has served on the municipality's Board of Zoning Appeals and Parks and Recreation Commission. In addition to his government service, Mayor DiCicco is also a member of the Board of Directors of Schnurman House, a non-profit housing community for senior citizens. His depth of experience on community land use and planning issues will bring tremendous value to the agency.

I respectfully request that introduction of this appointment be scheduled for the next County Council meeting. If you have any questions or need additional information, please contact Boards Administrator Lindy Burt at 698-2064; mburt@cuyahogacounty.us.

Sincerely,

Armond Budish
Cuyahoga County Executive

Anthony J. DiCicco

Career Summary

Mayor/Safety Director

City of Mayfield Heights
6154 Mayfield Road
Mayfield Hts., Ohio 44124
2013 to present

- 11th Mayor to serve the City of Mayfield Heights
- Managing over 140 full time employees in addition to the Department of Police, Fire, Building, Office of Aging and Human Services, Recreation Department, Service Department, Finance, Human Resources, and Engineering Department
- Managed an operating budget exceeding 22 million dollars yearly, ensuring fiscal responsibility

City Accomplishments

- Elected to City Council 2008
- Elected Council President 2012
- Current Chairman Planning Commission
Served on Board of Zoning Appeals, Parks and Recreation Commission and Commission on Aging

DiCicco & Sons Funeral Home

- Managing Director, DiCicco and Sons Funeral Home - Mayfield Hts. Ohio
- Licensed Funeral Director
- Responsibilities include managing 12 full time employees, industry compliance
- Licensed Insurance Agent

Education

Gilmour Academy Class of 1979
Musician's Institute, Hollywood CA. 1982
Riverside City College, Riverside CA 1985

Professional Affiliations

Ohio Funeral Director's Association
Cuyahoga County Funeral Director's Association
Cuyahoga County Mayor's & City Manager's Association
Schnurman House Board of Directors

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0024

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of The Honorable Timothy J. DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees for the term 3/1/2017 - 2/28/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Northeast Ohio Regional Sewer District Board of Trustees was created pursuant to provisions of Ohio Revised Code Chapter 6119, as well as judicial decisions addressing some of the operational details of this agency; and

WHEREAS, the Northeast Ohio Regional Sewer District was created in 1972 and the core mission is to serve customers by leading effective wastewater and stormwater management that protects the health and environment of our region while enhancing quality of life; and

WHEREAS, the Northeast Ohio Regional Sewer District Board of Trustees has seven members and the members are appointed by the Mayor of the City of Cleveland, a council of governments comprised of representatives of suburban communities called the Suburban Council of Governments, and Cuyahoga County; and

WHEREAS, members of the Northeast Ohio Regional Sewer District Board of Trustees shall be appointed to serve a five (5) year term; and

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

WHEREAS, County Executive Budish has nominated The Honorable Timothy J. DeGeeter for reappointment to serve on the Northeast Ohio Regional Sewer District Board of Trustees for the term 3/1/2017 - 2/28/2022; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter



February 6, 2017

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Northeast Ohio Regional Sewer District Appointment

Dear President Brady:

Pursuant to Exhibit A, Section 7(a) of Cuyahoga Common Pleas Court Journal Entry, Case No. SD69411 (1979), I am pleased to reappoint the following individual to the Northeast Ohio Regional Sewer District (NEORS) Board of Trustees:

Timothy J. DeGeeter, Mayor, City of Parma

The NEORS was established in 1972 by declaration of the Cuyahoga County Court of Common Pleas, pursuant to Section 6119.04(D) of the Ohio Revised Code. Exhibit A of a declaration issued by the Common Pleas Court in 1979, amending the original petition and plan for the operation of the District, establishes a seven-member Board comprised of the following appointments:

- Two members appointed by the Mayor of the City of Cleveland;
- Two members appointed by the Suburban Council of Governments;
- One member appointed by the County Executive;
- One member designated on the basis of sewage flow (currently the City of Cleveland); and
- One member designated on the basis of population (currently the Suburban Council of Governments)

The Court Order further specifies that the member appointed by the County Executive shall be a representative of all municipalities within the *Three Rivers Watershed District*, which encompasses the Rocky River, Cuyahoga River and Chagrin River Watersheds.

