



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 28, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) March 14, 2017 Committee of the Whole Meeting (See Page 13)
 - b) March 14, 2017 Regular Meeting (See Page 16)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2017-0056: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 32)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2017-0044: A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 192)

Sponsor: Councilmember Brown

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

- 2) R2017-0045: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective. (See Page 194)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

- 3) R2017-0046: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 239)

Sponsors: Councilmembers Simon, Miller, Hairston, Brown and Jones

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2017-0057: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 242)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2017-0058: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; and declaring the necessity that this Resolution become immediately effective. (See Page 262)

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

- 2) R2017-0059: A Resolution amending the 2016/2017 Biennial Operating Budget and Capital Improvements Program for 2017 by revising projects, estimated costs and schedule; and declaring the necessity that this Resolution become immediately effective. (See Page 267)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 3) R2017-0060: A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$375,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 7/17/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 270)

Sponsor: County Executive Budish/Department of Law

- 4) R2017-0061: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 274)

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

- 5) R2017-0062: A Resolution authorizing a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 277)

Sponsor: County Executive Budish/Department of Development

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2017-0051: A Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative

Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and declaring the necessity that this Resolution become immediately effective. (See Page 283)

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

Committee Assignment and Chair: Finance & Budgeting – Miller

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2017-0048: A Resolution authorizing a revenue generating agreement with T & G Flying Club, Inc. in the amount not-to-exceed \$75,984.00 for lease of office space and aircraft tie-down fees located at the Cuyahoga County Airport Safety Building, Area B Suites G-L, 26300 Curtiss Wright Parkway, Highland Heights, for the period 1/1/2017 - 12/31/2019; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 285)

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 2) R2017-0049: A Resolution authorizing an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/31/2017 to change the scope of services and the terms, effective 3/28/2017, to extend the time period to 3/3/2018 and to establish a guaranteed maximum price in the amount not-to-exceed \$25,211,693.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 287)

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 3) R2017-0050: A Resolution making an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 290)

Sponsor: County Executive Budish/Department of Human Resources

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

- 4) R2017-0052: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,696,886.76, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 292)

- i) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$4,057,624.95.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,770,477.25.
- iii) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,868,784.56.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 5) R2017-0053: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-

to-exceed \$103,746.55, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 295)

- i) Cuyahoga County Treasurer's Office in the amount not-to-exceed \$75,796.59.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$27,949.96.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 6) R2017-0054: A Resolution authorizing an amendment to Contract No. CE1600248-01 with Starting Point for the Out-of-School Time Program for the period 10/1/2016 - 1/31/2017 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,400,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 298)

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council and Councilmember Hairston

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2017-0030: A Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds and

paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective. (See Page 301)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

Bond Counsel: Squire Patton Boggs (US) LLP and Forbes, Fields & Associates Co., L.P.A.

- 2) R2017-0039: A Resolution making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for various municipal grant projects for the 2017 Community Development Block Grant Municipal Grant Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 320)

- i) City of Maple Heights for park improvement.
- ii) City of Berea for road resurfacing.
- iii) City of Broadview Heights for road reconstruction.
- iv) City of Mayfield Heights for safety/ADA.
- v) City of North Olmsted for sidewalk repair.
- vi) City of South Euclid for road reconstruction.
- vii) City of Parma Heights for road resurfacing.
- viii) City of Brooklyn for road and sewer repair.
- ix) City of Fairview Park for sidewalk repair.
- x) City of Middleburg Heights for road resurfacing.

Sponsor: County Executive Budish/Department of Development

- 3) R2017-0040: A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$998,966.00, for various projects in connection with the 2017 Community Development Supplemental Grant

Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 323)

- i) Lakewood Alive Development Corporation in the amount not-to-exceed \$50,000.00 for a Streetscaping Project.
- ii) St. Clair-Superior Development Corporation in the amount not-to-exceed \$50,000.00 for the Bus Stop Safety Program.
- iii) Tremont West Development Corporation in the amount not-to-exceed \$50,000.00 for the Lincoln Park Gazebo Project.
- iv) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for the Park Construction Project.
- v) Village of Mayfield in the amount not-to-exceed \$50,000.00 for the Band Shell Construction Project.
- vi) City of Parma Heights in the amount not-to-exceed \$50,000.00 for the Cultural Center Rehabilitation Project.
- vii) City of Rocky River in the amount not-to-exceed \$49,950.00 for the Safety Project.
- viii) Fairfax Renaissance Development Corporation in the amount not-to-exceed \$50,000.00 for the Vacant Lot Repurpose Project.
- ix) Village of Chagrin Falls in the amount not-to-exceed \$40,000.00 for the Safety Project.
- x) City of Bay Village in the amount not-to-exceed \$50,000.00 for the Generator Project.
- xi) City of Euclid in the amount not-to-exceed \$50,000.00 for the Tree/Flower Planting Project.
- xii) City of Fairview Park in the amount not-to-exceed \$50,000.00 for the pavilion Construction Project.
- xiii) One South Euclid in the amount not-to-exceed \$20,000.00 for the homeowner Exterior Maintenance Program.
- xiv) Bellair-Puritas Development Corporation in the amount not-to-exceed \$50,000.00 for the Lighting and Landscaping Project.
- xv) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for the Road Resurfacing Project.

- xvi) City of Brooklyn Heights in the amount not-to-exceed \$39,798.00 for the purchase of a van.
- xvii) City of Maple Heights in the amount not-to-exceed \$50,000.00 for the Park Improvements Project.
- xviii) City of Broadview Heights in the amount not-to-exceed \$50,000.00 for the Median Redevelopment Project.
- xix) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for the Acquisition and Demolition Project.
- xx) Kamms Corner Development Corporation in the amount not-to-exceed \$44,768.00 for the Parking Lot Repair Project.
- xxi) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for the ADA Accessibility Project.
- xxii) Campus District, Inc. in the amount not-to-exceed \$4,450.00 for the purchase of a camera.

Sponsors: County Executive Budish/Department of Development and Councilmembers Miller and Conwell

- 4) R2017-0042: A Resolution authorizing amendments to agreements and contracts with various providers for neighborhood collaborative services for the Family to Family Neighborhood System of Care Program for the period 4/1/2014 - 3/31/2017 to extend the time period to 3/31/2018 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 328)

- i) Agreements:
 - a) No. AG1400049-01 with City of Lakewood in the amount not-to-exceed \$320,464.00.
 - b) No. AG1400050-01 with Parma City School District in the amount not-to-exceed \$320,464.00.
 - c) No. AG1400051-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$320,464.00.

ii) Contracts:

- a) No. CE1400076-01 with Catholic Charities Corporation – Fatima Family Center in the amount not-to-exceed \$320,464.00.
- b) No. CE1400077-01 with Catholic Charities Corporation – St. Martin De Porres Family Center in the amount not-to-exceed \$320,464.00.
- c) No. CE1400078-01 with The Harvard Community Services Center in the amount not-to-exceed \$320,464.00.
- d) No. CE1400079-01 with Murtis Taylor Human Services System – East Cleveland in the amount not-to-exceed \$480,696.00.
- e) No. CE1400080-01 with Murtis Taylor Human Services System – Mt. Pleasant in the amount not-to-exceed \$480,696.00.
- f) No. CE1400081-01 with The Centers for Families and Children in the amount not-to-exceed \$320,464.00.
- g) No. CE1400082-01 with University Settlement, Incorporated in the amount not-to-exceed \$320,464.00.
- h) No. CE1400083-01 with West Side Community House in the amount not-to-exceed \$320,464.00.
- i) No. CE1400084-01 with YMCA of Greater Cleveland in the amount not-to-exceed \$320,464.00.
- j) No. CE1400085-01 with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services and Councilmembers Conwell, Miller, Tuma, Brown and Baker

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

WEDNESDAY, APRIL 12, 2017
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

WEDNESDAY, APRIL 12, 2017
5:00 PM / COUNCIL CHAMBERS

**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 COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 14, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:03 p.m.

2. ROLL CALL

Council President Brady asked Deputy Clerk Carter to call the roll. Councilmembers Tuma, Gallagher, Schron, Hairston, Simon, Baker and Brady were in attendance and a quorum was determined. Councilmembers Miller, Brown and Jones entered the meeting shortly after the roll call was taken. Councilmember Conwell was absent from the meeting.

3. PUBLIC COMMENT RELATED TO AGENDA

The following individuals addressed Council regarding Resolution No. R2017-0030, a Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena:

- a) Dr. Yvonne Connor**
- b) Mr. Rayshawn Akins-Smith**
- c) Ms. Alicene Passawanti**
- d) Ms. Diana Woodbridge**
- e) Ms. Louise McKinney**
- f) Ms. Valerie Southern**
- g) Mr. Norman Edwards**
- h) Mr. Mark Kutylowski**
- i) Mr. Brian Moloney**
- j) Mr. Jon Steinbrecher**
- k) Mr. Brian Hall**

4. ITEM REFERRED TO COMMITTEE:

- a) R2017-0030: A Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Ms. Maggie Keenan, Director of the Office of Budget and Management and Mr. Timothy Offtermatt, Managing Director for Stifel Financial Corporation, addressed Council regarding Resolution No. R2017-0030. Discussion ensued.

Councilmembers asked questions of Ms. Keenan and Mr. Offtermatt pertaining to the item, which they answered accordingly.

A short recess was then taken by Council after which Council President Brady reconvened the meeting.

Mr. Robert Triozzi, Director of Law; Mr. Len Komoroski, Chief Executive Officer of the Cleveland Cavaliers and Quicken Loans Arena; and Mr. Offtermatt addressed Council regarding Resolution No. R2017-0030. Discussion ensued.

Councilmembers asked questions of Messrs. Triozzi, Komoroski and Offtermatt pertaining to the item, which they answered accordingly.

A motion was made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to amend Resolution No. R2017-0030 by inserting the following:

“18. The Sales Tax Revenue Bond Indenture, the Nontax Revenue Bond Indenture, or cooperative agreement with Gateway Economic Development Corporation of Greater Cleveland, as the case may be, shall provide that no amounts to be deposited in the Alternative Facility Reserve shall be transferred to another reserve prior to January 1, 2021; provided, however, that prior to January 1, 2021, any funds in the Alternative Facility Reserve that are not committed as part of a financing plan for a major league sports facility may backstop debt service in event that a shortfall occurs in the Cooperative Reserve.”

On a motion by Mr. Brady with a second by Mr. Jones, Resolution No. R2017-0030 was considered and approved by majority roll-call vote to be referred to the full Council agenda for second reading, with Councilmembers Miller, Tuma, Gallagher, Jones, Brown, Hairston, Simon and Brady voting in the affirmative and Councilmembers Schron and Baker casting dissenting votes.

5. MISCELLANEOUS BUSINESS

Mr. Brady invited the public to attend the 5:00 p.m. Council meeting.

6. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:26 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 14, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:06 p.m.

2. ROLL CALL

Council President Brady asked Deputy Clerk Carter to call the roll. Councilmembers Tuma, Gallagher, Schron, Jones, Brown, Hairston, Simon, Baker, Miller and Brady were in attendance and a quorum was determined. Councilmember Conwell was absent from the meeting.

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

Mr. Mike Belkin addressed Council regarding Resolution No. R2017-0030, a Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of

reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena.

Ms. Adele Eisner addressed Council regarding Resolution No. R2017-0051, a Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks.

6. APPROVAL OF MINUTES

- a) February 28, 2017 Committee of the Whole Meeting
- b) February 28, 2017 Regular Meeting

A motion was made by Mr. Hairston, seconded by Mr. Schron and approved by unanimous vote to approve the minutes of the February 28, 2017 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Brady acknowledged and welcomed visitors from Angola and Sao Tome Principe, participating in the U.S. Department of State's International Visitor Leadership Program.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish welcomed representatives from The MetroHealth System and announced that an agreement was reached on the transformation project for the hospital.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2017-0044: A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown

Council President Brady referred Resolution No. R2017-0044 to the Human Resources, Appointments & Equity Committee.

- 2) R2017-0045: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

Council President Brady referred Resolution No. R2017-0045 to the Human Resources, Appointments & Equity Committee.

- 3) R2017-0046: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon, **Miller, Hairston, Brown and Jones**

Council President Brady referred Resolution No. R2017-0046 to the Education, Environment & Sustainability Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2017-0047.

- 1) R2017-0047: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments,

offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2017-0047 was considered and adopted by unanimous vote.

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2017-0048: A Resolution authorizing a revenue generating agreement with T & G Flying Club, Inc. in the amount not-to-exceed \$75,984.00 for lease of office space and aircraft tie-down fees located at the Cuyahoga County Airport Safety Building, Area B Suites G-L, 26300 Curtiss Wright Parkway, Highland Heights, for the period 1/1/2017 - 12/31/2019; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2017-0048 to the Public Works, Procurement & Contracting Committee.

- 2) R2017-0049: A Resolution authorizing an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/31/2017 to change the scope of services and the terms, effective 3/28/2017, and to establish a guaranteed maximum price in the amount not-to-exceed \$25,211,693.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2017-0049 to the Public Works, Procurement & Contracting Committee.

- 3) R2017-0050: A Resolution making an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 3/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

Council President Brady referred Resolution No. R2017-0050 to the Human Resources, Appointments & Equity Committee.

- 4) R2017-0051: A Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

Council President Brady referred Resolution No. R2017-0051 to the Finance & Budgeting Committee.

- 5) R2017-0052: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,696,886.76, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$4,057,624.95.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,770,477.25.

- iii) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,868,784.56.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Council President Brady referred Resolution No. R2017-0052 to the Health, Human Services & Aging Committee.

- 6) R2017-0053: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$103,746.55, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) Cuyahoga County Treasurer's Office in the amount not-to-exceed \$75,796.59.
 - ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$27,949.96.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Council President Brady referred Resolution No. R2017-0053 to the Health, Human Services & Aging Committee.

- 7) R2017-0054: A Resolution authorizing an amendment to Contract No. CE1600248-01 with Starting Point for the Out-of-School Time Program for the period 10/1/2016 - 1/31/2017 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,400,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council **and Councilmember Hairston**

Council President Brady referred Resolution No. R2017-0054 to the Education, Environment & Sustainability Committee.

- 8) R2017-0055: A Resolution authorizing the County Executive to obtain and/or pledge one or more letters of credit from a bank or banks related to and in support of The MetroHealth System's Campus Transformation Project; approving and authorizing the execution of one or more indentures or other documents; authorizing other contracts and other actions related to and necessary for the matter described herein; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Council President Brady **and Councilmembers Miller, Hairston, Gallagher, Simon, Jones and Tuma**

Council President Brady referred Resolution No. R2017-0055 to the Committee of the Whole.

- c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2017-0030: A Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

Committee Assignment and Chair: Committee of the Whole –
Brady

Deputy Clerk Carter read Resolution No. R2017-0030 into the record.

This item will move to the March 28, 2017 Council meeting agenda for consideration for third reading adoption.

- 2) R2017-0039: A Resolution making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for various municipal grant projects for the 2017 Community Development Block Grant Municipal Grant Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) City of Maple Heights for park improvement.
- ii) City of Berea for road resurfacing.
- iii) City of Broadview Heights for road reconstruction.
- iv) City of Mayfield Heights for safety/ADA.
- v) City of North Olmsted for sidewalk repair.
- vi) City of South Euclid for road reconstruction.
- vii) City of Parma Heights for road resurfacing.
- viii) City of Brooklyn for road and sewer repair.
- ix) City of Fairview Park for sidewalk repair.
- x) City of Middleburg Heights for road resurfacing.

Sponsor: County Executive Budish/Department of
Development

Committee Assignment and Chair: Community Development
– Hairston

Deputy Clerk Carter read Resolution No. R2017-0039 into the record.

This item will move to the March 28, 2017 Council meeting agenda for consideration for third reading adoption.

- 3) R2017-0040: A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$998,966.00, for various projects in connection with the 2017 Community Development Supplemental Grant Program for the period 4/1/2017 - 12/31/2017; authorizing

the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Lakewood Alive Development Corporation in the amount not-to-exceed \$50,000.00 for a Streetscaping Project.
- ii) St. Clair-Superior Development Corporation in the amount not-to-exceed \$50,000.00 for the Bus Stop Safety Program.
- iii) Tremont West Development Corporation in the amount not-to-exceed \$50,000.00 for the Lincoln Park Gazebo Project.
- iv) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for the Park Construction Project.
- v) Village of Mayfield in the amount not-to-exceed \$50,000.00 for the Band Shell Construction Project.
- vi) City of Parma Heights in the amount not-to-exceed \$50,000.00 for the Cultural Center Rehabilitation Project.
- vii) City of Rocky River in the amount not-to-exceed \$49,950.00 for the Safety Project.
- viii) Fairfax Renaissance Development Corporation in the amount not-to-exceed \$50,000.00 for the Vacant Lot Repurpose Project.
- ix) Village of Chagrin Falls in the amount not-to-exceed \$40,000.00 for the Safety Project.
- x) City of Bay Village in the amount not-to-exceed \$50,000.00 for the Generator Project.
- xi) City of Euclid in the amount not-to-exceed \$50,000.00 for the Tree/Flower Planting Project.
- xii) City of Fairview Park in the amount not-to-exceed \$50,000.00 for the pavilion Construction Project.
- xiii) One South Euclid in the amount not-to-exceed \$20,000.00 for the homeowner Exterior Maintenance Program.
- xiv) Bellair-Puritas Development Corporation in the amount not-to-exceed \$50,000.00 for the Lighting and Landscaping Project.
- xv) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for the Road Resurfacing Project.
- xvi) City of Brooklyn Heights in the amount not-to-exceed \$39,798.00 for the purchase of a van.

- xvii) City of Maple Heights in the amount not-to-exceed \$50,000.00 for the Park Improvements Project.
- xviii) City of Broadview Heights in the amount not-to-exceed \$50,000.00 for the Median Redevelopment Project.
- xix) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for the Acquisition and Demolition Project.
- xx) Kamms Corner Development Corporation in the amount not-to-exceed \$44,768.00 for the Parking Lot Repair Project.
- xxi) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for the ADA Accessibility Project.
- xxii) Campus District, Inc. in the amount not-to-exceed \$4,450.00 for the purchase of a camera.

Sponsors: County Executive Budish/Department of Development and Councilmembers Miller and Conwell

Committee Assignment and Chair: Community Development – Hairston

Deputy Clerk Carter read Resolution No. R2017-0040 into the record.

This item will move to the March 28, 2017 Council meeting agenda for consideration for third reading adoption.

- 4) R2017-0042: A Resolution authorizing amendments to agreements and contracts with various providers for neighborhood collaborative services for the Family to Family Neighborhood System of Care Program for the period 4/1/2014 - 3/31/2017 to extend the time period to 3/31/2018 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) Agreements:
 - a) No. AG1400049-01 with City of Lakewood in the amount not-to-exceed \$320,464.00.

- b) No. AG1400050-01 with Parma City School District in the amount not-to-exceed \$320,464.00.
- c) No. AG1400051-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$320,464.00.

ii) Contracts:

- a) No. CE1400076-01 with Catholic Charities Corporation – Fatima Family Center in the amount not-to-exceed \$320,464.00.
- b) No. CE1400077-01 with Catholic Charities Corporation – St. Martin De Porres Family Center in the amount not-to-exceed \$320,464.00.
- c) No. CE1400078-01 with The Harvard Community Services Center in the amount not-to-exceed \$320,464.00.
- d) No. CE1400079-01 with Murtis Taylor Human Services System – East Cleveland in the amount not-to-exceed \$480,696.00.
- e) No. CE1400080-01 with Murtis Taylor Human Services System – Mt. Pleasant in the amount not-to-exceed \$480,696.00.
- f) No. CE1400081-01 with The Centers for Families and Children in the amount not-to-exceed \$320,464.00.
- g) No. CE1400082-01 with University Settlement, Incorporated in the amount not-to-exceed \$320,464.00.
- h) No. CE1400083-01 with West Side Community House in the amount not-to-exceed \$320,464.00.
- i) No. CE1400084-01 with YMCA of Greater Cleveland in the amount not-to-exceed \$320,464.00.
- j) No. CE1400085-01 with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services and Councilmembers Conwell, Miller, Tuma, Brown and Baker

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

Deputy Clerk Carter read Resolution No. R2017-0042 into the record.

This item will move to the March 28, 2017 Council meeting agenda for consideration for third reading adoption.

- d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2017-0036, R2017-0037, R2017-0038, R2017-0041 and R2017-0043.

- 1) R2017-0036: A Resolution confirming the County Executive's reappointment of Carol Dayton to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2017 - 12/31/2019, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

On a motion by Ms. Brown with a second by Mr. Hairston, Resolution No. R2017-0036 was considered and adopted by unanimous vote.

- 2) R2017-0037: A Resolution authorizing an amendment to Contract No. CE0600382-01 with K & Z Mutual Realty, LLC, as successor in interest to Mutual Investment Properties, LLC, for lease of office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2016 to extend the time period to 9/30/2021 and for additional funds in the amount not-to-exceed \$2,402,495.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2017-0037 was considered and adopted by unanimous vote.

- 3) R2017-0038: A Resolution authorizing an agreement with Ohio Department of Administrative Services in the amount not-to-exceed \$1,750,000.00 for Data Center Co-location Services for the period 1/1/2017 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2017-0038 was considered and adopted by unanimous vote.

- 4) R2017-0041: A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start and pre-school programs for the period 2/1/2017 - 1/31/2020; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$453,120.00.

- ii) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$412,458.93.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2017-0041 was considered and adopted by unanimous vote.

- 5) R2017-0043: A Resolution making an award on RQ38042 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services **and Councilmember Hairston**

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Brown with a second by Mr. Hairston, Resolution No. R2017-0043 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) 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.

Sponsor: County Executive Budish

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2017-0023 was considered and adopted by unanimous vote.

- 2) 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:

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

Sponsors: County Executive Budish and Councilmember Brown

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2017-0025 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, March 20, 2017 at 1:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, March 22, 2017 at 10:00 a.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, March 21, 2017 at 10:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, March 22, 2017 at 3:00 p.m.

Mr. Jones reported that the Council Operations & Intergovernmental Relations Committee will meet on Tuesday, March 21, 2017 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

Mr. Gallagher congratulated the St. Edward Eagles for winning the Division I State Wrestling championship.

Council President Brady acknowledged and thanked Dr. Akram Boutros, President and CEO for The MetroHealth System, for his leadership and hardwork.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Rico Dancy addressed Council regarding safety concerns of Rev. Pamela Pinkney Butts and The Quicken Loans Transformation project.

Ms. Sabrina Otis addressed Council regarding child support concerns.

The following individuals addressed Council regarding the Norma Herr Women's shelter:

- a) Rosie Palfy**
- b) Nathan Manthey**
- c) Ms. Loh**

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:51 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0056

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 march 15, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) 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: *Building Maintenance Superintendent*
Class Number: 1042115
Pay Grade: 10
*Revised essential job 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: *Building Maintenance Supervisor*
Class Number: 1042112
Pay Grade: 7
*Revised essential job 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: *Case Control Supervisor*
Class Number: 1014413
Pay Grade: 12
* Revised essential job 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: *Electronic Technician Supervisor*
Class Number: 1062511
Pay Grade: 8
* Revised essential job 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: *Financial Reporting Manager*
Class Number: 1055115
Pay Grade: 15
* Revised to remove CPA License from the minimum requirements.

- Exhibit F: Class Title: *Records Management Officer*
Class Number: 1052221
Pay Grade: 4
* Revised essential job 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 G: Class Title: *Senior Budget Management Analyst*
Class Number: 1052212
Pay Grade: 15
* Revised essential job 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 H: Class Title: *Senior Justice System Advocate*
Class Number: 1056532
Pay Grade: 8
* Revised essential job 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 I: Class Title: *Employee Benefits Manager*
Class Number: 1053664
Pay Grade: 15
* Changed Classification number.
- Exhibit J: Class Title: *Employee Relations Specialist 1*
Class Number: 1053652
Pay Grade: 13
* Changed Classification number.
- Exhibit K: Class Title: *Employee Relations Specialist 2*
Class Number: 1053653
Pay Grade: 14
* Changed Classification number.
- Exhibit L: Class Title: *Human Resources Specialist*
Class Number: 1053713
Pay Grade: 14
* Changed Classification number.

Proposed New Classifications:

Exhibit M: Class Title: *Crime Analyst*
Number: 1062471
Pay Grade: 11

Exhibit N: Class Title: *Emergency Management Manager*
Number: 1062423
Pay Grade: 16

Exhibit O: Class Title: *Intelligence Analyst*
Number: 1062461
Pay Grade: 6

Exhibit P: Class Title: *Appraisal Manager – Residential/Agricultural*
Number: 1057105
Pay Grade: 16

Exhibit Q: Class Title: *ERP Information System Analyst -EAM*
Number: 1083111
Pay Grade: 15B

Exhibit R: Class Title: *ERP Information System Analyst - Fiscal*
Number: 1084111
Pay Grade: 15B

Exhibit S: Class Title: *ERP Information System Analyst - HRIS*
Number: 1085111
Pay Grade: 15B

Exhibit T: Class Title: *ERP Information System Analyst - Procurement*
Number: 1086111
Pay Grade: 15B

Exhibit U: Class Title: *Benefits Analyst*
Number: 1053663
Pay Grade: 9

Exhibit V: Class Title: *Employee Relations Associate*
Number: 1053651
Pay Grade: 8

Exhibit W: Class Title: *Human Resources Business Partner*
Number: 1053712
Pay Grade: 11

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:
Committee(s) Assigned:

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Maintenance Superintendent	Class Number:	1042115
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to oversee building maintenance and custodial services for all County buildings, and supervise Building Maintenance Supervisors and Custodial Worker Supervisors.

Distinguishing Characteristics

This is a management classification with responsibility for supervising Custodial Worker Supervisors, Building Maintenance Supervisors, and other assigned staff in the daily operations of performing general building maintenance, alteration or repair in all County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Building Maintenance Supervisor class and has broader managerial and supervisory responsibilities.

Essential Job Functions

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

- 45% +/- 10%
- Oversees and performs general building supervision and maintenance duties; makes daily rounds with site supervisors; inspects all buildings for cleanliness and maintenance issues; monitors projects through completion; assures availability of proper equipment for all tasks; coordinates with outside contractors, vendors and tradesmen; inspects and maintains equipment; operates equipment to perform building maintenance duties or to demonstrate proper operation.
- 20% +/- 10%
- Supervises Building Maintenance Supervisors, Custodial Worker Supervisors and other assigned staff; 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, concerns and problems; prepares department work schedule; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 5% +/- 2%
- Performs safety inspections of building facilities and maintenance activities; assists with building health and safety inspections and maintains records; assists with resolving health and safety violations; observes staff to ensure that proper safety precautions are followed; remains on call and acts as first response to building issues and emergencies; participates on building security committee.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various meetings; prepares and reviews documents related to payroll, attendance records, requests for leave and overtime; prepares and reviews work orders; maintains records of completed work orders; reviews costing sheets; places

Proposed DATE

Building Maintenance Superintendent

inventory and supply orders; obtains quotes; maintains and updates material safety data sheets; performs additional duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Vocational or technical training in building trades with five (5) years of building maintenance experience including two (2) years of supervisory 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 motorized equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader and tow motor.
- Ability to stand and walk for a prolonged period of time; ability to bend or twist; ability to climb.

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, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other 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 invoices, payroll documents, equipment maintenance records, building maintenance reports, work order requests, blueprints, inspection reports, time adjustment forms, costing sheets, material data and safety sheets, employee requests for time off, employee evaluations and other reports and records.

Building Maintenance Superintendent

- Ability to comprehend a variety of reference books and manuals including building trades publications, Ohio Revised Code, union contracts and Personnel Policies and Procedures Manual.
- Ability to prepare payroll documents, performance evaluations, attendance records, mileage reports, costing sheets, AWOL reports, equipment and supply inventories, work orders, incident reports, accident forms, 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 record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal, basic engineering, electrical and mechanical repair terminology and language.
- Ability to communicate with supervisors, directors, tradespeople, 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 and weather extremes, strong odors, toxic or poisonous agents, wildlife, bodily fluids, machinery, and traffic hazards.

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:	Building Maintenance Supervisor	Class Number:	1042112
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise building maintenance and custodial personnel performing general building maintenance, alteration or repair for a collection of County buildings.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Worker Supervisors and other assigned staff in the daily operations of performing general building maintenance, alteration or repair for a collection of County buildings. Employees in this classification work under direction of the Building Maintenance Superintendent. 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 Worker Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; prepares employee work schedules; approves employee time adjustment forms, overtime and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 35% +/- 10%
- Oversees and performs general building supervision and maintenance duties; inspects buildings and grounds for cleanliness and maintenance issues; assists the public, building employees and other staff members; responds to work orders; escorts outside contractors; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; assists with building security.
- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates building maintenance equipment to perform maintenance and repair tasks or 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 sheets, requests for leave and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

Proposed DATE

Building Maintenance Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of building maintenance experience, 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 machinery and equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, pallet jack, cardboard bailer, two and four wheel moving dollies and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged periods of time; ability to bend or twist; ability to climb; ability to push, pull and lift up to 50 lbs.

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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 training and safety information, transfer tickets, service and work orders, AWOL reports, weekend event postings, equipment maintenance records, Personnel Policies and Procedures Manual and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts and Personnel Policies and Procedures Manual.

Building Maintenance Supervisor

- Ability to prepare work orders, incident reports, accident reports, vehicle logs, costing sheets, time adjustment forms, pay differentials, employee evaluations, 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, directors, tradespeople, sheriff's department staff, 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 and weather extremes, strong odors, disease or bodily fluids, machinery, and traffic hazards.

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:	Case Control Supervisor	Class Number:	1014413
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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.

- 40% +/- 10%
- Supervises a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; develops and recommends operational processes and procedures for quality assurance reviews; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 40% +/- 10%
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; reviews income maintenance case records; monitors and reviews budgets and eligibility decisions for the confidential caseload for issuance of reward; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required; oversees payment and release of daily spend downs; reviews programs to assist with budgeting and policy standards; reviews database systems to monitor and evaluate program effectiveness.
- 20% +/- 10%
- Performs related administrative responsibilities; 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, timesheets, requests for leave and overtime; maintains unit supplies inventory; orders supplies as needed; communicates and coordinates with internal and external customers; completes quality assurance reports.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in a social science, or related field with five (5) years of program eligibility or quality assurance experience including three (3) years of supervisory 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

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, and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various audit reports, audit requests, audit results, training materials, management and evaluation reviews, corrective action plans, spend down reports, time limit reports, time sheets, leave requests, quality assurance reports, performance evaluations, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Policy Manuals for State and Federal Public Assistance Programs, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual and computer manuals.
- Ability to prepare payroll documents, training materials, employee performance appraisals, quality assurance reports, policy and procedure reports, statistical reports, monthly reports, caseload inventory reports, travel logs, 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 record and deliver information, to explain procedures, to maintain confidentiality of restricted information and to follow instructions.

Case Control Supervisor

- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with supervisors, co-workers, clients, client's families, internal and external departments and other County employees.

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:	Electronic Technician Supervisor	Class Number:	1062511
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisor classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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.

- 40% +/- 10%
- Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages staff performing data input for the work order dispatch program.
- 30% +/- 10%
- Supervises Electronic Technicians; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; prioritizes work flow; prepares department work schedule and ensures constant shift coverage; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; maintains and implements new and existing policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 25% +/- 10%
- Performs related administrative responsibilities; 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, time sheets, requests for leave and overtime; orders supplies and equipment; reviews invoices; maintains records.
- 5% +/- 2%
- Operates and tests building automated systems, fire alarm systems and generator monitoring systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; or any equivalent combination of training and experience.

Proposed DATE

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 portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.

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 discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluating or promotion 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 attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, to counsel, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.

Electronic Technician Supervisor

- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, 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:	Financial Reporting Manager	Class Number:	1055115
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Director of Accounting, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues 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.

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with six (6) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

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 accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

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:	Records Management Officer	Class Number:	1052221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain a system of record collection, storage and maintenance for County historical and current records.

Distinguishing Characteristics

This is an entry level classification that assists with records collection, storage and maintenance. This classification works under a framework of well-defined procedures. This class requires some exercise of judgment and consults with a supervisor as new or unusual situations arise.

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.

75% +/- 10%

- Maintains a system of record collection, storage and maintenance for County historical and current records; requests journal entries and creates case files, as needed; assists in managing and coordinating master files; recommends procedures for maintenance and storage of records; maintains inventory of records; pull records for record requests; coordinates and/or monitors microfilming of records; monitors and removes records and data eligible for disposition; make a list of records that are eligible for disposition for disposal certificates; responds to inquiries and requests for information; assists researchers or volunteers with their research requests; organize records on shelves; maintains communication with various departments, institutions, and other governmental sectors, such as courts and law enforcement agencies.

25% +/- 10%

- Performs administrative duties; advises administrators and personnel concerning data collection and records maintenance; prepares reports and correspondence; answers the phone, maintains request log data base; works on special projects as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of clerical or records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

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, and Microsoft Outlook.

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

Mathematical Ability

- Ability to add and subtract.

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 work orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies Manuals, Records Management Manuals, and Ohio History Connection forms and guidelines.
- Ability to prepare reports, request form, 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 and follow instructions.
- Ability to communicate effectively with supervisors, other County employees, volunteers, researchers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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:	Senior Budget Management Analyst	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office – Office of Budget and Management		

Classification Function

The purpose of this classification is to oversee the development of County budgets and the preparation of related reports, as well as to monitor and report on the budget throughout the year. This position also provides fiscal guidance to County agencies and departments, under the authority of the County Executive, other Elected Officials, and independent Boards and Commissions. This classification supervises lower-level Budget Management Analysts.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising lower-level Budget Management Analysts and overseeing the development and preparation of County budgets and reports. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies, 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.

- 30% +/- 10%
- Oversees the development and preparation of the Biennial Budget and Budget Update and related reports for County departments, elected officials, independent boards and agencies; provides input into the process for budget preparation, including suggesting fiscal policies and parameters; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; communicates decisions budget to departments, agencies, elected officials, and the public.
- 30% +/- 10%
- Supervises lower-level Budget Management Analysts; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee leave requests and timesheets; reviews applicants for analyst and fiscal officer staff positions; recommends selection of candidate; recommends personnel actions including promotion, transfer, discipline or discharge; complete responsibilities of the analyst in the event of a vacancy

Proposed DATE

15% +/- 10%

- Oversees and reviews monthly financial forecasts and the Quarterly Updates, including related reports; reviews and prepares white papers and special reports; ensures accuracy and completeness of forecasts; maintains regular, positive, and constructive communications with agencies/departments; communicates results of forecasts with agencies/departments and works to resolve any disagreements.

25% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; meets with director regarding personnel and administrative issues; advises directors and budget contacts regarding budgetary and fiscal matters; reviews and updates departmental expense and revenue projections; makes recommendations for improvements; provides communication link between various departments and agencies for issues with fiscal impact; represents the department at various meetings; participates on departmental/program committees as requested; conducts special projects as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration, accounting, political science or economics or related field with five (5) years of budget management 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

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, perform routine statistics and to utilize the principles of basic algebra, and statistical inference.

Language Ability & Interpersonal Communication

- Requires the 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 payroll registers, financial statements, budget adjustment requests, purchase requisitions, personnel requisitions, policy reports on any issue that impacts the County, and legislation.
- Ability to comprehend a variety of reference books and manuals including Government Finance Officers' Association Code of Professional Ethics and Personnel Policies and Procedures Manual
- Ability to prepare white papers, forecasts, budgets, quarterly reports, the Recommended Budget Book, the Biennial Budget Plan, performance appraisals, 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 record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate – both verbally and in writing - with subordinates, co-workers, supervisors, staff in the agencies/departments, elected officials, auditors, consultants, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Justice System Advocate	Class Number:	1056532
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services within a specialized area for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing work within a specialized area of advocacy services. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This classification differs from the justice system advocate in that the classification performs work within a specialized area of the advocacy services (i.e. high risk or special needs clientele).

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%
- Provides comprehensive advocacy services for crime victims comprised mostly of clients within a specialized area; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim's questions.
- 20% +/- 10%
- Develops specialized interventions for the specific subset of victims; researches best practices for the subset of victims.
- 20% +/- 10%
- Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 20% +/- 10%
- Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to and community organizations.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with three (3) years of criminal justice system or social work experience which could include related internship 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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve field work in victim's homes or hospital setting.
- Work may involve exposure to violence.

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

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Manager	Class Number:	1053664
FLSA:	Exempt	Pay Grade:	15
Departments:	Office of Human Resources (OHR), only		

Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

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.

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; 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 personal computer, printer, copier and fax machine.

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, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIPPA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials 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:	Employee Relations Specialist 1	Class Number:	1053652
FLSA:	Exempt	Pay Grade:	13
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources 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**Data Utilization**

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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, 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:	Employee Relations Specialist 2	Class Number:	1053653
FLSA:	Exempt	Pay Grade:	14
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

Essential Job Functions

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

- 30% +/- 10%
- Assists in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

- 10% +/- 5%
- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment –related training on various issues (i.e. OSHA)).
- 10% +/- 5%
- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,
- 5% +/-25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources 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

Data Utilization

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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, 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:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

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.

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development).
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

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

- Ability to operate a variety of automated office machines including personnel computer, printer, 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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, 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:	Crime Analyst	Class Number:	1062471
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 50% +/- 10%
- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%
- Provides support to other divisions of the Department of Public Safety and Justice Services and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%
- Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%
- Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Public Policy, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine and advanced 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 reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

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:	Emergency Management Manager	Class Number:	1062423
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide overall management and supervision for the Cuyahoga Office of Emergency Management and various special projects.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the Office of Emergency Management. This class works under administrative direction from the Public Safety and Justice Services Administrator and Director. Work requires the analysis and solution of operational, technical, administrative, and management problems related to emergency management. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues 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.

- 30% +/- 10%
- Manages operations of the Cuyahoga Office of Emergency Management; functions as liaison with various boards, community agencies and organizations; works with local, state and federal public safety forces including medical facilities and other emergency response agencies in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; monitors and interprets legislation pertaining to emergency management; program administration; monitors and approves expenditures of division budget.
- 20% +/- 10%
- Supervises the Office of Emergency Management staff and supervisors; manages employees through subordinate supervisors; assigns and reviews work; responds to employee problems; evaluates employee performance; interviews and recommends selection, promotion and discipline.
- 15% +/- 10%
- Performs short and long range planning for response and recovery needs during emergency situations; directs and participates in the development of long and short-term goals and objectives; develops, recommends, and directs implementation of policy and procedures within the Office of Emergency Management; leads the overall management of the County's Emergency Operations Center during a disaster, trainings and all pre-planned events; responsible for local county response to incidents including post incident documentation and follow-up.
- 10% +/- 5%
- Designs, develops and implements special projects related to public safety and emergency management

Proposed DATE

Emergency Management Manager

10% +/- 5%

- Develops and evaluates program plans relevant to emergency management, homeland security and domestic preparedness initiatives; coordinates emergency drills, trainings and exercises where appropriate.

10% +/- 5%

- Performs related administrative duties; prepares reports, audits and statistics for public and private agencies; prepares RFPs, RFBs, RFQs and presentations; provides consultative assistance in preparation of grant proposals; prepares and monitors working agreements with agencies; prepares and monitors contractual agreements.

5% +/- 5%

- Directs and participates in public information projects for homeland security/emergency services programs; serves as the public information officer when needed and in disaster situations that necessitate full or partial operation of the County's Emergency Operations Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Homeland Security, Public Health, Public, Business Administration with six (6) years of emergency management, public safety, or public administration experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Have successfully completed FEMA Independent Study Courses – National Incident Management System (NIMS) IS 100, 200, 700 and 800.

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

Additional Requirements for all levels

Must complete or have completed within one (1) year of hire NIMS ICS-300 (Intermediate Incident Command System) and NIMS ICS-400 (Advanced Incident Command System).

Must complete or have completed within three (3) years of hire required course(s) as stated in 5502.26, 5502.27 and 5502.271 of the Ohio Revised Code (ORC).

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.

Proposed DATE

Emergency Management Manager

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code (ORC), Plans and Standard Operating Guidelines, Federal and State Legislation and Publications.
- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management and public safety terminology and language (ICS, NIMS).
- Ability to communicate with Emergency Services Advisory Board, various committees, other local, state and federal government officials, PSJS Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations (real and simulated), exposure to various weather conditions, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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:	Intelligence Analyst	Class Number:	1062461
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to research, analyze, evaluate, and correlate all source data for the purpose of developing intelligence products at the Fusion Center. This classification enhances current intelligence policy developing and maintaining liaison relationships and facilitating communication and information sharing with intelligence and law enforcement components within federal, state, local, tribal law enforcement agencies, and the private sector.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Fusion Center of Public Safety and Justice Services. 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.

- 45% +/- 10%
- Collects, analyzes, and disseminates Suspicious Activity Reports (SAR); utilizes Open Source and Social Media research to develop reports and provide awareness bulletins to law enforcement, fire, first responders, and private sector; develops and maintains Key Intelligence Questions, Standing Information Needs, and Priority Information Needs; intakes and completes Requests for Information (RFI).
- 35% +/- 10%
- Researches for the development of intelligence products; provides logistical support to investigative personnel; uses analytic programs to piece together disparate data to deliver cohesive, timely, and actionable intelligence to help identify, predict, prevent, and disrupt terrorist activities.
- 20% +/- 10%
- Performs related administrative duties; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; recruits and educates community partners on the mission and purpose of the Fusion Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business, International Studies, Intelligence Analysis, Criminal Justice, Statistics, or related field; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

Must complete 28 CFR Part 23 training within 90 days of hire.

Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)

Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Must have experience with Microsoft Office and GIS mapping software.
- Ability to comprehend a variety of informational documents including Request for Information (RFI), Suspicious Activity Report, and raw intelligence.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, 28 CFR Part 23, federal guidelines in regards to SECRET security clearance, and Personnel Policies and Procedures Manual.
- Ability to piece together disparate data into a single cohesive intelligence product.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI) 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.

Intelligence Analyst

- Ability to use and interpret intelligence related terminology and language.
- Ability to communicate with law enforcement personnel, Fusion Center analysts, NEORFC interns, and outside personnel.

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:	Appraisal Manager – Residential/Agricultural	Class Number:	1057105
FLSA:	Exempt	Pay Grade:	16
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property; to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. 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.

- 35% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work, evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
- Directs administrative work for the Inquiry Department; resolves questions and complaints regarding property characteristics and value.

Effective DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field with six (6) years experience in real estate, appraisal, construction, or finance including one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.

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

Additional Requirements

State of Ohio Licensed Residential Appraiser

Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a "Residential Project Manager"

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and make use of the principles of geometry and algebra descriptive statistics, statistical theory and inference

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 sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.

Effective DATE

Appraisal Manager – Residential/Agricultural

- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment or out in the field.

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.

Effective DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - EAM	Class Number:	1083111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Public Works; Asset and Materials Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Public Works Department inclusive of Work Order processing, Facilities Management, Fleet Management and ancillary areas. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Enterprise Asset Management application.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources, IT and Fiscal to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Public Works, including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP inventory, asset management, and/or work order management; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

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:	ERP Information Systems Analyst - Fiscal	Class Number:	1084111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core and ancillary financial modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Fiscal Department inclusive of Core Financials – GL, AP, AR, FA; and ancillary areas including Treasury, Budget and Grants Management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Financial modules inclusive of: General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Budget, Grants Management, Treasury, Projects and Cash Management.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Fiscal, including set up, testing, and rollout of all ERP changes.

ERP Information Systems Analyst - Fiscal

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

ERP Information Systems Analyst - Fiscal

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - HRIS	Class Number:	1085111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core Human Resources (HR), Benefits, Talent and Performance Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Human Resources Department inclusive of Core HR, Employee Benefits, Talent Acquisition and Management, Performance Management, Succession Planning and ancillary areas that support HR. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Human Resources and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor HR modules inclusive of: Core HR, Employee Benefits, Talent Acquisition, Talent Management, Performance Management, and Succession Planning.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Fiscal and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follow established project methodology and governance structure in place for the implementation and production support. Work with the ERP leadership team to deliver the ERP solution on time and on budget.

ERP Information Systems Analyst - HRIS

15% +/- 10%

- Lead efforts during ERP updates and upgrades on behalf of HR including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and /or talent management (Human Resource Information Systems (HRIS)) Modules; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

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:	ERP Information Systems Analyst - Procurement	Class Number:	1086111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Procurement modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Procurement Department inclusive of Procure-to-Pay, strategic sourcing, contract management and vendor management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Procurement business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, workflows and transactional activities for the Infor Procurement modules inclusive of: procure to pay, strategic sourcing and contract management.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Fiscal, Human Resources, IT and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Procurement, including set up, testing, and rollout of all ERP changes.

ERP Information Systems Analyst - Procurement

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

ERP Information Systems Analyst - Procurement

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Benefits Analyst	Class Number:	1053663
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

Essential Job Functions

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

- 45% +/- 10%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 10%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

Proposed

5% +/- 2%

- Supports open enrollment by overseeing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system testing.

15% +/- 10%

- Performs related administrative duties; data entry, calculations, maintains and files records; participates in vendor evaluation, selection process and assists with managing and maintaining vendor relationships; coordinates and hears appeals; prepares and disseminates information about employee benefits; answers calls and correspondence concerning benefits general inquiries and issues; updates employee data; tracks attendance and other related performance data; develops and conducts benefits and wellness surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business with a concentration in Human Resources, Labor Relations, Employment Relations or a related field of study with four (4) years of benefits administration experience.

Additional Requirements for all levels

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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

- 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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various 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 human resources, health and wellness terminology and language.

Proposed

- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, 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.

DRAFT

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Associate	Class Number:	1053651
FLSA:	Non-Exempt	Pay Grade:	8
Department:	Human Resources		

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Assists with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board ("SERB") personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County's position during mediation, arbitration, negotiations, or SERB proceedings.
- 30% +/- 10%
- Addresses basic employee relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.
- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

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 computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

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:	Human Resources Business Partner	Class Number:	1053712
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources. Incumbents complete assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments. Independently makes complex determinations &/or recommendations based on thorough analysis of facts and provide professional consultation in human resources best practices. Incumbents support County agencies in achieving enterprise business and strategic goals and objectives and ensures countywide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for collaborating with Human Resources Managers to plan, engage, and strategize Human Resources outcomes. Assignments are varied in nature. The employee works within a framework of established regulations, policies, procedures and collective bargaining unit agreements (CBA) and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Analyst in that incumbents are expected to use more initiative and exercise independent judgment.

Essential Job Functions

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

- 30% +/- 10%
- Works collaboratively with Human Resources Managers to plan, engage, and strategize Human Resources outcomes; works along-side Human Resources Managers to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery; serves in the capacity of trainer for managerial development; acts in a manager's role for a brief/limited period of time; leads special projects and tasks for purposes of developing leadership skills and competencies, and to ensure successful project outcomes; takes on additional responsibilities for individual and collective contributions of professional growth, and the long-term viability of HR service delivery; serves as project leader on various projects; provides coordination and leadership to HR Analysts; serves on managerial teams and committees to generate ideas and to enhance individual professional growth.
- 30% +/- 10%
- Partners with agency(ies) management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency(ies) operations; analyzes the effects of new laws or administrative regulations on human resource programs; works with the Human Resources Manager and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency's(ies) objectives and goals; identifies and resolves human resource issues and concerns; develops and evaluates alternative methods for solving human resources issues; suggests and effectively communicates solutions and process improvements that create operational efficiencies.

Proposed DATE

10% +/- 5%

- Provides analysis, advice, and counsel to managers, supervisors, and employees regarding work issues, development plans, operational strategies, human resource policies, and procedures, rights, benefits, and opportunities for career advancement; collaborates with centralized training to design and support agency wide training; serves as a liaison to employees, management, and training.

10% +/- 5%

- Facilitates a performance management program that supports the agency(ies) and County's mission and vision; develops Performance Improvement Plans (PIPs) and other coaching tools; assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations Unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

5% +/- 2%

- Supports human resource services for assigned County agency(ies) in the area of employment and benefits; ensures compliance with and provides interpretation of EEO guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program; coaches and assists in development of new team members.

5% +/- 2%

- Functions as a proficient user of the Human Resource Information System (HRIS); creates personnel actions in HRIS; provides system guidance and occasionally enters non-routine changes.

10% +/- 5%

- Performs related administrative duties; represents the assigned agency(ies) for all Human Resources related activities and meetings; initiates FMLA requests; updates organizational charts; researches, analyzes, and presents data; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics; writes detailed reports; makes oral presentations to management; troubleshoots data and reports; assists in rollout and implementation of HR programs; provides reports requested by department directors or managers.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree preferably in Human Resources Management, Labor Relations or a related field of study with five (5) years of human resources 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.

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

- 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 CBAs, personnel files, FMLA requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, presentation 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 human resources terminology and language.
- Ability to communicate effectively with HR employees, department leadership, executive staff, unions, and other County employees.

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.