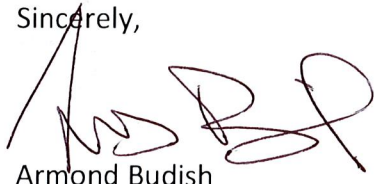
Each NEORS trustee serves a five-year term. Members are compensated at the rate of \$8,000 per year.

Mayor DeGeeter's current term expires February 28, 2017. If confirmed, his reappointment would commence March 1, 2017 and expire February 28, 2022. According to information provided by the agency, the Mayor has a perfect record of attendance at Board meetings.

Mayor DeGeeter has devoted his career to the public sector, having served as a City Councilman, State Representative, and currently as Parma's 14th Mayor. He also currently serves on the Boards of the Ohio Mayors Alliance, the Ohio Municipal League, the First Suburbs Consortium, the Parma Community Improvement Corporation (PCIC), and on the Northeast Ohio Areawide Coordinating Agency (NOACA). I am grateful for his willingness to continue his leadership on issues affecting infrastructure and water quality in the Northeast Ohio region.

Thank you for your consideration of this appointment. If you have any questions, please contact Boards Administrator Lindy Burt at 216-698-2064.

Sincerely,

A handwritten signature in black ink, appearing to read 'Armond Budish', with a stylized flourish at the end.

Armond Budish

Copy:

Eric Luckage, Chief Legal Officer & General Counsel, NEORS

Julius Ciaccia, Chief Executive Officer, NEORS

Kyle Dreyfuss-Wells, Deputy Director, NEORS

Sharon Sobol-Jordan, Chief of Staff, Office of the County Executive

Matt Carroll, Chief of Economic Opportunity and Growth, Cuyahoga County

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0025

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; 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, County Executive Armond Budish has nominated the following individuals for reappointment to serve on the Cuyahoga Community College Board of Trustees for various terms:

1. J. David Heller for the term 3/27/2017 - 3/26/2022;
2. Victor A. Ruiz for the term 1/18/2017 - 1/17/2022; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to serve on the Cuyahoga Community College Board of Trustees for various terms:

1. J. David Heller for the term 3/27/2017 - 3/26/2022; and
2. Victor A. Ruiz for the term 1/18/2017 - 1/17/2022.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 14, 2017

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

Journal _____
_____, 20__



February 7, 2017

TO: Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street
Cleveland, OH 44115

RE: Cuyahoga Community College Reappointment

Dear President Brady,

Pursuant to Section 3354.05(A) of the Ohio Revised Code, I am pleased to submit the following reappointment to the Cuyahoga Community College ("Tri-C") Board of Trustees:

J. David Heller

The Tri-C Board is comprised of nine members – six appointed by the County Executive, and three appointed by the Governor of the State of Ohio [ORC 3354.05(A)]. Board members must be residents of the community college district. Mr. Heller is a resident of Moreland Hills.

Mr. Heller was appointed and confirmed by County Council in January of 2016 to fill an unexpired term. The original term is set to expire March 26, 2017. The length of term is five years. As such, Mr. Heller would serve a term that commences March 27, 2017, and expires March 26, 2022. The position is uncompensated. His attendance at meetings during his term is recorded in the attached document.

David is an expert in real estate finance and development. He holds a bachelor's degree in business administration and is a certified public accountant, and serves on the boards of a number of civic organizations. His professional experience and his leadership in the community have greatly benefited Tri-C and its student population, and I am grateful for his willingness to continue his service to the institution.

Thank you for your consideration of this appointment. If you need further information, please contact Boards Administrator Lindy Burt at 216-698-2064.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Armond Budish', written in a cursive style.