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: March 16, 2017

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

FROM: Chairman Deborah Southerington, *Deborah Southerington*
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on March 15, 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 & FLSA	Department
Crime Analyst	1062471	11/Exempt	Public Safety and Justice Services
Emergency Management Manager	1062423	16/Exempt	Public Safety and Justice Services
Intelligence Analyst	1062461	6/Non-Exempt	Public Safety and Justice Services
Appraisal Manager – Residential/Agricultural	1057105	16/Exempt	Fiscal Office
ERP Information System Analyst - EAM	1083111	15B/Exempt	Information Technology
ERP Information System Analyst - Fiscal	1084111	15B/Exempt	Information Technology
ERP Information System Analyst - HRIS	1085111	15B/Exempt	Information Technology
ERP Information System	1086111	15B/Exempt	Information Technology

Analyst - Procurement			
Benefits Analyst	1053663	9/Exempt	Human Resources
Employee Relations Associate	1053651	8/Non-Exempt	Human Resources
Human Resources Business Partner	1053712	11/Exempt	Human Resources

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Building Maintenance Superintendent 1042115	10/Exempt	10/Exempt (no change)	Public Works
Building Maintenance Supervisor 1042112	7/Non-Exempt	7/Non-Exempt (no change)	Public Works
Case Control Supervisor 1014413	12/Exempt	12/Non-Exempt (no change)	Health and Human Services
Electronic Technician Supervisor 1062511	8/Non-Exempt	8/Non-Exempt (no change)	Public Works
Financial Reporting Manager 1055115	15/Exempt	15/Exempt (no change)	Fiscal Office
Records Management Officer 1052221	4/Non-Exempt	4/Non-Exempt (no change)	All Departments
Senior Budget Management Analyst 1052212	15/Exempt	15/Exempt (no change)	Fiscal Office - OBM
Senior Justice System Advocate 1056532	8/Exempt	8/Exempt (no change)	Public Safety and Justice Services
Employee Benefits Manager (Class No. ONLY)	15/Exempt	15/Exempt (no change)	Human Resources
Employee Relations Specialist 1 (Class No. ONLY)	13/Exempt	13/Exempt (no change)	Human Resources
Employee Relations Specialist 2 (Class No. ONLY)	14/Exempt	14/Exempt (no change)	Human Resources
Human Resources Specialist (Class No. ONLY)	14/Exempt	14/Exempt (no change)	Human Resources

cc: Thomas Colaluca, 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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062471	Crime Analyst	Public Safety and Justice Services	Exempt	11

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs of the Department of Public Safety and Justice Services.

No. of Employees Affected: None

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 11 \$52,332.80 - \$73,320.00
Step Placement TBD by Human Resources

Staffing Implications: TBD

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Analyst	Class Number:	1062471
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 50% +/- 10%

• Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%

• Provides support to other divisions of the Department of Public Safety and Justice Services and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%

• Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%

• Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Public Policy, or related field with three (3) years of criminal justice 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

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, perform routine and advanced 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 reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062423	Emergency Management Manager	Public Safety and Justice Services	Exempt	16

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs and the new organizational structure of the department.

No. of Employees Affected: None

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 16 \$71,219.20 - \$99,673.60
Step Placement TBD by Human Resources

Staffing Implications: TBD

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Manager	Class Number:	1062423
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide overall management and supervision for the Cuyahoga Office of Emergency Management and various special projects.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the Office of Emergency Management. This class works under administrative direction from the Public Safety and Justice Services Administrator and Director. Work requires the analysis and solution of operational, technical, administrative, and management problems related to emergency management. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues 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.

- 30% +/- 10%
- Manages operations of the Cuyahoga Office of Emergency Management; functions as liaison with various boards, community agencies and organizations; works with local, state and federal public safety forces including medical facilities and other emergency response agencies in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; monitors and interprets legislation pertaining to emergency management program administration; monitors and approves expenditures of division budget.

- 20% +/- 10%
- Supervises the Office of Emergency Management staff and supervisors; manages employees through subordinate supervisors; assigns and reviews work; responds to employee problems; evaluates employee performance; interviews and recommends selection, promotion and discipline.

- 15% +/- 10%
- Performs short and long range planning for response and recovery needs during emergency situations; directs and participates in the development of long and short-term goals and objectives; develops, recommends, and directs implementation of policy and procedures within the Office of Emergency Management; leads the overall management of the County's Emergency Operations Center during a disaster, trainings and all pre-planned events; responsible for local county response to incidents including post incident documentation and follow-up.

- 10% +/- 5%
- Designs, develops and implements special projects related to public safety and emergency management

Emergency Management Manager

10% +/- 5%

- Develops and evaluates program plans relevant to emergency management, homeland security and domestic preparedness initiatives; coordinates emergency drills, trainings and exercises where appropriate.

10% +/- 5%

- Performs related administrative duties; prepares reports, audits and statistics for public and private agencies; prepares RFPs, RFBs, RFQs and presentations; provides consultative assistance in preparation of grant proposals; prepares and monitors working agreements with agencies; prepares and monitors contractual agreements.

5% +/- 5%

- Directs and participates in public information projects for homeland security/emergency services programs; serves as the public information officer when needed and in disaster situations that necessitate full or partial operation of the County's Emergency Operations Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Homeland Security, Public Health, Public, Business Administration with six (6) years of emergency management, public safety, or public administration experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Have successfully completed FEMA Independent Study Courses – National Incident Management System (NIMS) IS 100, 200, 700 and 800.

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

Additional Requirements for all levels

Must complete or have completed within one (1) year of hire NIMS ICS-300 (Intermediate Incident Command System) and NIMS ICS-400 (Advanced Incident Command System).

Must complete or have completed within three (3) years of hire required course(s) as stated in 5502.26, 5502.27 and 5502.271 of the Ohio Revised Code (ORC).

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.

Emergency Management Manager

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code (ORC), Plans and Standard Operating Guidelines, Federal and State Legislation and Publications.
- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management and public safety terminology and language (ICS, NIMS).
- Ability to communicate with Emergency Services Advisory Board, various committees, other local, state and federal government officials, PSJS Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations (real and simulated), exposure to various weather conditions, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

PROPOSED NEW CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062461	Intelligence Analyst	Public Safety and Justice Services	Non-Exempt	6

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs of the Department of Public Safety and Justice Services.

No. of Employees Affected: None

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 6 \$37,876.80 - \$53,040.00
Step Placement TBD by Human Resources

Staffing Implications: TBD

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Intelligence Analyst	Class Number:	1062461
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to research, analyze, evaluate, and correlate all source data for the purpose of developing intelligence products at the Fusion Center. This classification enhances current intelligence policy developing and maintaining liaison relationships and facilitating communication and information sharing with intelligence and law enforcement components within federal, state, local, tribal law enforcement agencies, and the private sector.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Fusion Center of Public Safety and Justice Services. 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.

- 45% +/- 10%
- Collects, analyzes, and disseminates Suspicious Activity Reports (SAR); utilizes Open Source and Social Media research to develop reports and provide awareness bulletins to law enforcement, fire, first responders, and private sector; develops and maintains Key Intelligence Questions, Standing Information Needs, and Priority Information Needs; intakes and completes Requests for Information (RFI).
- 35% +/- 10%
- Researches for the development of intelligence products; provides logistical support to investigative personnel; uses analytic programs to piece together disparate data to deliver cohesive, timely, and actionable intelligence to help identify, predict, prevent, and disrupt terrorist activities.
- 20% +/- 10%
- Performs related administrative duties; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; recruits and educates community partners on the mission and purpose of the Fusion Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business, International Studies, Intelligence Analysis, Criminal Justice, Statistics, or related field; or any equivalent combination of training and experience.

Intelligence Analyst

Additional Requirements for all levels

Must complete 28 CFR Part 23 training within 90 days of hire.

Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)

Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Must have experience with Microsoft Office and GIS mapping software.
- Ability to comprehend a variety of informational documents including Request for Information (RFI), Suspicious Activity Report, and raw intelligence.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, 28 CFR Part 23, federal guidelines in regards to SECRET security clearance, and Personnel Policies and Procedures Manual.
- Ability to piece together disparate data into a single cohesive intelligence product.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI) 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.

Intelligence Analyst

- Ability to use and interpret intelligence related terminology and language.
- Ability to communicate with law enforcement personnel, Fusion Center analysts, NEORFC interns, and outside personnel.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1057105	Appraisal Manager – Residential/Agricultural	Fiscal Office	Exempt	16

Requested By: Personnel Review Commission

Rationale: Revision Request for a creation of a new classification to meet to the needs of the Fiscal Office.

No. of Employees Affected: None

Dept.(s) Affected: Fiscal Office

Fiscal Impact: PG 16 \$71,219.20 - \$99,673.60
Step Placement TBD by Human Resources

Staffing Implications: TBD

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Dennis Kennedy, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Manager – Residential/Agricultural	Class Number:	1057105
FLSA:	Exempt	Pay Grade:	16
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property; to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. 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.

- 35% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.

- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.

- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

- 10% +/- 5%
- Directs administrative work for the Inquiry Department; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field with six (6) years experience in real estate, appraisal, construction, or finance including one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.

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

Additional Requirements

State of Ohio Licensed Residential Appraiser

Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a "Residential Project Manager"

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and make use of the principles of geometry and algebra descriptive statistics, statistical theory and inference

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 sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.

Appraisal Manager – Residential/Agricultural

- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment or out in the field.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1083111	ERP Information Systems Analyst - EAM	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - EAM	Class Number:	1083111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Public Works; Asset and Materials Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Public Works Department inclusive of Work Order processing, Facilities Management, Fleet Management and ancillary areas. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Enterprise Asset Management application.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources, IT and Fiscal to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Public Works, including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP inventory, asset management, and/or work order management; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1084111	ERP Information Systems Analyst - Fiscal	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Fiscal	Class Number:	1084111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core and ancillary financial modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Fiscal Department inclusive of Core Financials – GL, AP, AR, FA; and ancillary areas including Treasury, Budget and Grants Management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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.

- 15% +/- 10%
- Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Financial modules inclusive of: General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Budget, Grants Management, Treasury, Projects and Cash Management.
- 15% +/- 10%
- Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%
- Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%
- Gathers, analyzes and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%
- Collaborates across multiple business areas including Procurement, Human Resources and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%
- Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%
- Leads efforts during ERP updates and upgrades on behalf of Fiscal, including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1085111	ERP Information Systems Analyst - HRIS	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - HRIS	Class Number:	1085111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core Human Resources (HR), Benefits, Talent and Performance Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Human Resources Department inclusive of Core HR, Employee Benefits, Talent Acquisition and Management, Performance Management, Succession Planning and ancillary areas that support HR. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Human Resources and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor HR modules inclusive of: Core HR, Employee Benefits, Talent Acquisition, Talent Management, Performance Management, and Succession Planning.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Fiscal and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follow established project methodology and governance structure in place for the implementation and production support. Work with the ERP leadership team to deliver the ERP solution on time and on budget.

ERP Information Systems Analyst - HRIS

15% +/- 10%

- Lead efforts during ERP updates and upgrades on behalf of HR including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and /or talent management (Human Resource Information Systems (HRIS)) Modules; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1086111	ERP Information Systems Analyst - Procurement	Information Technology	Exempt	15B

Requested By: Personnel Review Commission

Rationale: Information Technology Department requested a new classification be written based on departmental need for implementing and maintaining the County's new ERP system. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Information Technology

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Cindy Nappi, Director, Enterprise Resource Planning

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Procurement	Class Number:	1086111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Procurement modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Procurement Department inclusive of Procure-to-Pay, strategic sourcing, contract management and vendor management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Procurement business processes.

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.

- 15% +/- 10%
- Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, workflows and transactional activities for the Infor Procurement modules inclusive of: procure to pay, strategic sourcing and contract management.
- 15% +/- 10%
- Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%
- Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%
- Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%
- Collaborates across multiple business areas including Fiscal, Human Resources, IT and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%
- Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%
- Leads efforts during ERP updates and upgrades on behalf of Procurement, including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules; 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.

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

Language Ability & Interpersonal Communication

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053663	Benefits Analyst	Human Resources	Exempt	9

Requested By: Personnel Review Commission

Rationale: Human Resources requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Douglas Dykes, Director
Holly Woods, Director of HR Benefits and Compensation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Benefits Analyst	Class Number:	1053663
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

Essential Job Functions

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

- 45% +/- 10%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing, and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 10%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

5% +/- 2%

- Supports open enrollment by overseeing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system testing.

15% +/- 10%

- Performs related administrative duties; data entry, calculations, maintains and files records; participates in vendor evaluation, selection process and assists with managing and maintaining vendor relationships; coordinates and hears appeals; prepares and disseminates information about employee benefits; answers calls and correspondence concerning benefits general inquiries and issues; updates employee data; tracks attendance and other related performance data; develops and conducts benefits and wellness surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business with a concentration in Human Resources, Labor Relations, Employment Relations or a related field of study with four (4) years of benefits administration experience.

Additional Requirements for all levels

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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

- 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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various 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 human resources, health and wellness terminology and language.

- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, 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.

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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053651	Employee Relations Associate	Human Resources	Non-Exempt	8

Requested By: Personnel Review Commission

Rationale: Human Resources requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Douglas Dykes, Director
Ed Morales, HR Director-Employment and Labor

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Associate	Class Number:	1053651
FLSA:	Non-Exempt	Pay Grade:	8
Department:	Human Resources		

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Assists with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board ("SERB") personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County's position during mediation, arbitration, negotiations, or SERB proceedings.

- 30% +/- 10%
- Addresses basic employee relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.

- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

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 computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053712	Human Resources Business Partner	Human Resources	Exempt	11

Requested By: Personnel Review Commission

Rationale: Human Resources requested a new classification be written based on departmental need. This is a new classification that reflects the essential functions and minimum qualifications of the position.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: TBD Pending job evaluation for pay grade assignment

Staffing Implications: Position to be filled once classification is active.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Douglas Dykes, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Business Partner	Class Number:	1053712
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources. Incumbents complete assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments. Independently makes complex determinations &/or recommendations based on thorough analysis of facts and provide professional consultation in human resources best practices. Incumbents support County agencies in achieving enterprise business and strategic goals and objectives and ensures countywide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for collaborating with Human Resources Managers to plan, engage, and strategize Human Resources outcomes. Assignments are varied in nature. The employee works within a framework of established regulations, policies, procedures and collective bargaining unit agreements (CBA) and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Analyst in that incumbents are expected to use more initiative and exercise independent judgment.

Essential Job Functions

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

- 30% +/- 10%
- Works collaboratively with Human Resources Managers to plan, engage, and strategize Human Resources outcomes; works along-side Human Resources Managers to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery; serves in the capacity of trainee for managerial development; acts in a manager's role for a brief/limited period of time; leads special projects and tasks for purposes of developing leadership skills and competencies, and to ensure successful project outcomes; takes on additional responsibilities for individual and collective contributions of professional growth, and the long-term viability of HR service delivery; serves as project leader on various projects; provides coordination and leadership to HR Analysts; serves on managerial teams and committees to generate ideas and to enhance individual professional growth.
- 30% +/- 10%
- Partners with agency(ies) management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency(ies) operations; analyzes the effects of new laws or administrative regulations on human resource programs; works with the Human Resources Manager and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency's(ies) objectives and goals; identifies and resolves human resource issues and concerns; develops and evaluates alternative methods for solving human resources issues; suggests and effectively communicates solutions and process improvements that create operational efficiencies.

- 10% +/- 5%
- Provides analysis, advice, and counsel to managers, supervisors, and employees regarding work issues, development plans, operational strategies, human resource policies, and procedures, rights, benefits, and opportunities for career advancement; collaborates with centralized training to design and support agency wide training; serves as a liaison to employees, management, and training.

- 10% +/- 5%
- Facilitates a performance management program that supports the agency(ies) and County's mission and vision; develops Performance Improvement Plans (PIPs) and other coaching tools; assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations Unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

- 5% +/- 2%
- Supports human resource services for assigned County agency(ies) in the area of employment and benefits; ensures compliance with and provides interpretation of EEO guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program; coaches and assists in development of new team members.

- 5% +/- 2%
- Functions as a proficient user of the Human Resource Information System (HRIS); creates personnel actions in HRIS; provides system guidance and occasionally enters non-routine changes.

- 10% +/- 5%
- Performs related administrative duties; represents the assigned agency(ies) for all Human Resources related activities and meetings; initiates FMLA requests; updates organizational charts; researches, analyzes, and presents data; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics; writes detailed reports; makes oral presentations to management; troubleshoots data and reports; assists in rollout and implementation of HR programs; provides reports requested by department directors or managers.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree preferably in Human Resources Management, Labor Relations or a related field of study with five (5) years of human resources 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.

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

- 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 CBAs, personnel files, FMLA requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, presentation 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 human resources terminology and language.
- Ability to communicate effectively with HR employees, department leadership, executive staff, unions, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042115	Building Maintenance Superintendent	Public Works	Exempt	10

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1998. 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.

No. of Employees Affected: 4

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Maintenance Superintendent	Class Number:	1042115
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to oversee building maintenance and custodial services for all County buildings, and supervise Building Maintenance Supervisors and Custodial Worker Supervisors.

Distinguishing Characteristics

This is a management classification with responsibility for supervising Custodial Worker Supervisors, Building Maintenance Supervisors, and other assigned staff in the daily operations of performing general building maintenance, alteration or repair in all County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Building Maintenance Supervisor class and has broader managerial and supervisory responsibilities.

Essential Job Functions

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

- 45% +/- 10%

• Oversees and performs general building supervision and maintenance duties; makes daily rounds with site supervisors; inspects all buildings for cleanliness and maintenance issues; monitors projects through completion; assures availability of proper equipment for all tasks; coordinates with outside contractors, vendors and tradesmen; inspects and maintains equipment; operates equipment to perform building maintenance duties or to demonstrate proper operation.
- 20% +/- 10%

• Supervises Building Maintenance Supervisors, Custodial Worker Supervisors and other assigned staff; 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, concerns and problems; prepares department work schedule; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 5% +/- 2%

• Performs safety inspections of building facilities and maintenance activities; assists with building health and safety inspections and maintains records; assists with resolving health and safety violations; observes staff to ensure that proper safety precautions are followed; remains on call and acts as first response to building issues and emergencies; participates on building security committee.
- 30% +/- 10%

• Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various meetings; prepares and reviews documents related to payroll, attendance records, requests for leave and overtime; prepares and reviews work orders; maintains records of completed work orders; reviews costing sheets; places

Building Maintenance Superintendent

inventory and supply orders; obtains quotes; maintains and updates material safety data sheets; performs additional duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Vocational or technical training in building trades with five (5) years of building maintenance experience including two (2) years of supervisory 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 motorized equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader and tow motor.
- Ability to stand and walk for a prolonged period of time; ability to bend or twist; ability to climb.

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, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other 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 invoices, payroll documents, equipment maintenance records, building maintenance reports, work order requests, blueprints, inspection reports, time adjustment forms, costing sheets, material data and safety sheets, employee requests for time off, employee evaluations and other reports and records.

Building Maintenance Superintendent

- Ability to comprehend a variety of reference books and manuals including building trades publications, Ohio Revised Code, union contracts and Personnel Policies and Procedures Manual.
- Ability to prepare payroll documents, performance evaluations, attendance records, mileage reports, costing sheets, AWOL reports, equipment and supply inventories, work orders, incident reports, accident forms, 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 record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal, basic engineering, electrical and mechanical repair terminology and language.
- Ability to communicate with supervisors, directors, tradespeople, 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 and weather extremes, strong odors, toxic or poisonous agents, wildlife, bodily fluids, machinery, and traffic hazards.

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

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042112	Building Maintenance Supervisor	Public Works	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1997. 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.

No. of Employees Affected: 1

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Maintenance Supervisor	Class Number:	1042112
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise building maintenance and custodial personnel performing general building maintenance, alteration or repair for a collection of County buildings.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Worker Supervisors and other assigned staff in the daily operations of performing general building maintenance, alteration or repair for a collection of County buildings. Employees in this classification work under direction of the Building Maintenance Superintendent. 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 Worker Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; prepares employee work schedules; approves employee time adjustment forms, overtime and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

- 35% +/- 10%
- Oversees and performs general building supervision and maintenance duties; inspects buildings and grounds for cleanliness and maintenance issues; assists the public, building employees and other staff members; responds to work orders; escorts outside contractors; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; assists with building security.

- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates building maintenance equipment to perform maintenance and repair tasks or 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 sheets, requests for leave and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

Building Maintenance Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of building maintenance experience, 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 machinery and equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, pallet jack, cardboard bailer, two and four wheel moving dollies and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged periods of time; ability to bend or twist; ability to climb; ability to push, pull and lift up to 50 lbs.

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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 training and safety information, transfer tickets, service and work orders, AWOL reports, weekend event postings, equipment maintenance records, Personnel Policies and Procedures Manual and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts and Personnel Policies and Procedures Manual.

Building Maintenance Supervisor

- Ability to prepare work orders, incident reports, accident reports, vehicle logs, costing sheets, time adjustment forms, pay differentials, employee evaluations, 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, directors, tradespeople, sheriff's department staff, 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 and weather extremes, strong odors, disease or bodily fluids, machinery, and traffic hazards.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014413	Case Control Supervisor	Health and Human Services	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification 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:	1
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Dept.(s) Affected:	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):	Melissa Foldesi, Compensation Manager Kelli Neale, Program Officer 4
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Management Contact(s):	David Merriman, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Control Supervisor	Class Number:	1014413
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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.

- 40% +/- 10%
- Supervises a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; develops and recommends operational processes and procedures for quality assurance reviews; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

- 40% +/- 10%
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; reviews income maintenance case records; monitors and reviews budgets and eligibility decisions for the confidential caseload for issuance of reward; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required; oversees payment and release of daily spend downs; reviews programs to assist with budgeting and policy standards; reviews database systems to monitor and evaluate program effectiveness.

- 20% +/- 10%
- Performs related administrative responsibilities; 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, timesheets, requests for leave and overtime; maintains unit supplies inventory; orders supplies as needed; communicates and coordinates with internal and external customers; completes quality assurance reports.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in a social science, or related field with five (5) years of program eligibility or quality assurance experience including three (3) years of supervisory 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

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, and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various audit reports, audit requests, audit results, training materials, management and evaluation reviews, corrective action plans, spend down reports, time limit reports, time sheets, leave requests, quality assurance reports, performance evaluations, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Policy Manuals for State and Federal Public Assistance Programs, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual and computer manuals.
- Ability to prepare payroll documents, training materials, employee performance appraisals, quality assurance reports, policy and procedure reports, statistical reports, monthly reports, caseload inventory reports, travel logs, 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 record and deliver information, to explain procedures, to maintain confidentiality of restricted information and to follow instructions.

Case Control Supervisor

- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with supervisors, co-workers, clients, client's families, internal and external departments and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062511	Electronic Technician Supervisor	Public Works	Non-Exempt	8

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification 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.

No. of Employees Affected: 1

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Electronic Technician Supervisor	Class Number:	1062511
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisor classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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.

- 40% +/- 10%
- Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages staff performing data input for the work order dispatch program.
- 30% +/- 10%
- Supervises Electronic Technicians; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; prioritizes work flow; prepares department work schedule and ensures constant shift coverage; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; maintains and implements new and existing policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 25% +/- 10%
- Performs related administrative responsibilities; 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, time sheets, requests for leave and overtime; orders supplies and equipment; reviews invoices; maintains records.
- 5% +/- 2%
- Operates and tests building automated systems, fire alarm systems and generator monitoring systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; 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.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.

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 discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluating or promotion 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 attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, to counsel, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.

Electronic Technician Supervisor

- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, 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.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055115	Financial Reporting Manager	Fiscal Office	Exempt	15

Requested By: Personnel Review Commission

Rationale: This is a revision request from the Fiscal Department. The request was to remove the CPA License from the minimum requirements.

No. of Employees Affected: None

Dept.(s) Affected: Fiscal Office

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): Dennis Kennedy, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Financial Reporting Manager	Class Number:	1055115
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Director of Accounting, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues 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.

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with six (6) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

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 accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052221	Records Management Officer	All Departments	Non-Exempt	4

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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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):	Melissa Foldesi, Compensation Manager Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Records Management Officer	Class Number:	1052221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain a system of record collection, storage and maintenance for County historical and current records.

Distinguishing Characteristics

This is an entry level classification that assists with records collection, storage and maintenance. This classification works under a framework of well-defined procedures. This class requires some exercise of judgment and consults with a supervisor as new or unusual situations arise.

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.

- 75% +/- 10%
 - Maintains a system of record collection, storage and maintenance for County historical and current records; requests journal entries and creates case files, as needed; assists in managing and coordinating master files; recommends procedures for maintenance and storage of records; maintains inventory of records; pull records for record requests; coordinates and/or monitors microfilming of records; monitors and removes records and data eligible for disposition; make a list of records that are eligible for disposition for disposal certificates; responds to inquiries and requests for information; assists researchers or volunteers with their research requests; organize records on shelves; maintains communication with various departments, institutions, and other governmental sectors such as courts and law enforcement agencies.
- 25% +/- 10%
 - Performs administrative duties; advises administrators and personnel concerning data collection and records maintenance; prepares reports and correspondence; answers the phone, maintains request log data base; works on special projects as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of clerical or records management 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, and Microsoft Outlook.

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

Mathematical Ability

- Ability to add and subtract.

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 work orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies Manuals, Records Management Manuals, and Ohio History Connection forms and guidelines.
- Ability to prepare reports, request form, 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 and follow instructions.
- Ability to communicate effectively with supervisors, other County employees, volunteers, researchers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052212	Senior Budget Management Analyst	Fiscal Office - OBM	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2004. 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:	3
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Dept.(s) Affected:	Fiscal Office - OBM
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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):	Melissa Foldesi, Compensation Manager Kelli Neale, Program Officer 4
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Management Contact(s):	Dennis Kennedy, Fiscal Officer Maggie Keenan, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Budget Management Analyst	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office – Office of Budget and Management		

Classification Function

The purpose of this classification is to oversee the development of County budgets and the preparation of related reports, as well as to monitor and report on the budget throughout the year. This position also provides fiscal guidance to County agencies and departments, under the authority of the County Executive, other Elected Officials, and independent Boards and Commissions. This classification supervises lower-level Budget Management Analysts.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising lower-level Budget Management Analysts and overseeing the development and preparation of County budgets and reports. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies, 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.

- 30% +/- 10%
- Oversees the development and preparation of the Biennial Budget and Budget Update and related reports for County departments, elected officials, independent boards and agencies; provides input into the process for budget preparation, including suggesting fiscal policies and parameters; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; communicates decisions budget to departments, agencies, elected officials, and the public.

- 30% +/- 10%
- Supervises lower-level Budget Management Analysts; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee leave requests and timesheets; reviews applicants for analyst and fiscal officer staff positions; recommends selection of candidate; recommends personnel actions including promotion, transfer, discipline or discharge; complete responsibilities of the analyst in the event of a vacancy

Senior Budget Management Analyst

15% +/- 10%

- Oversees and reviews monthly financial forecasts and the Quarterly Updates, including related reports; reviews and prepares white papers and special reports; ensures accuracy and completeness of forecasts; maintains regular, positive, and constructive communications with agencies/departments; communicates results of forecasts with agencies/departments and works to resolve any disagreements.

25% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; meets with director regarding personnel and administrative issues; advises directors and budget contacts regarding budgetary and fiscal matters; reviews and updates departmental expense and revenue projections; makes recommendations for improvements; provides communication link between various departments and agencies for issues with fiscal impact; represents the department at various meetings; participates on departmental/program committees as requested; conducts special projects as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration, accounting, political science or economics or related field with five (5) years of budget management 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

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, perform routine statistics and to utilize the principles of basic algebra, and statistical inference.

Language Ability & Interpersonal Communication

- Requires the 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 payroll registers, financial statements, budget adjustment requests, purchase requisitions, personnel requisitions, policy reports on any issue that impacts the County, and legislation.
- Ability to comprehend a variety of reference books and manuals including Government Finance Officers' Association Code of Professional Ethics and Personnel Policies and Procedures Manual
- Ability to prepare white papers, forecasts, budgets, quarterly reports, the Recommended Budget Book, the Biennial Budget Plan, performance appraisals, 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 record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate – both verbally and in writing - with subordinates, co-workers, supervisors, staff in the agencies/departments, elected officials, auditors, consultants, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Justice System Advocate	Class Number:	1056532
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services within a specialized area for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing work within a specialized area of advocacy services. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This classification differs from the justice system advocate in that the classification performs work within a specialized area of the advocacy services (i.e. high risk or special needs clientele).

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%
- Provides comprehensive advocacy services for crime victims comprised mostly of clients within a specialized area; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim's questions.
- 20% +/- 10%
- Develops specialized interventions for the specific subset of victims; researches best practices for the subset of victims.
- 20% +/- 10%
- Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 20% +/- 10%
- Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to and community organizations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with three (3) years of criminal justice system or social work experience which could include related internship 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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve field work in victim's homes or hospital setting.
- Work may involve exposure to violence.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053663	Employee Benefits Manager	Human Resources	Exempt	15

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053663 to 1053664 to accommodate the creation of new Employee Benefits Analyst.

No. of Employees Affected: 1

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Manager	Class Number:	1053664
FLSA:	Exempt	Pay Grade:	15
Departments:	Office of Human Resources (OHR), only		

Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

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.

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; 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 personal computer, printer, copier and fax machine.

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, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIIIPA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053651	Employee Relations Specialist 1	Human Resources	Exempt	13

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053651 to 1053652 to accommodate the creation of new Employee Relations Associate.

No. of Employees Affected: 2

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director
Egdilio Morales, HR Director-Labor & Employment

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 1	Class Number:	1053652
FLSA:	Exempt	Pay Grade:	13
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%

• Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%

• Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%

• Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%

• Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources 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**Data Utilization**

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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, 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.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053652	Employee Relations Specialist 2	Human Resources	Exempt	14

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053652 to 1053653 to accommodate the creation of new Employee Relations Associate.

No. of Employees Affected: 1

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director
Egdilio Morales, HR Director-Labor & Employment

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 2	Class Number:	1053653
FLSA:	Exempt	Pay Grade:	14
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

Essential Job Functions

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

- 30% +/- 10%
- Assists in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

- 10% +/- 5%
- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment-related training on various issues (i.e. OSHA)).
- 10% +/- 5%
- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,
- 5% +/-25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources 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

Data Utilization

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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, 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.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053712	Human Resources Specialist	Human Resources	Exempt	14

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Changing classification number from 1053712 to 1053713 to accommodate the creation of new Human Resources Business Partner.

No. of Employees Affected: None

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Melissa Foldesi, Compensation Manager
Kelli Neale, Program Officer 4

Management Contact(s): Douglas Dykes, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

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.

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development.
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

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

- Ability to operate a variety of automated office machines including personnel computer, printer, 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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
<u>NEW</u>				
Crime Analyst	1062471	11	Public Safety and Justice Services	This is a new classification requested by Public Safety and Justice Services based on the operational needs of the department.
Emergency Management Manager	1062423	16	Public Safety and Justice Services	This is a new classification requested by Public Safety and Justice Services based on the operational needs of the department.
Intelligence Analyst	1062461	6	Public Safety and Justice Services	This is a new classification requested by Public Safety and Justice Services based on the operational needs of the department.
Appraisal Manager – Residential/Agricultural	1057105	16	Public Safety and Justice Services	This is a new classification requested by the Fiscal Office based on the operational needs of the department.
<u>REVISED</u>				
Building Maintenance Superintendent	1042115	10	Public Works	PRC routine maintenance. Classification last revised in 1998. 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.
Building Maintenance Supervisor	1042112	7	Public Works	PRC routine maintenance. Classification last revised in 1997. 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.
Case Control Supervisor	1014413	12	Health and Human Services	PRC routine maintenance. Classification 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.
Electronic Technician Supervisor	1062511	8	Public Works	PRC routine maintenance. Classification 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.
Financial Reporting Manager	1055115	15	Fiscal Office	Departmental Revision Request from the Fiscal Department. The request was to remove the CPA License from the minimum requirements.
Records Management Officer	1052221	4	All Departments	PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Senior Budget Management Analyst	1052212	15	Fiscal Office - OBM	PRC routine maintenance. Classification last revised in 2004. 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.
Senior Justice System Advocate	1056532	8	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2001. 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
<u>NEW</u>				
ERP Information System Analyst - EAM	1083111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
ERP Information System Analyst - Fiscal	1084111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
ERP Information System Analyst - HRIS	1085111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
ERP Information System Analyst - Procurement	1086111	15B	Information Technology	This is a new classification requested by the Information Technology Department based on the operational needs of the department.
Benefits Analyst	1053663	9	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
Employee Relations Associate	1053651	8	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
Human Resources Business Partner	1053712	11	Human Resources	This is a new classification requested by the Department of Human Resources based on the operational needs of the department.
<u>REVISED</u>				
Employee Benefits Manager (Class No. ONLY)	1053663	15	Human Resources	PRC routine maintenance. Changing classification number from 1053663 to 1053664 to accommodate the creation of new Employee Benefits Analyst.
Employee Relations Specialist 1 (Class No. ONLY)	1053651	13	Human Resources	PRC routine maintenance. Changing classification number from 1053651 to 1053652 to accommodate the creation of new Employee Relations Associate.
Employee Relations Specialist 2 (Class No. ONLY)	1053652	14	Human Resources	PRC routine maintenance. Changing classification number from 1053652 to 1053653 to accommodate the creation of new Employee Relations Associate.
Human Resources Specialist (Class No. ONLY)	1053712	14	Human Resources	PRC routine maintenance. Changing classification number from 1053712 to 1053713 to accommodate the creation of new Human Resources Business Partner.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0044

Sponsored by: Councilmember Brown	A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Article IX, Section 9.01 of the Cuyahoga County Charter, entitled Personnel Review Commission, creates the Cuyahoga County Personnel Review Commission which is “responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, the Cuyahoga County Charter Section 9.01, states that the County “Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations,” and that, “no more than two of the three members of the Personnel Review Commission shall be members of the same political party;” and,

WHEREAS, the term of office of each member of the Personnel Review Commission shall be six years, and the terms shall be staggered so that no term expires within less than two years of the expiration of any other term; and,

WHEREAS, the County Council has determined to appoint F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023; 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 Commission.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0045

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Section 113.02(I), Adoption of Rules, of the Cuyahoga County Code states that: “Notwithstanding any other provision of this Code, in lieu of submitting its rules to the Administrative Rules Board, the Administrative Rules of the Personnel Review Commission shall be submitted to the Council to ensure that a proposed rule is in accordance with the human resources policies established by this Code, as required by Charter § 9.02(4). The specific language of a proposed rule shall clearly identify any new rule and/or any modification, addition, or deletion of an existing rule, and shall be submitted to the Clerk of Council. Unless extended by a formal resolution of Council, the Council shall have not more than sixty (60) days following the submission of the proposed rule(s) to determine whether the proposed rule(s) is/are in accordance with the human resources policies established by this Code. A proposed rule shall not take effect prior to the expiration of the 60-day review period established by this section unless Council approves the rule(s) prior to the expiration of that review period. If Council determines that a proposed rule is in accordance with the human resources policies established in this Code, the Personnel Review Commission shall submit the proposed rule to the clerk of the Administrative Rules Board for codification in the Administrative Code. If Council determines that a proposed rule or any provision of a proposed rule is not in accordance with the human resources policies established by this Code, Council may declare such proposed rule or provision inapplicable to county employees or appointing authorities. Any proposed rule or provision declared inapplicable shall not be codified in the Administrative Code.”

WHEREAS, Section 301.02, Administrative Rules, of the Cuyahoga County Code states that: “The Personnel Review Commission may, in accordance with the policies and procedures set forth in this Code, adopt administrative rules and procedures to carry out its powers and duties as set forth in the County Charter and this Chapter. In the event of a conflict between the Administrative Rules of the Personnel Review Commission and Title 3, Employment Practices, the Code shall prevail.

WHEREAS, in accordance with County Code Section 113.02, on February 27, 2017, the Personnel Review Commission submitted proposed Rule changes to the Cuyahoga County Council, attached as Exhibit A; and,

WHEREAS, it is necessary that this Resolution become immediately effective to insure the efficient operation of the Personnel Review Commission.

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

SECTION 1. Pursuant to Section 113.02(I) of the Cuyahoga County Code, the Cuyahoga County Council hereby approves the Personnel Review Commission Administrative Rules, attached hereto as Exhibit A, as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code.

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: March 14, 2017

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

Legislation Amended in Committee: March 21, 2017

Committee Report/Second Reading: March 28, 2017

Journal _____
_____, 2017

CUYAHOGA COUNTY PERSONNEL REVIEW COMMISSION



ADMINISTRATIVE RULES

2429 Superior Viaduct, ~~2nd Floor~~
Cleveland, Ohio 44113

Phone: 216-443-5946~~675~~ Fax: 216-443-3694
<http://prc.cuyahogacounty.us>

REVISED: ~~January 7, 2015~~

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<h2 style="margin: 0;">SECTION 1</h2> <h3 style="margin: 0;">DEFINITIONS</h3>

1.01 Definitions

- (1) *Abolishment* – Means one of the following:
 - a. *Abolishment of Classification* – The permanent deletion of a classification from the organization due to lack of continued need for the classification, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose; or
 - b. *Abolishment of Position* – The permanent deletion of a position from the structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.

- (2) *Appeal* – An action by which an affected party challenges the decision or determination of an Appointing Authority, the Director of HR, and/or the Commission.

- (3) *Appointment* – Placement of an employee in a position.

- (4) *Appointing Authority* – Means the same as defined in Section 9.04 of the Cuyahoga County Charter.

- (5) *Charter* – The Cuyahoga County Charter.

- (6) *Classification* – Means one of the following:
 - a. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each; or
 - b. The act of assigning a classification title to a position(s) based upon the duties performed.

- (7) *Commission* or PRC – The Cuyahoga County Personnel Review Commission.

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- (8) *Competitive Examination* – Method used by the Commission to assess the relative capability of qualified applicants to perform the duties and responsibilities of the classification.
- (9) *County* – As defined in the Charter.
- (10) *County Code* – The Code of Cuyahoga County established by Ordinance No. 02013-0001.
- (11) *County Council* – The Cuyahoga County Council.
- (12) *County Executive* – The Cuyahoga County Executive.
- (13) *Demotion* – The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower ~~salary range~~ pay grade than that of the classification the employee currently holds.
- (14) Director of HR – The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive and confirmed by County Council.
- ~~(14)~~(15) PRC Director – The Director of the Cuyahoga County Personnel Review Commission as appointed by the Commission.
- ~~(15)~~(16) Eligibility List – A list of names established by the Commission for the purpose of filling vacancies in the classified service.
- ~~(16)~~(17) Ethics Code Policy – Title IV of the Cuyahoga County Code and any revisions thereto.
- ~~(17)~~(18) Human Resources Department – The Cuyahoga County Department of Human Resources.
- ~~(18)~~(19) Layoff – A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.
- ~~(19)~~(20) Meeting – Any prearranged discussion of the public business of the PRC Commission by a majority of its members.
- ~~(20)~~(21) Noncompetitive Examination – An examination that evaluates individual candidates based upon established criteria to determine which applicants are qualified to fill appointments to positions requiring exceptional qualifications of a scientific, professional, educational, or managerial character or positions where it is impractical to develop and administer competitive examinations.

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~~(21)~~(22) *Pay* – The annual, non-overtime compensation due an employee.

~~(22)~~ *Pay Equity Ordinance – Chapter 303 of the Cuyahoga County Code and any revisions thereto.*

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(23) *Pay Grade Range* – The pay ~~__~~*graderange* assigned to a position or classification.

(24) *Position* – The name that applies to a group of duties intended to be performed by an employee.

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(25) *Promotion* – The appointment of an employee to a different position assigned a higher pay *grade range* than the employee's previous position.

(26) *Reassignment* – The assignment of an employee to a different classification.

(27) *Reclassification* – The assignment of a position to a different classification.

(28) *Reduction in Pay* – An action that diminishes an employee's pay. When the conditions of entitling an employee to supplemental pay end, the ending of supplemental pay shall not be considered a reduction, nor shall a change in the cost of an ~~a~~Appointing ~~a~~Authority's insurance or other contributions be considered a reduction.

(29) *Reduction in Position* – An action that diminishes an employee's duties or responsibilities to the extent an audit of the employee's position would result in a reclassification to a classification assigned a lower pay *grade range*.

(30) *Removal* – Termination of an employee's employment.

~~(31)~~ *Request for Reconsideration* – ~~---~~A request made by an affected party seeking the Commission's reconsideration of certain pre-employment determinations made by the Commission. ~~-See Rules 7.03 and 9.05.~~

~~(34)~~(32) *Request for Restoration* – A request made by an affected party seeking the Commission's consideration to restore that party to an established eligibility list. See Rule 9.05.

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~~(32)~~(33) *Suspension* – The interruption of an employee's employment and/or compensation for a fixed period of time.

SECTION 2 GENERAL PROVISIONS

2.01 Origin

On November 3, 2009, the citizens of Cuyahoga County, Ohio, adopted a County Charter pursuant to the authority granted to them in Article 10, Section 3 of the Ohio Constitution. Section 9.01 of the Charter required the creation of a Human Resource Commission:

The County Executive, subject to confirmation by the Council, shall appoint the members of a Human Resource Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations.

On November 5, 2013, the citizens of Cuyahoga County, Ohio, adopted amendments to the Charter. ~~Section 9.01 of the Charter was amended to change the name of the Human Resource Commission to the Personnel Review Commission, the members of which shall now be appointed by County Council.~~

~~These Administrative Rules have been adopted pursuant to County Code Section 301.02.~~

~~2.02~~ Purpose

~~Pursuant to Section 9.01 of the Charter, the Personnel Review Commission ("Commission") is responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness.~~

2.02 Relationship to Collective Bargaining Agreements

If an employee's collective bargaining agreement provides for a final and binding arbitration of grievances, such employee and union are subject solely to that grievance procedure and the Commission shall have no jurisdiction to receive and determine any appeals relating to matters that were the subject of a final and binding grievance procedures.

[Bargaining unit employees may have the right to file claims of retaliation pursuant to the County's Code of Ethics, Title IV of the County Code. \[Reference County Code Chapter 406 and Section 407.02\(B\)\].](#)

~~2.0~~ Recordkeeping

~~The Commission shall maintain a record that shall be open to public inspection, in which it shall keep records of all of its proceedings and of the vote of each of its members upon every action taken by it.~~

~~The Commission shall properly adopt a records retention schedule in accordance with Chapter 149 of the Ohio Revised Code.~~

2.03 PRC Merit Principles

Pursuant to Section 9.01 of the Charter, the Commission shall be responsible for administering an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. To this end, the Commission has adopted the following Merit Principles to guide its work to fulfill its Charter responsibilities. These Merit Principles in and of themselves do not confer any rights upon an employee before the Personnel Review Commission. Employees' rights to appeal to the PRC are governed by the Charter, Ohio Revised Code Chapter 124, and the County Code. A summary of the PRC's appellate jurisdiction is set forth herein at Rule 3.02.

Principle #1

Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force representative of the region, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition which assures that all receive equal opportunity.

Principle #2

All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to race, ethnic background, national origin, sex, gender, sexual orientation, genetic information, disability, political affiliation or opinion, military status, religious belief, gender identity, or age of any applicant unless otherwise lawfully required.

Principle #3

Equal pay should be provided for work of comparable value, with appropriate consideration of rates paid by employers in the relevant labor market, as determined by the County, and appropriate incentives and recognition should be provided for excellence in performance. Pay equity is achieved when persons performing work in like positions across the Cuyahoga County government organization are paid on the basis of their relative qualifications and performance, with regard to the relevant labor market and within the compensation policy framework designed by the County to achieve internal and external equity in compensation practices.

Principle #4

All County employees should maintain high standards of integrity, conduct, and concern for the public interest of the citizens of Cuyahoga County.

Principle #5

The Cuyahoga County government workforce should be used efficiently and effectively, without duplication of effort, and the County should employ an efficient and economical system for employment of persons in the public service of the County according to merit and fitness, that is, on the basis of employees' qualifications and conduct and capacity in office.

Principle #6

Employees should be retained on the basis of adequacy of their conduct and capacity in office, inadequate performance should be corrected, and employees who cannot or will not improve their performance to meet required standards should be separated from County employment.

Principle #7

Employees should be provided effective education and training in cases in which such education and training would result in better organizational and individual performance.

2.04 Construction

These Rules shall be construed so as to carry out their purposes as determined from both the literal reading of the Rules and their context. -The Rules shall not be construed in a way that limits the Commission's power to interpret and apply the Rules within the scope of their authority under the Charter, County Code, Council Ordinances and Resolutions, and general law.

2.05 Savings Clause

If any section of these Rules is held by a court of competent jurisdiction to be invalid, the same shall not invalidate or impair the validity, force, and effect of any other section or part of a section of these Rules unless it clearly appears that such other section or part of a section is wholly or necessarily dependent for its operation upon the section or part of a section held invalid.

**SECTION 3
POWERS AND DUTIES OF THE COMMISSION**

3.01 Authority and Jurisdiction

Pursuant to the Charter, the Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender;
- (2) Responsibility for administration of countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws;
- (3) For the County Executive's organization and departments, authority to ensure:
 - a. Pay equity for like positions;
 - b. Standardization of benefits;
 - c. Approval of qualifications;
 - d. Consistent discipline;
 - e. Training of management in personnel practices;
 - f. Training of employees in job functions;
 - g. Training for total quality management;
 - h. Consistent administration of performance management system;
 - i. Coordination of recruitment;
 - j. Compliance with ethics resolutions or ordinances as passed by the Council;
- (4) Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in the Charter, County Code, and general law where applicable;
- (5) Responsibility for administering a clear, countywide classification and salary administration system;
- ~~(6) Responsibility for ensuring compliance with ethics resolutions and ordinances passed by County Council, including the authority to hear whistleblower appeals pursuant to the Ethics Code, as well as, appeals of job audit determinations including step placement per the Pay Equity Ordinance;~~
- ~~(7) Responsibility for administering, for and in cooperation with the officers, agencies, boards, and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;~~

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~~(7)~~(8) Responsibility for conducting inquiries regarding the abuse of the power of appointment, layoff, removal, reduction, suspension, or otherwise violating laws, rules, or ordinances the Commission is charged with enforcing, and to report the inquiry findings to County Council (See Rule 12.04); and

~~(8)~~(9) Such other functions as may be deemed necessary by the Council for the Commission to carry out its mission and purpose.

3.02 Jurisdiction

The Commission shall hear appeals of classified employees from final decisions of Appointing Authorities, the County Executive, the Director of HR, or their designee relative to the following employment actions:

- (1) Reduction in pay or position;
- (2) Job abolishment / layoff;
- (3) Suspension of more than forty (40) work hours for FLSA exempt employees;
- (4) Suspension of more than twenty four (24) work hours for FLSA non-exempt employees;
- (5) Discharge (removal from employment);
- (6) Assignment or reassignment to a new or different classification;
- (7) Refusal of the Director of HR to reassign an employee to another classification or to reclassify the employee's position with or without a position audit;
- (8) Failure to remove duties deemed outside the employee's classification within the 45-day period per Section 303.01 of the County Code; and
- (9) Other appeals as provided for by Council ordinance.

The Commission shall hear appeals in the following categories for both classified and unclassified employees:

- (1) Whistleblower appeals pursuant to the County's Ethics Policy (Title IV of the County Code);
- (2) Determination of unclassified status; and
- (3) Other appeals as provided for by Council ordinance.

For purposes of this Rule, "discharge" includes disability separations.

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Determination of the classified or unclassified status of an employee shall be done in accordance with general law.

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~~to fulfill its Charter responsibilities region, race, ethnic background, national origin, sex, sexual orientation, genetic information, medical condition, political affiliation or opinion, military status, religious belief, gender identity, or age of any applicant unless otherwise lawfully required;~~

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~~comparable and performance;~~

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3.032 Classification Plans

Pursuant to Section 9.03 of the Charter, the Commission shall administer a clear, countywide classification and salary administration system in accordance with the requirements set forth in the Charter.

3.043 Civil Service Testing

Pursuant to Section 9.01 of the Charter, the Commission shall be responsible for administering an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. To this end, the Commission has authority, including but not limited to the following:

- (1) To prepare, conduct, grade, and validate all competitive examinations for positions in the County's classified service;
- (2) To evaluate qualifications ~~for~~ all noncompetitive positions in the County's classified service; and
- (3) To prepare and maintain eligibility ~~le~~ lists containing the names, scores, and rankings of persons qualified for appointment to positions in the County's classified service.

[Reference Section 303.03(A) of the County Code]

3.054 County Human Resources Policies and Systems

The County's human resources policies and systems shall be established by ordinance. The Commission shall review and submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council. ~~In the event the Commission does not endorse an ordinance, the Commission may provide a Statement of Non-Endorsement to the Council.~~

3.065 Subpoena Powers

The Commission has authority to subpoena and require the attendance and testimony of witnesses and the production of books, papers, public records, and other documentary evidence pertinent to any matter it has authority to hear.

All employees and officials ~~officers in the civil service~~ of the County shall attend and testify when summoned to do so by the Commission. Depositions of witnesses may be taken by the Commission or designee, or any member of the Commission, in the manner prescribed by law for like depositions in civil actions in the courts of common pleas. —In case any person, in disobedience to any subpoena issued by the Commission, or any member of the Commission, fails or refuses to attend and testify to any matter regarding which the person may be lawfully interrogated, or produce any documentary evidence pertinent to any hearing, the court of common pleas of any county, or any judge of the court of common pleas of any county, where the disobedience, failure, or refusal occurs, upon application of the Commission, or any member of the Commission, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the court or a refusal to testify in the court.

Parking fees and mileage shall be allowed to witnesses and, on their certificate, duly audited, shall be paid by the Cuyahoga County Treasurer.

~~3.06 Delegation of Certain Administrative Functions~~

~~The Commission delegates the following administrative functions to the Human Resources Department, which shall serve under the day-to-day direction of the Director:~~

- ~~(1) Management and implementation of personnel policies and practices that comply with federal and state employment laws and for the maintenance of records required by such laws;~~
- ~~(2) Providing copies of all Human Resources Policies and Procedures to all County employees, as well as, providing copies of Ohio laws and County ordinances relating to ethics policies to County public officials and employees;~~
- ~~(3) Conducting ethics training programs and classes for County public officials and employees;~~
- ~~(4) Ensuring that public officials and employees acknowledge, in writing, receipt of the materials and attendance to all programs and classes identified in the preceding paragraphs of this Section; and~~

~~(5) Post whistleblower provisions of the Ethics Code on the Cuyahoga County website and in all physical locations where other human resources policies are posted.~~

~~The Commission retains the authority to exercise all its Charter mandated duties and administrative functions not expressly delegated in this Section. The Commission may modify this Rule via resolution of the Commission. The Commission shall retain an oversight role regarding all powers and duties delegated under this Section. The Department of Human Resources shall provide reports to the Commission regarding the Department's performance of the delegated functions. The specific reporting schedules and content of reports shall be determined by the Commission and will be adopted by resolution of the Commission.~~

3.07 Ethics

Pursuant to Section 9.02 of the Charter, the Commission shall have the authority to ensure compliance with ethics resolutions or ordinances passed by County Council. ~~The Commission shall be the ethics compliance and training body for the County as set forth in the Ethics Code.~~ To this end, the Department of Human Resources shall provide reports regarding the performance of its duties under the County's Ethics Policy (Title IV of the County Code) to the PRC. The PRC will provide an annual report to County Council per Section 407.02(A) of the County Code.