Armond Budish

Copy:

Alex Johnson, President, Tri-C

Claire Rosacco, VP of Government Relations & Community Outreach, Tri-C

Sharon Sobol-Jordan, Chief of Staff, Office of the County Executive

Matt Carroll, Chief of Economic Opportunity and Growth, Cuyahoga County

Melinda Burt

From: Kimberley Calderaro <KCalderaro@nrpgroup.com> on behalf of David Heller <dheller@nrpgroup.com>
Sent: Tuesday, January 31, 2017 12:24 PM
To: Melinda Burt
Subject: Board of Trustees Reappointed Request
Attachments: DavidHeller_Bio.pdf; List of Boards and Commissions.pdf

Lindy,

It has been an honor to serve as a Trustee of the Cuyahoga Community College (Tri-C) District. I was appointed to the Board on January 12, 2016 to complete an unfinished term of an outgoing Trustee. Please accept this email as an indication of my desire for reappointment by County Executive Armond Budish to a new five-year term on the Board.

Cuyahoga Community College is a leading educational institution and an asset in our community. During my tenure as a Board member, I have served on two committees, the Community Affairs and the Investment committees, allowing me the opportunity learn firsthand the commitment the College has to the community and to fiscal responsibility.

I am committed to the mission of Tri-C and continuing my Board service would allow me to ensure that the College continues to achieve its mission of providing high quality, accessible, and affordable educational opportunities with a focus on student success.

Cuyahoga Community College is the place where futures begin and I look forward to the prospect of continuing my service on the Board of Trustees. If you need any additional information, I can be reached at [REDACTED]

J. David Heller
[REDACTED]

J. David Heller, CPA Co-founder and Principal

J. David Heller's primary responsibilities with The NRP Group include new business development, project financial structuring and day-to-day management of the company. He also serves on the NRP Investment Committee, which reviews and approves all new NRP business.

Highlighted Experience

Prior to founding The NRP Group, Mr. Heller was with the Townsend Group as a consultant and was responsible for more than \$3.6 billion in real estate investments over two years. The developments included office, industrial, retail, single-family and multi-family construction projects. Additionally, he was responsible for portfolio diversification, asset management, investment strategy and project underwriting. His clients included the state of Washington, the city of Milwaukee, United Mine Workers of America, Ohio Police and Fire, Los Angeles Police and Fire, the city of San Francisco and the county of San Francisco.

Mr. Heller previously spent five years at Arthur Andersen & Co. in Chicago as a manager in the real estate consulting division. He performed feasibility studies and market analysis, created strategic plans, and audited real estate partnerships for clients, including La Salle Partners, VMS Realty, First Chicago, and RREEF Funds. He holds a bachelor's degree in business administration from the University of Michigan, Ann Arbor.

Leadership in the Industry

A certified public accountant, Mr. Heller is a member of the AICPA. In addition, he serves on the executive committee and is past Chairman of the Housing Credit Group for the National Association of Home Builders (NAHB). Mr. Heller serves on the Advisory Board for the Campaign for Affordable Housing and the Editorial Advisory Board for Affordable Housing Finance Magazine. Mr. Heller also serves as an officer of the Board for New Village Capital Corporation, National Leased Housing Association, and The Housing Advisory Group.

Leadership in the Community

Mr. Heller holds leadership positions in many civic organizations. He has served on the Board of Trustees for Jewish Community Housing, Gross Schechter Day School and the United Way of Cleveland. He was Board President of the Jewish Education Center of Cleveland, President of the Board of the Ohio Jewish Communities and Chaired the Government Relations Committee at the Jewish Community Federation of Cleveland. He also currently serves as an Officer of the Board for the Jewish Community Federation of Cleveland and is the 2013 and 2014 Campaign Chair for the Jewish Community Federation of Cleveland. He serves on the Advisory Board of the University Hospital Cardio Vascular Institute and joined the Ohio Police and Fire Pension Fund Board in December 2008 and reappointed in December 2012. Mr. Heller serves on the Board of Parkwood Corporation and the Northeast Ohio Medical University. In January 2009, Mr. Heller was appointed to a five-year term as a Member of the United States Holocaust Memorial Council by the President of the United States, and was named Entrepreneur of the Year by Ernst & Young Cleveland in 2010.