~~The Commission delegated certain portions of its duties under the Ethics Code to the Human Resources Department as set forth in Rule 3.06 herein.~~

Whistleblower Appeals

The Commission shall hear appeals from disciplinary or retaliatory actions taken against ~~all classified or unclassified~~ employees of the County, as a result of the employee's whistleblower report made pursuant to the County Ethics Policy Code. When an employee files a whistleblower appeal, the Commission will determine whether a proper report was made under the Ethics Policy Code and whether a causal relationship exists between such report and the County's actions. If the Commission finds a violation of the Ethics Code Policy, the Commission may impose a remedy up to and including reinstatement. [Reference Chapter 406 and Section 407.02 Title IV of the County Code]

The employee shall file an appeal within thirty days after receiving actual notice of the alleged disciplinary or retaliatory action.

~~Additionally, the Ethics Code grants the Commission the authority to write and send letters of notification, admonition, and censure regarding ethics law violations, when applicable. The Commission, however, shall not exercise this authority unless one of the following occurs:~~

- ~~• The Inspector General requests assistance from the Commission due to a conflict of interest; or~~

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- ~~The Commission, by a majority vote, determines that it is necessary to exercise this authority.~~

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3.08 Compliance

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In order to meet its obligations under Section 9.02 of the Charter, the Commission will provide periodic compliance reports to County Council regarding the County's personnel practices.

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SECTION 4 MEETINGS

4.01 Public Meetings

The Commission shall hold meetings as often as necessary to complete Commission business. ~~All meetings of the Commission shall be open to the public and include a time for public comment.~~

The Commission's ~~conducting of~~ quasi-judicial hearings and its deliberations when acting in its quasi-judicial capacity are not "meetings" for purposes of this Section or Section 121.22 of the Ohio Revised Code.

The Commission shall elect one of its members as the Chairperson and elect one of its members as Vice-Chairperson of the Personnel Review Commission at their first meeting in January on a biennial basis beginning in 2015.

In the event of a vacancy in the Chair position, the Vice-Chair shall assume the duties of the Chair for the remainder of the biennial period.

4.02 Notice

~~The schedule Notice of for regular meetings, meeting agendas, and minutes shall be posted under the "Public Notices" section of on the Commission's website. Cuyahoga County's main webpage (<http://www.cuyahogacounty.us>). In addition, notices of meetings, meeting agendas and minutes shall be posted on the Commission's webpage (<http://prc.cuyahogacounty.us>).~~

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If you wish to be notified via electronic mail of all PRC meetings, please send such request to the PRC via email (personnelreviewcommission@cuyahogacounty.us).

Notices of special meetings shall be posted in the manner described above. When a special meeting is held to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and only those issues may be discussed at that meeting.

4.03 Quorum

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The physical presence of two members of the Commission at any scheduled meeting constitutes a quorum. The Commission cannot act without a quorum.

4.04 Executive Session

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The members of the Commission may hold an executive session at a regular or special meeting for the purpose of considering one of the authorized matters provided in Section 121.22 of the Ohio Revised Code.

4.05 Minutes

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The minutes of all meetings of the Commission shall be promptly prepared, and will be posted on the PRC's website filed, and maintained and shall be open to public inspection following approval of the minutes by the Commission. The minutes need only reflect the general subject matter of discussions in executive sessions.

SECTION 5 RULE-MAKING

5.01 Rule-Making Procedure

As used in this Section:

- (A) ~~“Rule” refers to the PRC Administrative Rules, and the Cuyahoga County Personnel Policies and Procedures Manual, and employee classifications in the County's Class Plan;~~
- (B) A “rule change” means the addition of a new Rule, or rescission or amendment of an existing Rule.

Rule changes may be proposed to the Commission by the PRC ~~Administrator~~Director, the Director of HR, or by an individual Commission member. ~~Proposed rule changes shall be submitted with a coversheet containing the following information:~~

- (1) A statement declaring the intention to consider adopting, amending, or rescinding the rule;
- (2) A synopsis of the proposed rule change ~~a general statement of the subject matter to which the proposed rule change relates~~; and
- (3) A statement of the reason or purpose for the rule change.

Upon receipt, the Commission shall post the proposed rule changes and the coversheet on its webpage (<http://prc.cuyahogacounty.us>). ~~The posting shall include the date, time and place of the Commission meeting where the proposed rule change will be heard.~~ The public shall be permitted to comment regarding the proposed rule change in accordance with [Section Rule 4.01](#) ~~of these Rules~~. ~~The Commission may act on a proposed rule change only after such rule change has been posted for a minimum of twenty (20) days.~~

If ~~a proposed rule change to the Cuyahoga County Personnel Policies and Procedures Manual or employee classifications in the County's Class Plan~~ is approved by a majority vote of the Commission, such rule change will be referred to County Council for its consideration and becomes effective only after approval by County Council.

[If a proposed rule change to the PRC Administrative Rules is approved by a majority vote of the Commission, such rule change will be referred to County Council for adoption pursuant to County Code Section 113.02\(I\).](#)

Notwithstanding the foregoing, the PRC ~~Administrator~~[Director](#) is authorized to approve minor revisions to a ~~R~~[Rule](#) if such revision does not alter the meaning or intent of the ~~R~~[Rule](#). ~~If the PRC Administrator makes such a change, a record will be created to reflect the modification and the purpose of the change.~~

SECTION 6

CLASSIFICATION AND COMPENSATION PLANS

6.01 Classification Plan

As required by the Charter, the Commission shall administer a countywide classification and compensation plan that includes the classified employees (if any) of the County Executive's office, departments and agencies, County Council, ~~Fiscal Office, Law Department, Sheriff's Department, Public Works, Medical Examiner, Clerk of Courts, Treasurer,~~ Public Defender, Prosecutor, Personnel Review Commission, ~~Inspector General, County Planning Commission,~~ and the County Audit Committee.

The classification plan shall be administered~~adopted~~ and maintained by the Commission and is subject to ~~and~~ approved~~ed~~ by County Council. ~~The plan shall~~

provide for the classification and standardization of all positions in the County's classified service. The classification system will serve to organize the work performed by the County's classified employees, and will organize positions into classifications on the basis of duties and responsibilities. -Classifications are organized into class series, which groups two or more classes that are similar in the type of work but differ in levels of complexity, difficulty, and managerial responsibility.- Each position within the classified service shall have a corresponding classification specification which shall contain the minimum qualifications for appointment to the class.

Each position within the unclassified service shall have a corresponding job description which shall identify the basis upon which the position is exempted from the classified service.

[Reference Sections 303.01 and 303.04(A) -of the County Code]

6.02 Competitive and Noncompetitive Classes

~~Following the effective date of this section and a~~Anytime a classification is created ~~thereafter;~~ the Commission shall determine whether the class is to be designated as competitive or noncompetitive. In making this determination, the Commission shall consider the following factors:

- (1) The practicality of testing for the class by competitive examination in accordance with generally accepted psychometric standards;
- (2) Whether the class requires peculiar or exceptional qualifications of a scientific, managerial, professional, or educational character as demonstrated by:
 - a. the level of education, the field of study, and the degree of specialization required;
 - b. the kind, level, and amount of work experience required;
 - c. a special license or certificate required; and/or
 - d. any recruiting or other information relating to the number or availability of qualified applicants.
- (3) Whether the class consists of unskilled labor positions ~~that are impractical to test for competitively;~~ and
- (4) Any other relevant information.

Upon revision of a classification or at the request of the Director of HR, the assignment of a class as competitive or noncompetitive shall be ~~reviewed~~ determined by the Commission.

6.034 **Compensation Plan**

The Commission shall administer a compensation plan for the County's non-bargaining ~~unit~~, classified employees, and shall recommend to County Council such modifications as needed to ensure the system provides for compensation based on merit and fitness and to ensure pay equity in like classifications. The ~~PRC~~ Commission's administration of the classification and compensation plans includes but is not limited to performing job analysis, salary surveys, periodic classification and compensation system reviews to ensure system components support the principles of merit, fitness, and pay equity, development of position descriptions and classification specifications, and research ~~recommendation~~ of best classification and compensation practices. ~~The Commission shall recommend those best practices in classification and compensation to County Council as needed to ensure pay equity in like classifications.~~ Job audits ~~performed at the request of classified employees~~ will be conducted by the Department ~~of~~ Human Resources ~~Department~~.

[Reference Section 303.04(B) -of the County Code]

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6.04 **Changes Modifications to the Classification and Compensation Plans**

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~~The Commission may consider changes to the class plan upon request via the procedure set forth in Rule 5.01 herein.~~

Proposed modifications to the Classification and/or Compensation Plan(s) shall be posted on the Commission's website for a minimum of seven (7) days prior to the Commission taking any action on the proposed modifications. The posting will state the date of the Commission meeting at which the proposed modifications will be considered.

The public shall be permitted to comment regarding the proposed modifications during the public meeting at which the proposed modifications are being considered by the Commission (see Rule 4.01).

If the proposed modification(s) is approved by a majority vote of the Commission, such modification(s) will be referred to County Council for its consideration. Modifications to the Classification and Compensation Plans are effective only after approval by County Council.

Notwithstanding the foregoing, the PRC Director is authorized to approve minor revisions to the Classification and/or Compensation Plan(s) if such revision does not

alter the meaning or intent. If the PRC Director makes such a change, a record will be created to reflect the modification and the purpose of the change.

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6.05 Unclassified Service

The unclassified service consists of positions that are specifically exempted from the classified service by general law. ~~Persons employed in a position in the unclassified service serve at the pleasure of the Aappointing aAuthority and may be removed from their unclassified position at any time for any lawful reason.~~

6.065 Civil Service Status Reports

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All Aappointing aAuthorities shall provide quarterly reports to the Commission detailing the appointment of employees to the classified and unclassified service ~~to the Commission. in accordance with the procedures that shall be determined by the Commission.~~

The Department of Human Resources shall provide an annual list to the Personnel Review Commission of all current employees and their civil service status.

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The content of any written report described in this Rule shall not confer any additional rights upon the employee before the Personnel Review Commission or in any other appellate body with jurisdiction over an appeal of the employee.

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[Reference Section 303.04(A) of the County Code]

SECTION 7 ANNOUNCEMENTS & APPLICATIONS

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7.01 Examination Announcement

The Commission shall give reasonable notice of the time, place, and general scope of competitive examinations for positions in the classified civil service. Examination announcements shall be posted electronically on both the Personnel Review Commission's and Cuyahoga County's website.

The examination announcement shall contain the title, definition, salary range, and ~~minimum~~ minimum requirements ~~qualifications~~ for the classification. The examination announcement shall also indicate the last day and hour that applications will be accepted.

In addition, if the eligibility list resulting from the examination will be limited to a particular Appointing Authority per Rule 9.02 herein, such limitation shall be set forth in the examination announcement.

The Commission shall establish and publish minimum ~~qualifications~~requirements for each position, which shall be included in the official announcement of each examination.

[Reference Section 303.03(B) of the County Code]

7.02 Applications

Applicants for classified civil service positions shall file one application that will serve as both the request to take the examination and as the application for employment with the County.

Job postings and Applications are available at the County's Human Resources Department website (<http://hr.cuyahogacounty.us>).

~~Once filed, applications become the property of the County and shall not be returned to the applicant.~~

[Reference Section 303.03(B) of the County Code]

7.03 Rejection of Applicants

All applications shall be reviewed by an authorized representative of the Commission. Applications may be rejected for any of the following reasons:

(1) It was not filed within the prescribed time period.

~~(2)~~(2) That the applicant has not met one or more of the minimum requirements of the position.

~~(2) That the applicant has not met one or more of the minimum requirements qualifications of the position.~~

(3) That the applicant has made a false statement on the application.

(4) Any just or reasonable cause that is job-related, and not discriminatory, as determined by the Commission.
~~determined by the Commission.~~

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Upon rejecting any application, the Commission shall promptly notify the applicant of the reason for the rejection at the electronic mail address provided on the application. The applicant may, within five (5) calendar days after the date of the notice, file with the

Commission a [Request for Reconsideration form \(available on the PRC's website: http://prc.cuyahogacounty.us\)](http://prc.cuyahogacounty.us)~~written request for reconsideration of such rejection that shall set forth why the rejection was in error and providing evidence of the same. Only~~ requests made using the proper form and submitted by the deadline will be considered.

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The Commission will not consider requests that contest the qualifications established for the position. If a request for reconsideration from a rejection is pending at the time an examination is scheduled to be held, the applicant shall be allowed to take the examination pending the resolution of the request. If ~~after review, the Commission, within its sole discretion, finds it is determined that~~ the rejection ~~is~~ justified, the examination paper shall not be graded. Consideration of an applicant's request for reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the applicant to an administrative appeal to the Commission.

[Reference Section 303.03(C) of the County Code]

7.04 Accommodation

The examination announcement will advise potential applicants as to the procedures by which a potential applicant may request reasonable accommodation for a disability, as defined by applicable law, in order to participate in the application process and/or examination process.

7.05 Equal Employment Opportunity

Applications will be accepted without regard to the race, ethnic background, national origin, sex, sexual orientation, genetic information, medical condition, political affiliation or opinion, military status, religious belief, [gender identity](#), or age of any applicant unless otherwise lawfully required.

SECTION 8 EXAMINATIONS

8.01 Character of Examination

Examinations will be developed so as to be job-relevant and to measure the relative capacity and fitness of the persons examined to discharge the duties of the positions to which they seek to be appointed.

8.02 Scheduling of Examination

[The time, place, and type of an examination shall be determined by the Commission. The Commission may cancel or postpone an examination because of inadequate](#)

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number of applicants, a change in requirements, or for other sufficient cause. Cancellations or postponements shall be posted on the Commission's website, and each qualified candidate shall be notified via electronic mail.

In certain circumstances, the Commission may allow for examination rescheduling for candidates who cannot attend their regularly-scheduled administration for legitimate, verifiable reasons. Candidates will be notified via electronic mail if rescheduling is permitted for an examination. Rescheduling determinations will be made on a case-by-case basis according to the PRC's rescheduling policy, which is available on the PRC's website (<http://prc.cuyahogacounty.us>).

Under no circumstances will additional exam administrations be scheduled or held after the eligibility list for said examination is established.

~~The time, place, and type of an examination shall be determined by the Commission. The Commission may cancel, or postpone an examination because of inadequate number of applicants, a change in requirements, or for other sufficient cause. Cancellations or postponements shall be posted on the Commission's website and each applicant shall be notified via electronic email.~~

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~~In order to avoid unnecessarily long delays in establishing an eligibility list, only one additional exam administration will be scheduled for all candidates with scheduled, non-emergency conflicts, and only one additional exam administration will be scheduled for all candidates with emergency conflicts. This assumes these candidates submit acceptable, verifiable requests for rescheduling. Whenever possible, these additional administrations shall be scheduled within one week of the original administration period. No further attempts shall be made for candidates who cannot attend these administrations.~~

8.03 Contents of Examination

Examinations may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. –Tests may be written, oral, physical, demonstration of skill, or an evaluation of training and experience, and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. –Tests may include: structured interviews; assessment centers; work simulations; examinations of knowledge, skills, and abilities; and any other acceptable testing method.

No question on the examination shall relate to the race, ethnic background, national origin, gender, sexual orientation, genetic information, medical condition, political affiliation or opinion, ~~or~~ religious belief, gender identity, or age of any applicant unless otherwise lawfully required.

~~A Commission-approved EEO applicant information form shall be furnished to all applicants for employment or examination. The completion of the EEO form shall be wholly voluntary, and no applicant shall be adversely affected in any way for having refused to complete such form. If completed by an applicant, the EEO form shall be physically separated from the application.~~

8.04 Identity of Examinee Concealed

The identity of all persons taking competitive examinations shall be concealed by the use of an identification number, which shall be used on all examination papers. This number shall be used from the beginning of the examination until after the papers are rated. Any examination papers bearing the ~~applicant~~candidate's name or any other identification mark shall be rejected and the candidate so notified.

8.05 Fraud in Examinations

Fraud in examinations is prohibited and shall result in automatic disqualification. ~~No~~ person shall:

- (1) Falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing;
- (2) Make any false representations concerning the results of such examination or concerning any person examined;
- (3) Furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered, or certified, or to be appointed, employed, or promoted;
- (4) Impersonate another person, or permit or aid in any manner another person to impersonate a ~~an applicant~~candidate, in connection with any examination, registration, or appointment, or application or request to be examined, registered, or appointed;
- (5) Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined (including a request for examination rescheduling or reasonable accommodation), registered, or appointed;

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- (6) Make known or assist in making known to any applicant for examination any question to be asked on such examination;
- (7) Acquire, through fraudulent means, any exam content or question(s) to be asked on the examination prior to the examination; or
- 8) Personally solicit a favor from any appointing officer, or have any person on his/her behalf solicit a favor pertaining to the testing procedures of the PRC.

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Any person or persons attempting to deceive any of the examiners in any manner whatsoever ~~by impersonation or by assisting or receiving assistance~~ shall be prohibited from taking any examination for employment with the County for a period of two (2) years. If the person is already in the County service, such conduct shall be grounds for disciplinary action: ~~the Commission will notify the Director of HR upon learning of any such conduct.~~

[Reference Section 303.03(D) of the County Code]

8.06 Method of Grading

The method of grading—including the setting of minimum passing scores, weighting of multiple test components, rank ordering, banding, ~~protests,~~ or any other consideration in determining ~~an applicant~~ candidate's score on an employment test—shall be determined by the Commission on a test-by-test basis.

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[Reference Section 303.03(E) of the County Code]

8.07 Credit for Military (Uniformed) Service

~~and~~ Any person, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission Form DD214, member copy 4 as proof of military service, and, upon verification, the person shall receive an additional credit of ~~five (5) numerical points or~~ 5% of ~~the maximum score for the examination, his or her score, whichever is greater,~~ provided the applicant candidate has received a passing grade in all phases of the examination before addition of the military service credit.

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Any person in good standing of a reserve component of the armed forces of the United States who successfully completes the member's initial entry-level training may submit to the Commission proof of such completion, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

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~~As proof of military service, the applicant shall file Form DD214 Proof of uniformed service shall be filed on or before the date and time of the examination administration in~~

~~order to receive the military service credit. member copy 4. Credit for military service will not be given if the request for such credit is received by the Commission after the closing date for applications.~~

As used in these Rules, "uniformed services" and "reserve component" include service in the Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, or any other category of persons designated by the President in time of war or emergency.

~~As used in these Rules, "service in the uniformed services" and "uniformed services" have the same meaning as the "Uniformed Services Employment and Reemployment Rights Act of 1994,..." 38 U.S.C.A. 4303" which meaning shall be:~~

~~The Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or a full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in the time of war or national emergency.~~

[Reference Section 303.03(F) of the County Code]

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8.08 Examination Records

All selection devices and examination papers are the property of the Commission and shall be treated as confidential records to the maximum extent possible under law.

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8.09 Notice of Results

After the grading of the examination has been completed, all candidates who took the exam shall be notified via electronic mail when the eligibility list has been posted to the Commission's website.

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~~After the grading of the examination has been completed, all applicants shall be notified via electronic mail of their final grade and relative position on the eligibility list established from the examination.~~

8.10 Noncompetitive Examinations

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The Commission may suspend competition for positions in the categories identified in Rule 6.02. ~~which require exceptional qualifications of a scientific, managerial, professional or educational nature as provided in Rule 6.02.~~

For positions designated as noncompetitive, the applicants shall file an application for employment together with such proof of education, training, experience, ability, and character, as shall be set forth in the examination announcement.

~~The Commission shall evaluate the a~~Applications will be evaluated by Commission staff to determine if the applicants meet the minimum requirements of the class specifications for the class being examined. ~~Following this review, an eligibility list shall be prepared including the names of all applicants who met the minimum requirements. Applicants will appear in alphabetical order.~~

[Reference Section 303.03(G) of the County Code]

8.11 Reexamination Policy

~~Once an eligibility list has been established as the result of an examination, candidates who participated in attended the examination (including those who voluntarily withdrew), process will not be permitted to reexamine for that position until the eligibility list prior to the scheduled expiration of the eligibility list unless the list is fully exhausted or a period of four months has passed from the establishment date, whichever occurs last. This includes any additional exam scheduled due to fewer than ten (10) names remaining on the eligibility list, as provided in Rules 10.02 and 10.03. Once an eligibility list expires or is exhausted, e~~Eligible candidates who meet the minimum requirements of the classification may be eligible for reexamination only if a new exam is scheduled in order to establish a new eligibility list, and then only if they reapply in response to the new exam announcement.

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SECTION 9 ELIGIBILITY LISTS

9.01 Posting of Lists

From the results of each competitive examination, the Commission shall ~~establish and keep open to public inspection post on its website~~ a list of the persons whose grade in any examination meets or exceeds the minimum passing grade and who are otherwise eligible (the "eligibility list") for the duration of the eligibility list per Rule 9.02.

9.02 Duration of Lists

Eligibility lists established by the Commission shall remain in force not longer than one (1) year or until exhausted; however, the Commission may, at its discretion, extend the eligibility list. If the Commission extends the eligibility list, the new expiration date will be noted on the public eligibility list, and all candidates remaining on the list will be notified via email of the extension.

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~~The Commission may limit an eligibility lists to a particular Appointing Authority; notice of such limitation shall be provided in the examination announcement.~~

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9.03 Breaking Tied Grades

In the event two (2) or more ~~applicants~~ candidates receive the same grade on an open competitive examination in which rank ordering is used in establishing the eligibility list, priority in the time of filing the application shall determine the order in which their names shall be placed on the ~~eligibility~~ list; ~~applicants~~ candidates eligible for uniformed service credit shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among ~~candidates~~ applicants receiving military service credit shall be decided by which application was filed earlier with the Commission.

[Reference Section 303.03(1) of the County Code]

9.04 Candidate Contact Information ~~Change of Address~~

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Each candidate is responsible for notifying the Commission of any change in the candidate's contact information. -Failure to provide up-to-date contact information can affect your rights as provided in Rule 9.05(6). ~~person on an eligibility list shall file with the Commission a written notice of any change of address, and failure to do so may be considered sufficient reason for not certifying the applicant's name to the appointing authorities for consideration for appointment.~~

9.05 Removal from List

Upon receiving notification from the Appointing Authority, Director of HR, or the PRC ~~Administrator~~ Director, names may be removed from an eligibility list ~~by action of the Commission~~ for the following reasons:

1. At the request of the eligible candidate.
- ~~2. After declining a conditional offer for the positions.~~
3. After three certifications or considerations without receiving an ~~appointment conditional offer.~~

- 4. Failure to pass a pre-employment background check and/or drug or alcohol screen.
- 5. Failure to appear for an interview.
- 6. Inability to contact the candidate via the contact information on file with the Commission ~~locate the eligible at his or her last known address.~~
- 7. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.

~~2-8. Any just or reasonable cause that is job-related and non-discriminatory.~~

~~53. Failure to pass a pre-employment background check and/or drug or alcohol screen.~~

~~64. Failure to appear for an interview.~~

~~75. Inability to locate the eligible at his or her last known address.~~

~~86. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.~~

~~97. Any just or reasonable cause that is job-related and not discriminatory as determined by the Commission.~~

~~Any other just or reasonable cause.~~

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For the purpose of this rule, "removal" from an eligibility list constitutes the removal of the candidate from consideration in any current or future hiring process for the life of the list. However, it does not constitute a modification of the eligibility list such that a-This does not mean a candidate's name will be removed from the eligibility list posted on the PRC's website-is no longer included. Once the eligibility list is posted on the PRC's web site-as a public record, it will not be modified or removed until the list expires, the list is exhausted, or the Commission must correct an error on the list.

If a current County probationary employee appears on an eligibility list for a classification that would be considered a promotion, and that employee is not eligible for promotion per the Cuyahoga County Personnel Policies and Procedures Manual, that employee will be temporarily removed from the eligibility list pending completion of the probationary period. Upon receipt of verification that the employee has successfully completed the probationary period, the employee will be reinstated to the eligibility list.

~~If a name has been already certified to an Appointing Authority per Rules 10.01 and 10.02, and sufficient justification is found to remove that name from the eligibility list, the name will be removed upon the next certification made to the Appointing Authority. However, the Commission will not certify a "replacement" name from the eligibility list to the Appointing Authority while the original group of certified names is still under consideration.~~

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If a candidate requests removal, and the request is based on illness, military service, or conflict with schooling, that candidate may be restored ~~to the eligibility list~~for consideration when that candidate indicates renewed availability for consideration if the eligibility list is still in effect per ~~Section~~Rule 9.02.

If a candidate's name is removed for any of the other reasons set forth in this Rule, the candidate may make a written request ~~for reconsideration~~ to the Commission for the restoration of his or her name to the eligibility list. ~~Such request shall be made within five (5) calendar days of the date the notification of removal was electronically mailed and shall set forth why the removal was in error, stating the reasons that would justify restoration to the list, and providing evidence of the same.~~ ~~A~~The request must be made using the Request for Eligibility List Restoration form, which is available on the Commission's website (<http://prc.cuyahogacounty.us>). Only requests made using the proper form and submitted by the deadline will be considered. Restoration to the eligibility list is within the sole discretion of the Commission. Consideration of a candidate's request for ~~reconsideration~~restoration shall not be quasi-judicial and shall not result in a final order that entitles the candidate to an administrative appeal to the Commission.

[Reference Section 303.03(J) of the County Code]

9.06 Creation by Noncompetitive Examination

After the completion of the review as provided in Rule 8.10, an eligibility list shall be prepared including the names of all ~~candidates~~applicants, placed in alphabetical order, who met the minimum requirements as set forth in the examination announcement.

~~The Commission shall provide the Appointing Authority with the eligibility list and the application materials of the individuals on the list for interview and subsequent selection.~~

9.07 Sharing Eligibility Lists across Appointing Authorities

When an Appointing Authority desires to fill a vacancy in the classified service and there is no active eligibility list for that classification in that Appointing Authority, it may request use of an active eligibility list established for the same classification in a different Appointing Authority. This request must be made using the Request to Use a Pre-Existing Eligibility List form available on the Commission's website (<http://prc.cuyahogacounty.us>).

Upon receipt of such a request, the Commission, through its staff, shall review the positions in each Appointing Authority. If it is determined the positions have the same essential functions and require the same knowledge, skills, and abilities, the Commission may grant use of the original eligibility list to the requesting Appointing Authority. Once use of the eligibility list is granted to the requesting Appointing Authority in this way, the list shall be treated as any other eligibility list originally established for that Appointing Authority, including all requirements regarding expiration, exhaustion, and certification of names as outlined in these Rules.

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SECTION 10 CERTIFICATION

~~Permanent appointments to all positions in the classified service that are not filled by promotion, transfer, or reduction shall be made from those persons whose names are certified to the Appointing Authority in accordance with these Rules.~~

10.01 Certification Request

Upon establishing an eligibility list, the Commission, through its staff, shall certify names to the Appointing Authority to fill the next vacancy in the classification. -This certification is made to the Appointing Authority via the Department of Human Resources. -For each certification vacancy beyond the first, the Appointing Authority, through HR, shall submit a written request for certification to the Commission's staff unless all remaining names have already been certified.

~~When an Appointing Authority desires to fill a vacancy in any position in the classified service, the Appointing Authority shall submit a request to the Commission specifying the department, title of the position, grade, whether the service is temporary or permanent, and the anticipated date of the vacancy.~~

[Reference Section 303.03(K)(1) of the County Code]

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10.02 Number of Names to be Certified

When certifying names from an eligibility list established through competitive means, the Commission, through its staff, shall certify the names and rank of the top twenty-five percent (25%) or a minimum of ten (10) names, whichever is greater, of the candidates remaining on the eligibility list for the class to which the position is classified. When certifying names from an eligibility list established through noncompetitive means, the Commission, through its staff, shall certify all of the names remaining on the eligibility list for the class to which the position is classified.

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If a name has been certified to an Appointing Authority, and sufficient justification is found to remove that name from the eligibility list per Rule 9.05 before a conditional offer has been extended from that certification, the name will be removed and a replacement name will be certified to the Appointing Authority. The replacement name will be the highest-ranked name remaining on the eligibility list that was not already certified to the Appointing Authority.

When fewer than ten (10) names remain on the eligibility list at the time a certification is made, the Commission may certify fewer than ten (10) names and a new examination

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may be scheduled. If all names remaining on an eligibility list have been certified to an Appointing Authority and there is sufficient justification to remove any names per Rule 9.05 such that the number of remaining names is fewer than ten (10) before the vacancy is filled a conditional offer is extended, a new examination may also be scheduled.

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~~Following such request from an Appointing Authority, the Commission, through its staff, shall certify the names, addresses, and rank of the top twenty-five percent (25%) or a minimum of ten (10) names of the applicants on the eligibility list for the class or grade to which the position is classified.~~

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~~When less than 10 names appear on an eligibility list, the Commission may certify less than ten (10) names and a new examination may be scheduled.~~

[Reference Section 303.03(K)(2) of the County Code]

10.03 Merging New Names into an Existing Eligibility List

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When a new examination is scheduled due to fewer than ten names remaining on an active eligibility list, and the results of that examination are to be posted prior to the expiration of that list, the names of those persons who pass the new examination shall be merged with those who remain on the original list.

The same examination and passing score used to establish the original eligibility list shall be used for the new examination, and all candidates who pass either the original or new examination shall be placed on the eligibility list in rank order according to their examination scores. In the case of noncompetitive examinations, all candidates who met the minimum requirements of the classification during either the original or new announcement period shall appear on the eligibility list in alphabetical order. The Commission will then certify names per Rule 10.02.

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Names appearing on the eligibility list are considered eligible for the duration of the original eligibility list on which they first appeared, as described in Rule 9.02. However, those names may be extended at the discretion of the Commission, as described in Rule 9.02.

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~~Names appearing on the eligibility list are considered eligible for one (1) year after the date they first appeared on the eligibility list. However, those names appearing on the eligibility list may be extended, as described in Rule 9.02 of these Rules.~~

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10.034 Certification Not More Than Three Times

A person certified from the same eligibility list three (3) times to the same Appointing Authority may be omitted from future certifications. A person is "certified," for purposes of this Rule section, each time a conditional offer is extended on appointment is made from an established certified eligibility list containing that person's name.

[Reference Section 303.03(K)(3) of the County Code]

SECTION 11 APPOINTMENTS

11.01 Original Appointments

A person who has been selected by an Appointing Authority from an ~~open-competitive~~ eligibility list, certified in accordance with Rules 9.01 and 10.01 to fill a vacancy in the classified service, is said to have received an original appointment. ~~Those persons receiving original appointments do not become permanent employees until they have satisfied the applicable probationary period.~~

[Reference Section 303.05(A) of the County Code]

11.02 Temporary Appointments

Temporary appointments shall not exceed one hundred eighty (180) days in duration and shall be filled in the following manner:

(1) Eligibility List

If an applicable eligibility list is available, the temporary appointment shall be offered to the candidates on the eligibility list, provided that the acceptance or declination of appointment to such position shall not affect the right of an eligible person to certification for appointment to a permanent position. ~~At the expiration of the temporary appointment, which in no case shall exceed one hundred eighty (180) days, the services of the temporary employee shall be terminated and the candidate shall be restored to the eligibility list in rank order.~~

(2) No Applicable Eligibility List

In the absence of an applicable eligibility list, the Appointing Authority may appoint a qualified person for a temporary period of service, not to exceed one hundred eighty (180) days in duration, when the need of service is urgent and necessary to prevent the loss of public property, serious inconvenience to the public, or damaging delay to the public service.

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In the event of a subsequent appointment to a permanent position, the temporary appointment shall not be counted as part of a probationary period.

Successive temporary appointments to the same position shall not be made under this Rule.

Temporary appointments made necessary by reason of sickness, disability, or other approved leave of absence may exceed the 180-day limitation; however, the temporary appointment shall not continue beyond such period of sickness, disability, or other absence.

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The ~~HR~~-Department of Human Resources shall provide the Commission with a monthly report identifying the previous month's temporary appointments, the date of the appointment, the date the appointment expires, the position, and department.

[Reference Section 303.05(B) of the County Code]

SECTION 12 EMPLOYMENT ACTIONS

12.01 Notice Requirements

Any action taken by an Appointing Authority, ~~the County Executive or the Director~~ or its designee (collectively referred to as "the Employer" for purposes of this Section) that creates a right of appeal for an employee shall be done in the following manner:

- In writing and signed by the ~~Appointing Authority~~ or designee;
- The original or a copy of the action shall be served upon the employee on, before or as soon as practicable after the effective date of the action;
- The document should, on its face, indicate the particulars that form the basis for the action; and
- The document should specifically describe the procedures required for the employee to exercise their appellate rights.

The notice document shall be "served upon the employee" when:

- It is personally served upon the employee;
- It is sent to the employee's County e-mail address, except in the case of removal;
- It is received by the employee at the employee's last known address, by certified mail, return receipt requested; or
- It is left at the usual place of residence, or last known address of the affected employee, with an adult residing therein.

If the service by certified mail under this ~~Section~~ Rule is returned with an endorsement showing the service was refused or unclaimed, then the notice ~~may~~ shall be sent by regular U.S. ordinary mail, evidenced by a certificate of mailing (or employee affidavit). Such notice shall be deemed "served" on the third calendar day after the order is mailed.

An action will not be disaffirmed based upon failure of service where the employee has failed to notify the Employer of a change of address. ~~The~~ burden is on the employee to prove the Employer was notified of a change in the employee's address.

12.02 Laches

Employees shall not be disciplined for acts that have been known or should have been known to the Employer more than two years prior to the effective date of the disciplinary action.

This rule does not bar discipline based upon a criminal conviction, less than two years old, although the incidents giving rise to such conviction occurred more than two years prior to the imposition of discipline.

12.03 Merger and Bar

All incidents that occurred prior to the incident for which a non-oral disciplinary action is being imposed, of which the Employer has knowledge and for which an employee could be disciplined, are merged into the non-oral discipline imposed by the Appointing Authority. ~~Incidents~~ occurring after the incident for which a non-oral disciplinary action is being imposed, but prior to the issuance of the non-oral disciplinary order, are not merged and may form the basis for subsequent discipline.

12.04 Inquiries

In furtherance of the Commission's Charter mandated duty to ensure compliance with federal, state, and local employment laws, the Commission may conduct ~~an inquiry~~ an inquiry when, upon receipt of a written complaint or on its own motion, it has reason to believe that an individual is abusing the power of appointment, layoff, removal, reduction, suspension, or otherwise violating laws, rules, or ordinances that the Commission is charged with enforcing.

Inquiries shall be conducted by an exchange of correspondence, interviews, and/or requests for documents and information. ~~Unless~~ a party can show good cause for its failure to respond to the Commission, decisions will be based on the information received within the response time allowed by the Commission. In the Commission's discretion, investigations may be set for hearing. Upon completion of the Inquiry, the Commission shall provide County Council with a report of its findings.

The inquiries shall not be quasi-judicial and shall not result in a final order that creates a right of administrative appeal to the Commission.

[Reference Section 303.06 of the County Code]

SECTION 13 APPELLATE PROCEDURE

13.01 Manner of Filing Appeals

All appeals to the Commission shall be [made upon the PRC Appeal Form and include in writing and shall include t](#)he following information:

- The Employee's name;
- The Employee's address and telephone number;
- Employee's Department; and
- A copy of the action being appealed or a brief summary of the subject of the appeal.

Information regarding how to file an appeal, including [blankinitial](#) appeal forms, can be obtained on the PRC's website at <http://PRCprc.cuyahogacounty.us>. [Forms can also be obtained in person during regular business hours at the PRC offices.](#)

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[Completed](#) Appeal [Forms](#) shall be filed with the Personnel Review Commission by mail, in person, by email (personnelreviewcommission@cuyahogacounty.us) or facsimile (216-443-3694).

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13.02 Time for Filing Appeals

All appeals ([except Whistleblower appeals](#)) shall be filed with the Commission within ten (10) calendar days of the date on which the employee was served with the action in question, by the end of the PRC business day at 4:30 p.m. The date the employee receives the notice is not counted as part of the 10 [calendar](#) days. [In the event the Personnel Review Commission Office is closed due to a holiday or weekend on the tenth 40th-calendar day, appeals received the following business day will be deemed filed timely. Appeals filed after that date will not be considered.](#)

[Whistleblower appeals filed pursuant to the County's Ethics Policy shall be filed within thirty \(30\) calendar days after receiving actual notice of the alleged disciplinary or retaliatory action.](#)

An appeal shall be deemed to be "filed" when one of the following occurs:

- The appeal is received in person and date stamped by the Commission;
- The appeal is postmarked; or
- The appeal is received by facsimile or e-mail (date of filing shall be the date marked on the appeal by the Commission's facsimile machine or e-mail system).

13.03 Interim Appeals

~~The Commission retains jurisdiction over all applicable employment actions that were taken during the time period from January 1, 2011 through the effective date of these Rules. All employees who properly perfected appeals in accordance with the instruction provided by the Human Resources Department shall be considered to have met all of the filing requirements of this section. Employees who did not properly perfect appeals in accordance with the instruction provided by the Human Resources Department shall be deemed to have waived their right to appeal the underlying employment action.~~

13.034 Preliminary Jurisdictional Review

Upon receipt of an appeal, the Commission shall conduct a preliminary review to determine the following:

- Whether the appeal was properly perfected in accordance with these Rules; and
- Whether the Commission has jurisdiction to hear the appeal.

If ~~the Commission's Administrator~~ PRC Director determines that an appeal was not properly perfected or that the Commission lacks jurisdiction to hear the appeal, the Appellant will be notified in writing of the ~~PRC Director's Administrator's~~ determination. The Appellant may file written objections to the determination within fourteen (14) calendar days after the date on which the determination was mailed. ~~The Appellant must also send a copy of the objections to the Appellee's legal representative (Law Department or the Prosecutor's Office) on the same date it is filed with the Commission. The Law Department or Prosecutor's Office shall have fourteen (14) calendar days from the date of filing receipt of the objections to file a written response to the objections.~~

~~At the first meeting following the expiration of the period for objection and response (if applicable),~~ the Commission shall make a final determination of the jurisdictional issue at a public meeting following the expiration of the objection and response period. The Commission may accept jurisdiction over the appeal, dismiss the appeal, or assign the appeal to a hearing officer for a determination of the jurisdictional issue. ~~If the Commission accepts jurisdiction, the appeal will proceed in accordance with these Rules.~~

13.045 Hearings

Discovery/Subpoenas

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The Hearing Officer shall have discretion to set dates for the exchange of documents and both parties must agree to these dates, or the default procedure will require that at least fourteen (14) calendar days prior to the scheduled hearing, the parties shall provide the opposing party copies of the documents intended to be introduced at the hearing and a list of witnesses to be called by the party to testify at the hearing. ~~If a party fails to comply with this requirement, the Hearing Officer has discretion to exclude such testimony or documents from the hearing. In all cases, the Hearing Officers should make every effort to ensure that the appeal record is fully developed.~~

Prior to the hearing, the parties may make requests to the Commission ~~(or through the Hearing Officer)~~ to issue procedural orders commanding the opposing party to disclose certain documentation and/or information.

Upon the request of either party made on or before the tenth ~~-~~calendar day prior to hearing, the Hearing Officer or the Commission may, in its own discretion, issue subpoenas for such persons, documents, and attendance of witnesses as the requesting party deems necessary.

Parties are limited to five (5) subpoenas absent good cause. ~~-~~Discovery depositions shall not be permitted.

Failure to Appear

Upon failure of the Appellant to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Hearing Officer may recommend that the Commission ~~(or Hearing Officer)~~ may dismiss the appeal.

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Upon failure of the Appellee to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Hearing Officer may recommend that the Commission ~~(or Hearing Officer)~~ may grant appropriate relief, including the disaffirmance of the employment action.

Burdens of Proof

With regard to a disciplinary action, the Employer is required to prove by a preponderance of the evidence:

- ~~T~~that the Employer has substantially complied with the procedural requirements detailed in Section 612 of these Rules; and
- ~~T~~that the employee committed a sufficient disciplinary offense(s) to justify the discipline received.

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With regard to an abolishment (classification or position), the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the abolishment; and
- that the abolishment was undertaken due to a lack of a continuing need for the position based on: a reorganization for the efficient operation of the Appointing

Authority, reasons of economy, or a lack of work expected to last one year or longer. Certification of lack of funds or lack of work is not required for abolishments.

With regard to a layoff, the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the layoff; and
- that a layoff was undertaken due to a lack of work or lack of funds.

Abolishments (classification or position) and layoffs shall also be disaffirmed if the Commission determines that the action was taken in bad faith. ~~The Employee is required to prove the Employer's bad faith by a preponderance of the evidence.~~

With regard to reclassifications and assignments to classifications:

When an appeal presents the issue of whether an employee is properly classified, or properly assigned to a classification, the Hearing Officer shall conduct a fact-finding hearing to determine the duties performed by the employee in the position at issue. Prior to the hearing, the parties should file with the Hearing Officer a designation of what classification each contends best matches the employee's duties. ~~The Appellant can request a copy of the most recent audit of the employee's position from Human Resources, and parties can access job descriptions or class specifications for the positions that each party has designated, and the class specifications for any adjacent classifications within the same classification series, through the Human Resources' department Commission's website. If the Appellant does not have on-line access to these records, the Appellant may request the Human Resources department to provide hard copies of these records.~~

- ~~If the employee's position has not been audited within two years, or if either the employee or the Appointing Authority contends that the employee's duties significantly changed since the last audit, the Hearing Officer may recommend to the PRC that the appeal be stayed pending completion of a new position audit.~~
- In an evidentiary hearing concerning the proper classification of an employee, the witnesses should be limited to the audited employee, the employee's immediate supervisor, and/or the designee of the authority who conducted the position audit. ~~In this type of evidentiary hearing the Hearing Officer might choose to conduct the primary examination of the witnesses, followed by limited examination by the parties.~~
- The Hearing Officer's Report and Recommendation should compare the duties performed by the audited employee to the appropriate specifications and determine which classification most appropriately describes the duties performed

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by the employee. –It is not anticipated that evidence about whether other employees are properly classified would be relevant.

With regard to whistleblower appeals, the employee shall demonstrate by a preponderance of the evidence that the disciplinary or retaliatory action was the result of the employee making a report under the Ethics Policy.

The standard of proof for all other appeals before the Commission shall be a preponderance of the evidence.

Determination of Unclassified Status

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When an employee has been adversely affected as an unclassified employee, the burden of proving the unclassified status of the employee is on the Appointing aAuthority. The Commission will take evidence of the employee's duties over a reasonable period of time, which is generally defined as one calendar year immediately prior to the adverse action, provided that the employee was in an active work status in the position at issue during that time period.

Official Record

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All hearings shall be recorded by the use of audio electronic recording devices. The audio record is the official record and shall be maintained and destroyed in accordance with the Commission's records s retention schedule.

Post-Hearing Briefs

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The Hearing Officer or Commission, in its own discretion, may allow the parties to a hearing to submit post-hearing briefs. –A reasonable briefing schedule shall be established by the Hearing Officer or Commission in such cases. –The official record shall be held open in such cases until the time for submittal of the briefs has passed. Any brief submitted within this time period shall be included as part of the official record.

Reports and Recommendations

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After the official record has been closed, the Hearing Officer ~~or the Commission~~ will consider all evidence and submissions and issue a Report and Recommendation making findings of fact and conclusions of law. –The Report and Recommendation shall be sent by electronic mail and regular mail to the last known post office address of the Appellant, and by electronic mail to the Appellant's and Appellee's legal representative.

Either party may file ~~with~~ written objections to the Report and Recommendation with the Commission within fourteen (14) calendar days after the date on which the Report and Recommendation was mailed. ~~–For purposes of filing the objection, –t~~The written objections s must actually be received by the Commission within the fourteen (14) day period. –A party filing a written objections s must also serve a copy of the objections on the opposing party the same day the objections are filed with the Commission. –The opposing party shall have fourteen (14) calendar days from the date the objections were filed ~~receipt of the objections~~ to file a written response to the objections. The response

to objections must be actually received by the Commission within this fourteen (14) day period.

The ~~Objections~~ and ~~Responses~~ must be received by the Commission within the time periods set forth in the preceding paragraph and by the end of the PRC's business day at 4:30 p.m.

Prior to the due date of the objections or response to objections, whichever is the case, the parties may seek an extension. Motions for extension of time to object or respond to objections shall be submitted to the Commission at the address listed on the PRC's website, by email (personnelreviewcommission@cuyahogacounty.us), or facsimile (216-443-3694). ~~The PRC Chairperson shall have the authority to rule on the parties' motions for extension of time to file Objections or Responses thereto. The parties may request one extension of not more than seven (7) days. Except for good cause shown, no further extensions will be granted.~~

Electronic Filing/Service

~~The parties may submit documents, including notices, motions, objections and responses along with any attachments/exhibits via the PRC's database which can be accessed through the PRC's website.~~

~~Parties will receive service of such filings at the electronic mail address on file with the PRC. If the opposing party does not have an electronic mail address listed on the notice of appeal or the notice of appearance, then the filing party is responsible for effectuating service via regular U.S. Mail.~~

~~The deadlines and requirements for filings with the PRC remain as set forth in these Rules.~~

13.056 Decisions of the Personnel Review Commission

~~At the first regular meeting of the Commission following the receipt of objections or responses, if applicable, the Commission will, as a regular item of business, consider the a Report and Recommendation along with any properly filed objections and/or responses received in a timely manner at a public meeting.~~

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~~At that time, the Commission may take the matter under advisement, vote to remand the matter back to the Hearing Officer, or vote to affirm, disaffirm, or modify the decision of the Appointing Authority, the Director of HR, or their designee.~~

~~At the point in time when the Commission acts upon a Report and Recommendation, it shall perform one of the following actions:~~

- ~~• Vote to affirm the Report and Recommendation as written;~~
- ~~• Vote to disaffirm the Report and Recommendation and submit a new decision;~~
- ~~• Vote to modify the Report and Recommendation;~~

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~~• Vote to remand the matter back to the Hearing Officer to reopen the official record for additional evidence.~~

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All votes taken under this ~~Section~~Rule shall be recorded in the minutes. ~~The~~ Commission shall notify the parties in writing of its decision. ~~The~~ notification shall also inform the parties of their rights (if any) to appeal to the Court of Common Pleas.

13.067 Appeals to the Court of Common Pleas

The decision of the Personnel Review Commission shall be a final order, and may be appealed ~~by either the Appellant or by the County,~~ as provided by general law.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0046

<p>Sponsored by: Councilmember Simon</p> <p>Co-sponsored by: Councilmembers Miller, Hairston, Brown and Jones</p>	<p>A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council to “establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Ordinance No. O2012-0007 established the Cuyahoga County Educational Assistance Program (the “Program”) and the Cuyahoga County Educational Assistance Fund (the “Fund”); and

WHEREAS, Ordinance No. O2012-0007 was amended to add an additional component to the Program, to authorize an alternative procurement process and to authorize Council to annually designate the amount of budgeted funds to be allocated for each component of the Program; and

WHEREAS, Cuyahoga County Council set aside \$500,000.00, annually, in the 2016-2017 Biennial Budget for each component of the Program; and

WHEREAS, Council has determined to allocate an amount to College Now Greater Cleveland for Component Two of the Program; 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 program.

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

Clerk of Council

Date

First Reading/Referred to Committee: March 14, 2017

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested on the Floor: March 14, 2017

Committee Report/Second Reading: March 28, 2017

Journal _____
_____, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0057

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2017 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further 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 County departments, offices, and agencies.

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

SECTION 1. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 21A389 – Youth Services Subsidy - FDCC	BA1703063
JC753012 – CBTC – FY11-303	
Personal Services	\$ (17,813.14)
Other Expenses	\$ (369,848.46)
 21A726 – Youth Services Subsidy 1996-97	
JC743047 – Community Services Voucher Pool	
Other Expenses	\$ (3,036.00)
 21A726 – Youth Services Subsidy 1996-97	
JC743054 – Counseling 96-97	
Personal Services	\$ (1,166.96)
Other Expenses	\$ (48,274.83)
 21A726 – Youth Services Subsidy 1996-97	
JC743070 – Home Detention 96-97	
Personal Services	\$ (3,792.23)
Other Expenses	\$ (198.00)
 21A726 – Youth Services Subsidy 1996-97	
JC743104 – Grant Administration 96-97	
Personal Services	\$ (2.59)
Other Expenses	\$ (116.80)
Capital Outlays	\$ (914.92)
 21A726 – Youth Services Subsidy 1996-97	
JC743112 – Day Reporting 96-97	
Personal Services	\$ (18,867.73)
Other Expenses	\$ (628.10)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period for grants in subfund 21A-726 expired June 30, 1997 and subfund 21A-389 expired June 30, 2011.

B. 21A726 – Youth Services Subsidy 96-97	BA1703064
JC743088 – Restitution/Victim Aid 96-97	
Personal Services	\$ (391.18)
 21A748 – Youth Services Subsidy - FDCC	
JC751107 – Monit./Surv. YS FY08-201	
Personal Services	\$ (5,545.47)

21A748 – Youth Services Subsidy - FDCC
 JC751115 – Sheltercare YS FY08-202
 Personal Services \$ (1,724.11)
 Other Expenses \$ (66,672.34)

21A748 – Youth Services Subsidy - FDCC
 JC751131 – Program Admin RO FY08-000
 Personal Services \$ (8,969.22)
 Other Expenses \$ (17,645.32)

21A748 – Youth Services Subsidy - FDCC
 JC751149 – Probation RO FY08-102
 Personal Services \$ (88,608.84)
 Other Expenses \$ (7,279.23)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period for grants in subfund 21A-726 expired June 30, 1997 and subfund 21A-748 expired June 30, 2008.