List of Boards and Commissions

Northeast Ohio Medical University Board of Trustees (NEOMED)

Parkwood Corporation

Jewish Community Federation of Cleveland

Ohio Police & Fire

Gordon Square Arts District

JECC Adult Education

Partners in Torah

Joint Distribution Committee (JDC)

5/3 Bank, Cleveland Advisory Board

Mosdos Oversight Committee

University School Board of Trustees

The Shabbos Project Board of Trustees

Jewish Theological Seminary Library

Cuyahoga Community College Board of Trustees

Michigan - Ross School of Business Advisory Board

AIF Advisory Board

CSU Advisory Board (Center for Population Studies)

RBC Advisory Board

United States Holocaust Memorial Museum Board of Trustees

New Village Corp. Board of Trustees

Cleveland Neighborhood Progress Board of Trustees

Trustees Two Year Running Attendance Record

Name of Institution: Cuyahoga Community College

Date of Report: January 23, 2017

Number of Meetings in the last 24 months: 16

Dates Covered: January 1, 2015 – December 31, 2016

Vacancies on the board: 0

Board Member Name	Local or Governor Appointment?	# Mtgs. Present	# Mtgs. Absent	Attendance Percentage	Start of Current Term (M/D/Y)	Appointment Date (if different from start of term) - (M/D/Y)	End of Current Term (M/D/Y)
J. David Heller	County Executive	6	0	100%	3-27-12	1-12-16	3-26-17
Victor Ruiz	County Executive	15	1	94%	2-28-12		2-27-17

Notes: J. David Heller is completing Megan O'Bryan's term.



February 7, 2017

TO: Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street
Cleveland, OH 44115

RE: Cuyahoga Community College Reappointment

Dear President Brady,

Pursuant to Section 3354.05(A) of the Ohio Revised Code, I am pleased to submit the following reappointment to the Cuyahoga Community College ("Tri-C") Board of Trustees:

Victor Ruiz

The Tri-C Board is comprised of nine members – six appointed by the County Executive, and three appointed by the Governor of the State of Ohio [ORC 3354.05(A)]. Board members must be residents of the community college district. Mr. Ruiz is a resident of the City of Cleveland.

Mr. Ruiz was originally appointed and confirmed by County Council in February of 2012 to the Tri-C Board of Trustees, and currently serves as Chair. The Council Motion confirming his appointment set his term to expire January 17, 2017. The length of term is five years. Ohio Revised Code stipulates that members shall serve a five-year term, and permits members to continue serving beyond the expiration of term until a successor takes office, or for a period of sixty days – whichever occurs first. As such, Mr. Ruiz would serve a term that commences January 18, 2017, and expires January 17, 2022. The position is uncompensated. His attendance at meetings during his current term is recorded in the attached document.

Victor has devoted his career to continuing education. As shown in his bio, he spent the first part of his professional life at College Now Greater Cleveland – an agency that works to increase college attainment through the provision of access advising, financial aid counseling, and scholarship and retention services. In 2010, he became Executive Director of Ezperanza, Inc. – a local nonprofit focused on improving the academic achievement of Hispanics in Greater Cleveland. He also currently serves as a trustee on the Boards of the Cleveland Transformation Alliance, the Hispanic Roundtable, and the Hispanic Alliance. His dedication and expertise have

been tremendous assets to Tri-C – one of Greater Cleveland’s most important educational institutions.

Thank you for your consideration of this appointment. If you need further information, please contact Boards Administrator Lindy Burt at 216-698-2064.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Armond Budish'. The signature is stylized with large, sweeping letters.