C. 21A748 – Youth Services Subsidy – FDCC **BA1703065**
 JC751156 – Day Treatment RO FY08-104
 Personal Services \$ (66,824.06)
 Other Expenses \$ (42,742.40)

21A748 – Youth Services Subsidy - FDCC
 JC751164 – Resident. Trmnt. RO FY08-105
 Other Expenses \$ (177,303.79)

21A748 – Youth Services Subsidy - FDCC
 JC751172 – Mental Health RO FY08-111
 Personal Services \$ (105,648.30)
 Other Expenses \$ (14,321.79)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period expired June 30, 2008.

D. 21A748 – Youth Services Subsidy – FDCC **BA1703066**
 JC751180 – Diversion RO FY08-113
 Personal Services \$ (4,317.04)
 Other Expenses \$ (384.82)

21A748 – Youth Services Subsidy - FDCC
 JC751198 – Yth Interv. Grps RO FY08-115
 Other Expenses \$ (26,713.33)

21A748 – Youth Services Subsidy - FDCC
 JC751206 – Mentors RO FY08-116
 Other Expenses \$ (37,681.25)

21A748 – Youth Services Subsidy - FDCC
 JC751214 – Rest./Comm. Serv. RO FY08-117
 Personal Services \$ (13,843.57)
 Other Expenses \$ (775.99)

21A748 – Youth Services Subsidy - FDCC
 JC751222 – Monit./Surv. RO FY08-201
 Personal Services \$ (189,594.30)

21A748 – Youth Services Subsidy - FDCC
 JC751255 – Disprop: Minor RO FY08-301
 Other Expenses \$ (28,530.00)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period expired June 30, 2008.

E. 21A748 – Youth Services Subsidy – FDCC **BA1703067**
 JC751735 – Program Admin FY09-000
 Personal Services \$ (7,557.73)
 Other Expenses \$ (3,924.34)

21A748 – Youth Services Subsidy - FDCC
 JC751743 – Probation RO FY09-102
 Personal Services \$ (64,659.71)
 Other Expenses \$ (1,429.60)
 Capital Outlays \$ (795.00)

21A748 – Youth Services Subsidy - FDCC
 JC751750 – Day Treatment FY09-104
 Personal Services (65,049.85)
 Other Expenses \$ (9,907.05)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period expired June 30, 2009.

F. 21A748 – Youth Services Subsidy – FDCC **BA1703068**
 JC751768 – Resident. Trmmt. FY09-105
 Other Expenses \$ (9,889.98)

21A748 – Youth Services Subsidy - FDCC
 JC751776 – Mental Health FY09-111
 Personal Services \$ (64,513.09)
 Other Expenses \$ (119.88)

21A748 – Youth Services Subsidy - FDCC
 JC751784 – Diversion FY09-113
 Personal Services \$ (2,631.83)
 Other Expenses \$ (246.80)

21A748 – Youth Services Subsidy - FDCC
 JC751792 – Rest./Comm. Srv FY09-117
 Personal Services \$ (1,881.04)
 Other Expenses \$ (535.00)

21A748 – Youth Services Subsidy - FDCC
 JC751800 – Monit./Surv. FY09-201
 Personal Services \$ (33,388.82)

21A748 – Youth Services Subsidy - FDCC
 JC751818 – Sheltercare FY09-202
 Personal Services \$ (3,216.23)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services. The grant period expired June 30, 2009.

G. 21A748 – Youth Services Subsidy – FDCC **BA1703069**
 JC751818 – Sheltercare FY09-202
 Personal Services \$ (660.68)
 Other Expenses \$ (458,969.26)

21A748 – Youth Services Subsidy - FDCC
 JC751826 – DMC FY09-301
 Other Expenses \$ (15,734.18)

21A799 – Criminal Justice- JABG
 JC752071 – DMC Improved Prog. Placement
 Other Expenses \$ (105,540.05)

21A840 – JA-Dept pf Labor – Empl Serv.
 JC750703 – Comm Collab – Emplment Services
 Personal Services \$ (46,694.98)

21A845 – CCOHHS-TANF
 JC750653 – TANF – FY200621
 Personal Services \$ (50,469.62)
 Other Expenses \$ (47,895.05)

21A847 – Federal Family Drug Court
 JC750661 – Family Drug Court - SAMHSA
 Personal Services \$ (5,080.08)
 Other Expenses \$ (363,081.58)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds for subfund 21A-748 were from the Ohio Department of Youth Services for a period ending June 30, 2009. The grant funds for subfund 21A-799 were Juvenile Accountability Block Grant program from the United States Department of Justice for the period 2009. The grants in subfund 21A-840 were from the United States Department of Labor for grant period 2006. The grants in subfund 21A-845 were from the United States Department of Health and Human services Temporary Assistance for Needy Family funds for grant period 2006. The SAMHSA grants in subfund 21A-847 were from the United States Department of Health and Human services in 2006.

H.	21A874 – OH Dpt Public Safety – Juvenile Safe Surrender		BA1703070
	JC749366 – Juvenile Safe Surrender		
	Personal Services	\$	(16,666.67)
	Other Expenses	\$	(50,000.00)
	21A875 – CCCMHB-Behavior Mental Health/Juv Justice		
	JC749374 – Behavior Mental Health/Juvenile Justice		
	Personal Services	\$	(34,202.07)
	21A875 – CCCMHB-Behavior Mental Health/Juv Justice		
	JC749408 – 07/08 Behavior Mental Hlth/Juvenile Just		
	Personal Services	\$	(61,041.57)
	Other Expenses	\$	(6,395.60)
	21A875 – CCCMHB-Behavior Mental Health/Juv Justice		
	JC751909 – 08/09 Behavior Mental Hlth/Juvenile Just		
	Personal Services	\$	(15,790.23)
	21A875 – CCCMHB-Behavior Mental Health/Juv Justice		
	JC752204 – 09/10 Behavior Mental Hlth/Juvenile Just		
	Personal Services	\$	(36,414.68)
	21A875– CCCMHB-Behavior Mental Health/Juv Justice		
	JC752626 – 10/11 Behavior Mental Hlth/Juvenile Just		
	Personal Services	\$	(1,101.02)
	Other Expenses	\$	(36,839.12)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds in subfund 21A-875 were from the Ohio Department of Youth Services. The grant period expired June 30, 2011. The grant funds in subfund 21A-874 were from the Ohio Department of Public Safety for the 2006 grant period.

I.	21A875 – CCCMHB-Behavior Mental Health/Juv Justice		BA1703071
	JC753418 – 11/12 Behavior Mental Hlth/Juvenile Just		
	Personal Services	\$	(1,327.94)
	Other Expenses	\$	(2,070.12)

21A875 – CCCMHB-Behavior Mental Health/Juv Justice
 JC753749 – 12/13 Behavior Mental Hlth/Juvenile Just
 Personal Services \$ (48,975.64)

21A875 – CCCMHB-Behavior Mental Health/Juv Justice
 JC754002 – 2013/2014 Behavior Mental Hlth/Juv. Just
 Personal Services \$ (17,103.10)

21A875 – CCCMHB-Behavior Mental Health/Juv Justice
 JC754788 – 2014/2015 Behavior Mental Hlth/Juv. Just
 Personal Services \$ (84,736.48)

21A878 – FCFC Community Diversion Program
 JC757732 – Community Diversion Program 06/07
 Other Expenses \$ (3,780.87)

21A917 – Operation Night Light
 JC751099 – Operation Night Light FY08
 Other Expenses \$ (3,862.11)
 Capital Outlays \$ (2,759.25)

21S011 – Recovery Act Red DMC: Diversion & Training
 JC758862 – Recovery Act Red DMC: Diversion & Training
 Personal Services \$ (34,142.05)

21A421 – Youth Services Subsidy - FDCC
 JC753558 – Sex Offender Treatment FY12-13-2106
 Other Expenses \$ (224,504.79)

21A421 – Youth Services Subsidy - FDCC
 JC753871 – Program Admin FY12-201
 Other Expenses \$ (724,100.00)

21A421 – Youth Services Subsidy - FDCC
 JC753210 – Target Reclaim I MST-FY12-T111
 Other Expenses \$ (373,924.62)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds in subfund 21A-875 were from the Ohio Department of Youth Services. The grant period expired June 30, 2011 and June 30, 2013 respectively. The grant funds in subfund 21A-917 were from the United Stated Office of Justice Programs for the 2006 period. The grant funds in subfund 21A-011 were Federal Stimulus Recovery Act funds. The grant funds in subfund 21A-421 were from the Ohio Department of Youth Services for the period ending June 30, 2012.

J. 21A421 – Youth Services Subsidy – FDCC **BA1703072**
 JC753228 – CBT FY12-T303
 Personal Services \$ (13,867.05)
 Other Expenses \$ (938,770.94)

21A421 – Youth Services Subsidy – FDCC		
JC753236 – Program Admin FY12-000		
Personal Services	\$	(160,792.16)
Other Expenses	\$	(70,811.06)
Capital Outlays	\$	(61,174.54)

21A421 – Youth Services Subsidy – FDCC		
JC753269 – Fam Based HB FY12-110		
Other Expenses	\$	(448,496.67)

21A421 – Youth Services Subsidy – FDCC		
JC753277 – Mental Health FY12-111		
Personal Services	\$	(350,261.73)
Other Expenses	\$	(1,935.05)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services for the period ending June 30, 2012.

K. 21A421 – Youth Services Subsidy – FDCC **BA1703073**
 JC753251 – Probation FY12-101

Personal Services	\$	(52,924.52)
Other Expenses	\$	(7,019.17)

21A421 – Youth Services Subsidy – FDCC		
JC753285 – Youth I G-FY12-115		
Other Expenses	\$	(151,529.76)

21A421 – Youth Services Subsidy – FDCC		
JC753293 – Rest./Comm. Serv FY12-117		
Personal Services	\$	(145,518.04)
Other Expenses	\$	(1,200.00)
Capital Outlays	\$	(20,555.40)

21A389 – Youth Services Subsidy - FDCC		
JC752766 – Sheltercare FY11-202		
Personal Services	\$	(6,668.62)

21A389 – Youth Services Subsidy - FDCC		
JC752774 – DMC FY11-301		
Personal Services	\$	(.18)

21A726 – Youth Services Subsidy 1996-97		
JC743112 – Day Reporting 96-97		
Other Expenses	\$	(2,615.90)

21A748 – Youth Services Subsidy – FDCC		
JC751750 – Day Treatment FY09-104		
Other Expenses	\$	(888.00)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services for the period ending June 30, 2012.

L.	21A421 – Youth Services Subsidy – FDCC		BA1703074
	JC753301 – Monit./Serv. FY12-201		
	Personal Services	\$	(145,341.51)
	Other Expenses	\$	(6,750.10)
	 21A421 – Youth Services Subsidy – FDCC		
	JC753319 – Sheltercare FY12-202		
	Personal Services	\$	(3,226.09)
	Other Expenses	\$	(335,154.40)
	 21A421 – Youth Services Subsidy - FDCC		
	JC753327 – JDAI FY12-302		
	Other Expenses	\$	(283,328.56)
	 21A421 – Youth Services Subsidy - FDCC		
	JC753533 – Clinical Assessment & SAFY12-2217		
	Other Expenses	\$	(128,289.51)
	 21A421 – Youth Services Subsidy – FDCC		
	JC753541 – Substance Abuse Treatment FY12-13-2107		
	Other Expenses	\$	(119,294.03)

This appropriation request is part of the process to close out expired grants for the Juvenile Court. The requests would remove appropriations from expired grants in preparation for final close-out. There is no cash remaining in any of the above grants. The grant funds were from the Ohio Department of Youth Services for the period ending June 30, 2012.

M.	21A123 – Maps & Inventories		BA1703020
	CP756924 – Maps and Inventories – Gund Grant		
	Personal Services	\$	(5,000.00)
	 21A127 – Environmental Justice		
	CP757310 – Environmental Justice Grant FY96		
	Personal Services	\$	(5,822.00)
	 21A851 – Cuyahoga Valley Initiative Organization		
	CP755959 – Cuyahoga Valley Initiative Organization		
	Personal Services	\$	(388.62)
	Capital Outlays	\$	(48.86)

Appropriation decreases in preparation for grant close-out. This transfers appropriation to subobject 0690 in preparation for cash transfers from long expired grants. The cash transfers are requested on this same fiscal agenda in document JT1703028. The grants were awarded in 1999 (CP757310), 2001 (CP756924), and 2006 (CP755959).

N.	21A383 – Locational Resource Center		BA1703027
	CP758680 – Locational Resource Center		
	Personal Services	\$	(398.65)
	Other Expenses	\$	(157.12)
	21A136 – Senior Transportation Consult.		
	CP758714 – Senior Transportation Consult.		
	Other Expenses	\$	(19,000.42)
	21A167 – Elder Friendly Communities		
	CP756577 – Elder Friendly Communities		
	Personal Services	\$	(16,839.84)
	21A545 – Interactive Geographic Info. Sys.		
	CP755363 – Interactive Geographic Sys. 111		
	Other Expenses	\$	(12,077.37)
	21A824 – Senior Transport – Community Vision Council		
	CP756601 – Senior Transport – Community Vision Council		
	Personal Services	\$	(65,064.69)
	Other Expenses	\$	(534,485.29)
	21A829 – Ohio Coordination Program		
	CP755801 – Ohio Coordination Program – Senior Transport		
	Other Expenses	\$	(11,041.02)
	21A925 – Cuy Towpath Trail Cap Improvement		
	CP756007 – Cuy Towpath Trail Cap Improvement		
	Capital Outlays	\$	(1,900,000.00)

Decrease in appropriation of grants that expired 9 or more years ago in preparation to transfer the remaining balances out of the funds and close out the grants. The grants were awarded between 1999 and 2007 with the exception of one awarded in 2008 which has had no activity.

O.	21A111 – Litter Prevention 1993		BA1703049
	CP756973 – Litter Prevention 1993		
	Personal Services	\$	(36,192.00)
	Capital Outlays	\$	(1,388.00)
	21A112 – Litter Prevention & Recycling		
	CP756593 – Litter Prevention & Recycling		
	Other Expenses	\$	(10,536.16)
	Capital Outlays	\$	(180.00)
	21A116 – Recycle Ohio		
	CP756981 – Recycle Ohio		
	Other Expenses	\$	(12,264.62)
	Capital Outlays	\$	(412.31)

21A122 – Golden Spruce Awards		
CP756916 – Golden Spruce Awards		
Other Expenses	\$	(10,052.56)

Decrease in appropriation of grants in preparation to transfer the remaining cash balances out of the funds and close out the grants. The grants were awarded in 1996 and have been inactive since 1999.

P.	21A111 – Litter Prevention 1993		BA1703050
	CP756973 – Litter Prevention 1993		
	Other Expenses	\$	6,870.00
	21A122 – Golden Spruce Awards		
	CP756916 – Golden Spruce Awards		
	Other Expenses	\$	1,712.56
	21A126 – Brownfields Reclamation		
	CP756742 – Brownfields Reclamation		
	Other Expenses	\$.25
	21A167 – Elder Friendly Communities		
	CP756577 – Elder Friendly Communities		
	Other Expenses	\$	16,839.84
	21A123 – Maps & Inventories		
	CP756924 – Maps and Inventories		
	Other Expenses	\$	5,000.00
	21A127 – Environmental Justice		
	CP757310 – Environmental Justice Grant FY96		
	Other Expenses	\$	5,822.00
	21A851 – Cuyahoga Valley Initiative Organization		
	CP755959 – Cuyahoga Valley Initiative Organization		
	Other Expenses	\$	437.48

Increase in appropriation of grants that expired 10 or more years ago in preparation to transfer the remaining cash balances out of the funds and close out the grants. The grants were awarded in 1995 and 2006.

Q.	51A404 – County Parking Garage		BA1700080
	CT571125 – Huntington Park Garage		
	Capital Outlays	\$	2,500,000.00

Appropriation increase in anticipation of contract amendment to CE1500375 with Turner Ozanne for Huntington Park Garage additional concrete repairs. The cash balance is in the Huntington Parking Garage special revenue fund as of March 15, 2017 is \$5.3 million with remaining revenues expected to be \$2.7 million and expenses of \$3 million. Funding is derived from parking fees at the garage.

R.	20D447 – Economic Development Fund		BA1713642
	DV520676 – Cuyahoga County Western Reserve Fund		
	Other Expenses	\$	25,000.00

Department of Development is requesting an appropriation increase for \$25,000.00. This is to cover anticipated 2017 unbudgeted legal fees from Douglas & Associates. These fees are charged to Development for ED loans that are currently being pursued under the collections agreement with Cuyahoga County; any collections received from borrowers are deposited into the Western Reserve Fund (Job Creation Fund). Funding is from the Economic Development Fund (vial Loan Repayments to the ED Fund) for the period 1/1/2017 – 12/31/2017.

S.	68A100 – Hospitalization – Self Insurance Fund		BA1701516
	CC499004 – Hospitalization – Self Insurance Fund		
	Other Expenses	\$	(1,556,179.54)

	68A100 – Hospitalization – Self Insurance Fund		
	CC499202 – Human Resources Benefits Office		
	Other Expenses	\$	(195,311.66)

	68A200 – Hospitalization – Regular Insurance FD		
	CC499012 – Hospitalization – Regular Insurance FD		
	Other Expenses	\$	(400,310.92)

	20A195 – Self Insurance Regionalization		
	CC499509 – Self Insurance Regionalization		
	Other Expenses	\$	(4,059,586.13)

The Benefits Department is requesting a decrease in appropriation to close out old index codes due to the creation of a new index code structure beginning fiscal year 2017. The source of funding comes from charges to user agencies and employees for health insurance programs.

T.	21A525 – VAWA Block Grant		BA1713643
	JA759258 – FY2016 VAWA Block Grant CY2017		
	Other Expenses	\$	506,054.49

Requesting new appropriation in the amount of \$506,054.49 for a Federal Pass-Thru, Department of Justice, Office of Violence Against Women to the State of Ohio, Office of Criminal Justice Services Grant Agreement. These funds were awarded to Cuyahoga County for the FY16 VAWA Block Grant projects. The grant was received from the Office of Criminal Justice Services on 2/9/2017. Funds are provided by the FY16 Violence Against Women Act Grant for the period 1/1/2017 – 13/31/2017. This award is higher than the \$460,567 awarded to the County last year. There is a 25% cash match, but that is provided by the subgrantees, not the County.

U.	20A195 – Self-Insurance Regionalization		BA1701517
	HR499087 – Self-Insurance Regionalization		
	Other Expenses	\$	(7,000,000.00)

A reduction in the Other Expenses category for Regional Benefits is being requested. With the exit of 10 entities from the regionalization program, the budget is projected to carry a surplus, due to the fact it was budgeted with the anticipation of full continued participation (20 entities) within the program. The source of funding comes from charges to entities for health insurance premium and claim expenses.

V.	01A001 – General Fund		BA1701518
	SH350579 – Law Enforcement		
	Other Expenses	\$	400,000.00

Request to increase appropriation to the Operations division of the Sheriff’s Office to support an amendment to the contract for electronic home monitoring. The cost of this service is split between the Home Detention Fund, which generates revenue from fees paid by inmates on electronic monitoring units, and the County’s General Fund. This increase in expenses is offset by additional revenue generated by housing prisoners under the authority of the United States Marshals Service in the County Jail.

SECTION 2. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>	
A.	FROM: 20A307 – County Planning Commission		BA1703078
	CP522110 – CPC- Administration		
	Personal Services	\$	7,020.11
	TO: 20A307 – County Planning Commission		
	CP522110 – CPC- Administration		
	Capital Outlays	\$	7,020.11

A request to transfer appropriation to cover the cost of an agency replacement plotter printer for large scale GIS color maps and poster-sized prints. The appropriation would come from a salary surplus caused by vacancies. Funding comes from charges for planning services and a fixed General Fund subsidy.

B.	FROM: 01A001 – General Fund		BA1701515
	MI512657 – Miscellaneous		
	Other Expenses	\$	84,711.33
	TO: 01A001 – General Fund		
	CX016014 – Communications		
	Personal Services	\$	84,711.33

A transfer of appropriation from the miscellaneous account into communications is being requested to cover the salary and fringes of an employee transferred from Health and Human Services to Communications. The source of funding is the General Fund.

C.	FROM: 21A854 – DNA Backlog Reduction Program		BA1713640
	CR756700 – 17/18 DNA Backlog Reduction Program		
	Other Expenses	\$	20,000.00

TO: 21A854 – DNA Backlog Reduction Program
 CR756700 – 17/18 DNA Backlog Reduction Program
 Personal Services \$ 20,000.00

The Medical Examiner is requesting an appropriation adjustment to the 16 DNA Backlog Grant for \$20,000.00 from commodities to personnel. Fund appropriations have been approved to move into overtime salaries and fringes from supplies by the United States Department of Justice. Funding is provided by the United States Department of Justice, Office of Justice Programs, National Institute of Justice for the grant period 1/1/2017 through 12/31/2018.

D. FROM: 01A001 – General Fund **BA1707591**
 FS109629 – Office of Budget and Management
 Personal Services \$ 5,000.00

TO: 01A001 – General Fund
 FS109942 – Consumer Affairs
 Other Expenses \$ 5,000.00

An appropriation transfer is requested from the Office of Budget and Management (OBM) to Consumer Affairs to cover the scam squad initiative. Funding for OBM and Consumer Affairs comes from the General Fund.

SECTION 3. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 01A001 – General fund	JT1704506
SU513150 – Soil Conservation	
Transfer Out \$	75,000.00
TO: 20N306 – Soil & Water Conservation	
SW500058 – Soil & Water Consvr 80	
Revenue Transfer \$	75,000.00

The annual General Fund subsidy is requested for the Soil and Water Conservation District. These funds are used to pay for a portion of administrative payroll expenses. The Soil and Water Conservation District also receives funding from the Ohio Department of Agriculture and from municipalities for technical assistance related to Ohio EPA required storm water management plans and for watershed management planning services.

B. FROM: 29A392 – Health & Human services Levy 3.9	JT1706076
SU514737 – Employment & Family Subsidy 3.9	
Transfer Out \$	657,630.93
29A391 – Health & Human services Levy 4.8	
SU514430 – Employment & Family Svs Subsidy	
Transfer Out \$	1,072,976.79

TO: 24A510 – Work & Training Admin
 WT137109 – Admin Services – General Manager
 Revenue Transfer \$ 1,730,607.72

In accordance with the Ohio Revised Code (ORC) Section 5101.16 the county is required to pay a share of TANF related administration (\$5,430,662) and non-TANF (\$1,491,769) related administration for Medicaid and food related expenditures during a calendar year. This represents 1/4 of the total required mandated share that generally is transferred to the corresponding fund on a quarterly basis. This transfer is for January – March 2017. The amount is based on the current State Fiscal Year’s requirement. The funding source is the Health & Human Services Levy.

C. FROM: 21A001 – Neighborhood Environmental Prog	JT1703028
CP758045 – Neighborhood Environmental Prog	
Transfer Out	\$ 537.11
21A110 – Towpath Study/Cuyahoga Corridor	
CP757419 – Towpath Study/Cuyahoga Corridor	
Transfer Out	\$ 3,926.46
21A111 – Litter Prevention 1993	
CP756973 – Litter prevention 1993	
Transfer Out	\$ 7,473.61
21A115 – Greenspace Initiative	
CP758706 – Greenspace Initiative	
Transfer Out	\$ 5,526.72
21A121 – Census 2000 Grant	
CP758698 – Census 2000 Grant	
Transfer Out	\$ 1,513.08
21A122 – Golden Spruce Awards	
CP756916 – Golden Spruce Awards	
Transfer Out	\$ 1,712.56
21A123 – Maps & Inventories	
CP756924 – Maps & Inventories	
Transfer Out	\$ 5,620.96
21A124 – Regional Dynamics	
CP756932 – Regional Dynamics – Gund Grant	
Transfer Out	\$ 85.01
21A124 – Regional Dynamics	
CP756940 – Regional Dynamics – Cleveland Grant	
Transfer Out	\$ 322.94
21A125 – Greenfields Symposium	
CP756957 – Greenfields Symposium – Cleve Grant	
Transfer Out	\$ 3,019.86

21A125 – Greenfields Symposium
 CP756965 – Greenfields Symposium – Gund Grant
 Transfer Out \$ 1,033.04

21A126 – Brownfields Reclamation
 CP756742 – Brownfields Reclamation
 Transfer Out \$ 292.73

21A127 – Environmental Justice
 CP757310 – Environmental Justice Grant FY96
 Transfer Out \$ 9,461.50

21A136 – Senior Transportation Consult.
 CP758714 – Senior Transportation Consult
 Transfer Out \$ 618.60

21A167 – Elder Friendly Communities
 CP756577 – Elder Friendly Communities
 Transfer Out \$ 30,233.98

21A401 – Welfare Reform – Work Access Proj
 CP744771 – Welfare Reform – Work Access Proj
 Transfer Out \$ 220.89

21A540 – Brownfields Geographic Sys. 111
 CP755355 – Brownfields Geographic Sys 111
 Transfer Out \$ 83.80

21A851 – Cuyahoga Valley Initiative Organization
 CP755959 – Cuyahoga Valley Initiative Organization
 Transfer Out \$ 46,182.40

TO: 21A112 – Litter Prevention & Recycling
 CP756593 – Litter Prevention & Recycling
 Revenue Transfer \$ 12,816.74

21A116 – Recycle Ohio
 CP756981 – Recycle Ohio
 Revenue Transfer \$ 32,997.11

21A383 – Locational Resource Center
 CP758680 – Locational Resource Center
 Revenue Transfer \$ 2,444.23

21A546 – Towpath Trail Engineering/Design
 CP755371 – Towpath Trail Engineering/Design
 Revenue Transfer \$ 49,999.80

20A307 – County Planning Commission
 CP522110 – CPC - Administration
 Revenue Transfer \$ 19,607.37

To transfer cash balance between grants to the County Planning Commission that expired 10 or more years ago to eliminate negative cash balances and to transfer the excess cash (\$19,930.31) to the County Planning Commission fund to be used for county planning purposes.