Armond Budish

Copy:

Alex Johnson, President, Tri-C

Claire Rosacco, VP of Government Relations & Community Outreach, Tri-C

Sharon Sobol-Jordan, Chief of Staff, Office of the County Executive

Matt Carroll, Chief of Economic Opportunity and Growth, Cuyahoga County

Melinda Burt

From: Victor Ruiz <victor@esperanzainc.org>
Sent: Monday, January 30, 2017 11:34 AM
To: Melinda Burt
Subject: Victor Ruiz, request to be reappointed to Tri-C Board of Trustees
Attachments: Victor Ruiz_2015.docx

Good Morning Lindy,

Please accept my appreciation for the opportunity to represent the County on the Board of Trustees of the Cuyahoga Community College (Tri-C) District. It has been an honor to be a part of one of Cuyahoga County's most vibrant institutions of higher education. I will be completing my first term shortly and would like to remain involved in the future of Tri-C; therefore, I respectfully request the support of County Executive Budish to be re-appointed to a new five-year term.

As the current Board Chair and the only Hispanic member of the Board, it is a role that I cherish with the utmost sense of responsibility as the Board seeks to fulfill the mission of improving the overall quality of life in our diverse community. I have witnessed the transformation of the College from one focused on enrollment to its current focus on student success and completion. Over the last five years, the College has increased graduation numbers and rates exponentially, while increasing workforce development opportunities.

As a Trustee, I am committed to put forth the time and effort necessary to ensure that Tri-C fulfills its mission of providing accessible and affordable education and job training opportunities for the citizens of the county.

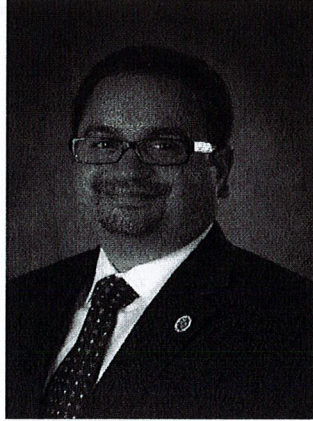
Thank you again for the opportunity to serve as a Trustee of Cuyahoga Community College District. If you need any additional information, I can be reached at [REDACTED].

Regards,
Victor A. Ruiz

[REDACTED]

Victor A. Ruiz
Executive Director
Esperanza, Inc.
3104 W. 25th St. 4th Floor
Cleveland, OH 44109
216-651-7178
www.esperanzainc.org

Cuyahoga Community College Board of Trustees



Victor Ruiz

[REDACTED]
Executive Director, Esperanza, Inc.

Victor Ruiz is Executive Director of Esperanza Inc., a 30-year-old nonprofit with a mission of improving the academic achievement of Hispanics in Greater Cleveland, keeping them in school and preparing them academically and socially for college. (Esperanza means “hope” in Spanish.)

Mr. Ruiz graduated from what is now Baldwin Wallace University, where he majored in English.

A college-years job with the scholarship program, where he would open the eyes of middle-school students and their parents to opportunities for continuing their education, turned into a career. He stayed on at Cleveland Scholarship Programs — now known as College Now Greater Cleveland — after graduation, rising to assistant vice president and supervising programs in Cuyahoga and Lorain counties. Along the way, he earned a master's degree in school counseling at Cleveland State University.

He spent more than a decade at Cleveland Scholarship Programs, moving on to his current job at Esperanza in 2010. The organization engages the community in the education of students in addition to providing direct services. Keeping education a priority in a child's life is truly a community and family process. It's not just an individual child process.

Esperanza has a team of over 20 staffers and a cadre of volunteers. Esperanza offers a portfolio of programs that offer students and their families help with tutoring, mentoring, scholarships and other programs.

Mr. Ruiz lives with his wife and three children in Cleveland's West Park neighborhood. He also represents Esperanza and serves on the Cleveland Transformation Alliance, the Hispanic Roundtable and the Hispanic Alliance. He thinks his greatest contribution, and his greatest skill, is building relationships — with students most importantly, but also with the people and organizations that he and Esperanza rely on for support.