D. FROM: 20A059 – Veterans Services Fund **JT1700078**
 VF491001 – Veterans Services Fund
 Transfer Out \$ 27,797.39

TO: 21A310 – County Council – Veterans Services Fund
 CO759241 – Veterans Treatment Crt 2016-VSF
 Revenue Transfer \$ 27,797.39

To transfer cash from the Veterans Services Fund to the Common Pleas Court 2016-VSF grant based on the award from the County Council through Resolution R2015-0124 for the period January 1, 2016 through December 31, 2017. See new appropriations on the March 14, 2017 Fiscal Agenda document BA1713637 establishing appropriation in the Common Pleas account.

E. FROM: 01A001 – General Fund **JT1712164**
 SU514141 – Capital Improvement General Fund Subsidy
 Transfer Out \$ 202,348.00

TO: 40A069 – Capital Projects
 CC769034 – Fire Dampers Project Phase 3
 Revenue Transfer \$ 201,858.00

40A069 – Capital Projects
 CC769075 – BOE Fire Alarm System Upgrade
 Revenue Transfer \$ 490.00

A cash transfer from Capital Projects (Capital Improvement General Fund Subsidy) to the Fire Damper and BOE Fire Alarm System Upgrade Projects to cover expenses posted in February. Both projects are on the 2017 CIP. Funding for this project is from the General Fund.

F. FROM: 01A001 – General Fund **JT1712165**
 SU514141 – Capital Improvement General Fund Subsidy
 Transfer Out \$ 125,844.00

TO: 40A099 – Maintenance Projects
 CC768119 – Countywide Carpeting
 Revenue Transfer \$ 99,439.00

40A099 – Maintenance Projects
 CC768689 – County Airport HVAC Replacement
 Revenue Transfer \$ 26,405.00

An cash transfer from Capital projects (Capital Improvement General Fund Subsidy) to the Countywide Carpeting, 2015 Airport Runway Overlay Phase 1, and County Airport HVAC Replacement Projects for expenses posted in February. These projects are on the 2017 CIP. Funding for this project came from General Fund.

SECTION 4. 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 5. 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

Journal CC025
March 28, 2017



ARMOND BUDISH
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office
DATE: March 21, 2017
RE: Fiscal Agenda – 3-28-2017 Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **March 28, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

This agenda includes requests to decrease appropriation to the Benefits program budget totaling approximately \$13 million. Beginning in 2017, new index codes are being used to capture the activity of the County's Benefits program (excluding Regional). The contract balances that carried into 2017 have been transferred to the new index codes resulting in available appropriation in the old index codes; the \$6.2 million reduction on this agenda will close-out the old codes. An additional \$7 million reduction is requested in the budget for the Regional program. Of the 20 entities that participated in the program in 2016, 10 elected not to continue participating in 2017. This information was not known at the time the budget – which anticipated all 20 entities continuing – was adopted.

Additionally included is a request to increase appropriation to the Garage Fund totaling \$2.5 million to support a contract amendment for the renovation work being performed in the Huntington Garage (HPG). The HPG project is approximately 60% through concrete restoration activities, but, due to widespread concrete and underlying steel reinforcement conditions worse than planned during project planning and design, approximately 90% of the contracted concrete allowance has been expended. Public Works has prioritized the need for an additional \$2.5 million in work that needs to be performed during this project. When concerns over having enough concrete allowance to finish needed repairs arose in late 2016, the entire project team inspected in detail all remaining areas of the garage and broke each repair area into Priority 1 (immediate structural/safety repair) and Priority 2 (deficiencies that will develop into Priority 1 within 5 years). This \$2.5 million will cover all Priority 1 and 2 requirements. Concrete work is expected to be complete in June 2017 and related ADA upgrades to the elevator systems in October 2017.

Finally, this agenda includes a request to increase appropriation to the Sheriff's Office in support of the electronic home monitoring unit. Participation in this program has increased significantly – from 179 in the 1st Quarter of 2016 to 299 in the 4th Quarter of 2016 to the current average daily population of approximately 350.

This agenda seeks to transfer \$84,711 of the \$4 million allocated in the General Fund for contingencies to the Department of Communications to support a staff person transferred from the Department of Health and Human Services. This individual is no longer working solely for health and human services, therefore continuing to charge her to the HHS Levy Fund would be inappropriate. Also requested is a transfer of \$5,000 from the Office of Budget and Management to Consumer Affairs to support Scam Squad outreach efforts. These expenses are one-time in 2017. OBM will have a surplus in 2017 due to the fact that 50% of the analyst positions in the Office are currently vacant.

Cash transfers on this agenda include the annual General Fund subsidy to the Soil and Water Conservation District and the required quarterly Maintenance of Effort payment to HHS/Employment and Family Services.

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Development	\$25,000.00	Special Revenue – No General/HHS Levy Fund Impact
Human Resources/Benefits	(\$6,211,388.25)	Special Revenue – General/HHS Levy Fund Impact
Human Resources/Benefits	(\$7,000,000.00)	Special Revenue – No General/HHS Levy Fund Impact
Juvenile Court	(\$7,970,198.46)	Grant – No General/HHS Levy Fund Impact
Planning Commission	(\$2,604,667.40)	Grant – No General/HHS Levy Fund Impact
Public Safety & Justice Services	\$506,054.49	Grant – No General/HHS Levy Fund Impact
Public Works	\$2,500,000.00	Special Revenue – No General/HHS Levy Fund Impact
Sheriff's Office	\$400,000.00	General Fund
TOTAL	(\$20,355,199.62)	

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Miscellaneous Obligations/Communications	\$84,711.33	General Fund
Fiscal Office	\$5,000.00	General Fund
Medical Examiner's Office	\$20,000.00	Grant – No General/HHS Levy Fund Impact
Planning Commission	\$7,020.11	Special Revenue – General Fund Impact
TOTAL	\$116,731.44	

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
HHS/Employment & Family Svcs.	\$1,730,607.72	HHS Levy Fund
Planning Commission	\$117,865.25	Special Revenue – No General/HHS Levy Fund Impact
Soil & Water Conservation	\$75,000.00	General Fund
Veterans Services Fund	\$27,797.39	Special Revenue – General Fund Impact
TOTAL	\$1,951,270.36	

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0058

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an amendment (Subsidiary No. 8) to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; and authorizing the County Treasurer to release the escrow account; and,

WHEREAS, the primary goal of the project is to repair and rehabilitate the Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland in Council District 7 and to properly maintain the County's infrastructure; and,

WHEREAS, this project is funded as follows: (a) 80% or \$1,046,075.89 from Federal Funds; (b) 10% or \$130,759.49 from the Cuyahoga County Motor Vehicle

\$5.00 License Tax Fund; and (c) 10% or \$130,759.48 with funds from City of Cleveland; 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 authorizes an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86.

SECTION 2. That the County Executive is hereby authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds to fund said amendment.

SECTION 4. That the County Council accepts the construction as complete and in accordance with plans and specifications and authorizes the County Treasurer to release the escrow account.

SECTION 5. 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 6. 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:
Committee(s) Assigned:

Journal _____
_____, 20__

Item No. 1

DEPARTMENT OF PUBLIC WORKS

Describe the goods or services being procured.

TO COMPLETE ALL CLOSE OUT DOCUMENTATION:

Public Works is submitting the final amended agreement (Subsidiary No. 8) to Contract 1100721 with American Bridge Company for the rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for an amount not-to-exceed \$1,307,594.86 and recommending to accept construction as complete and in accordance with plans and specifications; requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

A majority of these funds are related to ref. no. 249 "COSTS ASSOCIATED WITH PROJECT DELAY": This was to compensate the contractor for the cost of home office overhead, field overhead, and idle equipment after the project original completion date. The delay was due to several added change orders that delayed the project completion as determine by the CPM schedule that was reviewed by two consultants, and accepted by American Bridge Company (ABC) and the Cuyahoga County Department of Public Works. These delays were necessary to complete added work beyond ABC's control.

The original claim was for \$3,497,533.13 but through various correspondence, emails, negotiations, review of the CPM schedule and project records it was determined and agreed on by all parties that the added cost should be \$1,429,347.94.

Total Cost

\$1,307,594.86

Was the specific project funding included in OBM-approved budget for the current year?

Y

Amendment Reason

TO COMPLETE ALL CLOSE OUT DOCUMENTATION:

Public Works is submitting the final amended agreement (Subsidiary No. 8) to Contract 1100721 with American Bridge Company for the rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for an amount not-to-exceed \$1,307,594.86 and recommending to accept construction as complete and in accordance with plans and specifications; requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

A majority of these funds are related to ref. no. 249 "COSTS ASSOCIATED WITH PROJECT DELAY": This was to compensate the contractor for the cost of home office overhead, field overhead, and idle equipment after the project original completion date. The delay was due to several added change orders that delayed the project completion as determine by the CPM schedule that was reviewed by two consultants, and accepted by American Bridge Company (ABC) and the Cuyahoga County

Department of Public Works. These delays were necessary to complete added work beyond ABC's control.

The original claim was for \$3,497,533.13 but through various correspondence, emails, negotiations, review of the CPM schedule and project records it was determined and agreed on by all parties that the added cost should be \$1,429,347.94.

Contract Start Date

2/10/2017

Contract End Date

2/10/2017

Project Location(s)

Project Council District(s)

Vendor Name(s)

None.

Funding Source

|

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0059

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget and Capital Improvements Program for 2017 by revising projects, estimated costs and schedule; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

WHEREAS, on February 28, 2017, the Cuyahoga County Council adopted Resolution No. R2017-0029 amending the proposed projects to be completed in 2017 as well as revising the estimated cost of each project and the schedule; and

WHEREAS, it is necessary to again amend the proposed projects to be completed in 2017 to specify the uses of \$1,400,000.00 included in the Capital Improvements Program for information technology (attached hereto as Exhibit A); and

WHEREAS, it is further 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 County departments, offices and agencies.

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

SECTION 1. That the 2016/2017 Biennial Operating Budget and Capital Improvements Program is hereby amended for 2017 by revising projects, estimated costs and schedule for information technology as indicated in Exhibit A (attached hereto and incorporated herein).

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:
Committee(s) Assigned:

Journal _____
_____, 2017

EXHIBIT A

Security	\$200,000
Laptops/Desktops/Tablets	\$60,000
Servers	\$120,000
Backup – Enterprise	\$55,000
Storage	\$323,000
WAN	\$150,000
Communications	\$434,000
Multimedia Design	\$4,500
Enterprise Architecture	\$53,500
Total	\$1,400,000

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0060

Sponsored by: County Executive Budish/Department of Law	A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$375,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 7/17/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Law has recommended authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$375,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 – 7/17/2019; and

WHEREAS, the primary goal of this project is to: (a) provide proof of concept for an equitable property tax appraisal model and (b) assist management in the implementation and execution of a cost savings benefit for procurement, invoicing, payroll and sales tax; and

WHEREAS, the funding for this project is General fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the time-sensitive project can continue proceeding on a schedule and that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operations 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 authorizes a contract with Ernst & Young US, LLP in the amount not-to-exceed \$375,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 – 7/17/2019.

SECTION 2. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

Journal _____
_____, 20__

Item No. 5.

Department of Law

Procurement Type – RFP Exemption

Describe the goods or services to be procured.

A Request for Information was released by the County for an operational review in December 2015; EY was the only respondent. EY was engaged in February 2016 to undertake a Phase 1 high-level diagnostic over four (4) key focus areas, as agreed with the County, across procurement, payroll and benefits spend and property tax revenue. The Phase 1 findings were presented to the County Executive on March 18, 2016 (“March 2016 Findings”). EY recommended that a Phase 2 “deep dive” be conducted to validate the March 2016 Findings in order to develop a set of options and high level initial roadmap for implementation.

Based on the March 2016 Findings, management has requested further analysis and assistance with implementation and execution of the opportunities identified. In this regard, EY will assist the County in connection with the following initiatives for the focus areas as agreed with the County (“Initiatives”). Under your direction, and working closely with County leadership and staff, we will conduct the scope of work set out below within the focus areas as agreed with the County (contingent on availability of data and access to personnel). The objective of the County’s Initiatives is to:

- ▶ Initiative A: provide proof of concept for an equitable property tax appraisal model: validate the March 2016 Findings in order to develop a set of options and high level initial roadmap for implementation.
- ▶ Initiative B: assist management in the implementation and execution of cost saving benefit(s) for procurement, invoicing, payroll and sales tax.

Reason for late submittal if applicable: N/A

Total Cost \$375,000

Was the specific project funding included in OBM-approved budget for the current year? Yes

Contract Start Date: Execution

Contract End Date: 18 months from Execution

The parties may extend the contract for additional time and money based on validated findings.

Project Location(s): N/A

Project Council District(s): N/A

Procurement Type: RFP Exemption

Vendor Name(s): Ernst & Young US LLP

Funding Source: General Fund

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0061

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an agreement with the Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 – 12/31/2017; and

WHEREAS, the agreement is for legal services as defined in Chapter 309 of the Ohio Revised Code in matters related to the adjudication and disposition of children within the jurisdiction of Chapter 2151 of the Ohio Revised Code, and to perform such other duties that may be required of it by operation of Title IV-E; and

WHEREAS, the funding for this project is 100% from the Health and Human Services Fund; 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 authorizes an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 – 12/31/2017.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

Item No. 4

Department Of Health And Human Services - Division Of Job And Family Services

Describe the goods or services to be procured.

CCPO will counsel and represent DCFS on matters that include Custody and Protective Services, General Civil/Family Law, and Appeals.

Total Cost

\$2,348,203.00

Was the specific project funding included in OBM-approved budget for the current year?

Y

Contract Start Date

01/01/2017

Contract End Date

12/31/2017

Project Location(s)

1200 ONTARIO ST #9, CLEVELAND, OH 44113

Project Council District(s)

1

Procurement Type

GOVERNMENT / INTRA-AGENCY (GOVERNMENT WITHIN OF CUYAHOGA COUNTY AUTHORITY)

Vendor Name(s)

N/A

Funding Source

HEALTH AND HUMAN SERVICES LEVY

|

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0062

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; and

WHEREAS, in accordance with the authority granted under R.C. §5722.02 and §1724(A)(2), the County authorized the establishment of the Cuyahoga County Land Reutilization Corporation (“CCLRC”) and designated the CCLRC as the County’s agency for the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property in the county; and

WHEREAS, the CCLRC is a participant in the Ohio Housing Finance Agency’s Neighborhood Initiative Program (“NIP”), that aims to stabilize property values by providing funding to county land reutilization corporations such as the CCLRC to pay for the demolition and related costs of certain vacant and abandoned structures; and

WHEREAS, under R.C. §1724.01 the CCLRC is authorized to contract with the County to provide services to the CCLRC and under R.C. Chapters 323, 325, 5721, and 5722, the County has express statutory authority to foreclose on tax delinquent properties in the name of the county treasurer (“Treasurer”) and to facilitate the acquisition of properties for “electing subdivisions”, as that term is defined in R.C. §5722.01, including the CCLRC; and

WHEREAS, under the NIP guidelines, CCLRC is authorized to receive reimbursement for reasonable acquisition costs incurred by the CCLRC in the acquisition of NIP eligible properties, including the reasonable fees for preparation

and prosecution of tax foreclosure cases that are charged to the CCLRC by the agencies, firms, and offices necessary in the acquisition of NIP eligible properties;

WHEREAS, in order to acquire NIP eligible properties from tax foreclosure, it is necessary for CCLRC to engage the services of the County through offices under the County Executive, Treasurer, and Prosecutor; and

WHEREAS, the goal of this project is an agreement with the CCLRC to provide services in assisting the CCLRC to acquire eligible properties by providing the services associated with preparing, filing, and prosecuting to final conclusion, tax foreclosures in the name of the County Treasurer on certain vacant and abandoned tax delinquent properties; and

WHEREAS, the CCLRC will use Hardest Hit Funds to reimburse the County and Prosecutor's Office; 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 authorizes a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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



March 24, 2017

Hardest Hit Funds (HHF) Overview

This memo was prepared to provide context of the HHF program and a summary of the steps necessary to make best use of these federal funds to help remove blight from our communities. This plan was developed with consultation from the various entities involved in the tax foreclosure process across the county.

Hardest Hit Funds Background

On February 19, 2016 the U.S. Department of the Treasury announced that would exercise its authority to obligate up to \$2 billion in additional Troubled Asset Relief Program (TARP) funds to the Hardest Hit Fund (HHF) program. HHF funding will be allocated among participating Housing Finance Agencies (HFAs) in two phases of \$1 billion each. States receiving additional funds will have until December 31, 2020 to utilize their HHF funds. The first phase allocated \$1 billion using a formula based on state population and the HFA's utilization of their HHF allocation to date and Ohio was awarded over \$97 million

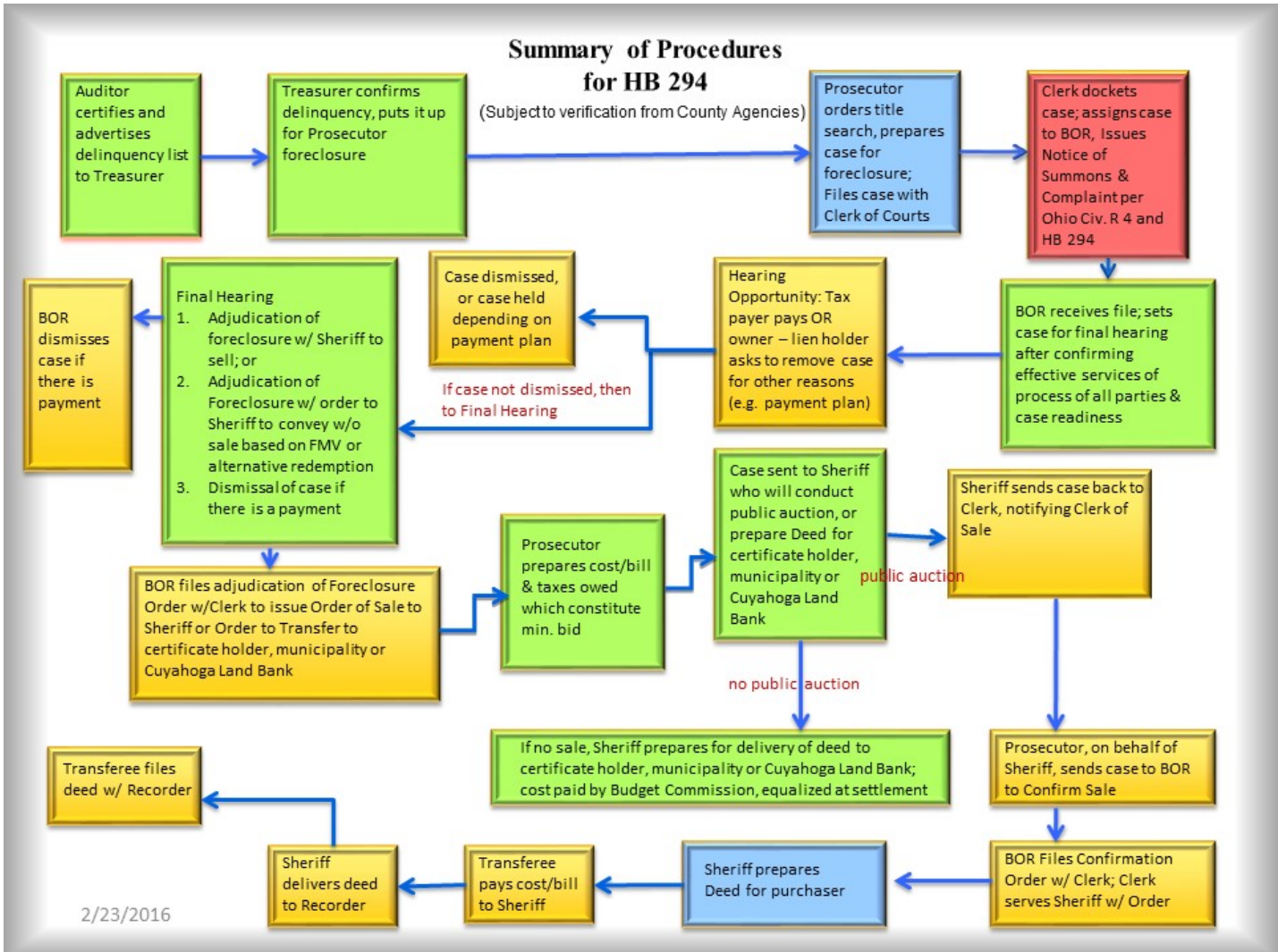
The second phase utilized an application process open to all participating HFAs. In Ohio, the Ohio Housing Finance Agency (OHFA) designed and will administer the programs. On March 11, 2016 OHFA submitted its phase 2 application requesting \$250 million. The application requested \$25 million for foreclosure prevention programming with the balance covering OHFA administrative costs and funding demolition. Treasury awarded the state \$94.5 million, well short of the request. Since the award, OHFA has committed \$32 million for the foreclosure prevention programming and will allocate some amount of funding for its administrative needs leaving less available for demolition from the second phase. Between the two awards to the state, OHFA has allocated a little over \$37 million to the Cuyahoga County Land Bank.

Tax Foreclosure Process

As the dollars flow to the land banks, the use of the Board of Revision foreclosure process is critical. This "tax foreclosure" is an expedited method that allows vacant tax delinquent properties to be diverted to our county land bank. This process involves many different entities including:

- Cuyahoga County Land Reutilization Corporation (land Bank)
- Treasurer's Office
- Prosecutors Office
- Board of Revision
- Clerk of Courts
- Sheriff's Office
- Fiscal Office

See below for an overview of the process that results in properties being tax foreclosed and diverted to the land bank.



- **Green** represents staff increase needed
- **Red** represents out of pocket increase needed
- **Blue** represents both staff and out-of-pocket increases are needed

Because of the large dollars that could possibly flow towards demolition it is essential that we expedite the tax foreclosure process and accelerate the pipeline of properties that the land bank can then demolish. Without a specific amount allocated to our county's land bank some assumptions have to be made to best estimate the increased volume of properties that will have to go through the tax foreclosure process and ultimately get demolished within the funding timeframe (December 31, 2020). Based on this increased volume, some entities may have to increase their capacity through increased staff and related variable expenses for each step of the process including filing fees, publication fees, etc. Below are the assumptions used to drive the recommended steps to increase capacity in order to best use this new funding.

Administrative Assumptions

- Only County Land Banks are eligible for HHF funding
- Only properties that are owned by County Land Banks are eligible
- All funds are received on a reimbursement bases
- No pure “Administration” costs are recoverable under the HHF program, unless some of these can be considered “acquisition” costs up to \$5,000 per demolished structure
- OHFA has agreed that a fee for service model is appropriate to capture acquisition costs
- All HHF money must be spent by December 31, 2020.

Recommended steps and costs to ramp up

Based on our analysis above we estimate that to spend the estimated funds received for demolition that we will have to increase by approximately 2,700 units or by 900 units each year through 2020. The plan is to have the Land Bank contract with the County to provide acquisition services that would be reimbursable by the HHF dollars and cover any costs related to increasing the number of tax foreclosures. In order to meet the expected number of new filings the Prosecutor’s office has begun increasing staff for a short term (2-3 years) to ensure that the rest of the process can flow to meet the expected volume. In order to meet this increased volume the following County agencies anticipate the listed increases in staffing.

Treasurer’s Office

This office requires additional FTEs to manage increased transactional work to prepare items for tax foreclosure.

Board of Revision (BOR)

The BOR does not anticipate the need for additional staffing nor does it expect to incur increased costs. It is believed that they can meet the increased volume by lengthening their current dedicated tax foreclosure board or by adding an additional hearing block on another day.

Clerk of Courts

The Clerk is essential in the foreclosure process both on the front end with the filing of foreclosures but also with the filing of deeds. They believe that they will need up to three additional staff.

Sheriff’s Office

It is assumed that the Sheriff will need two additional FTEs to process deeds.

Fiscal Office

Fiscal believes that it needs two additional FTEs to work with process of exempting properties so that they can be transferred to the land Bank.

The total estimated additional cost for meeting this increased demand on a per demolition basis is \$1,300/demolition with \$800 going to the Prosecutor’s Office and \$500 going the County Executive agencies.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0051

Sponsored by: County Executive Budish on behalf of Cuyahoga County Board of Elections	A Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Board of Elections has recommended authorization, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and

WHEREAS, the goal of this project is to clarify the process of selecting, purchasing and funding electronic pollbooks and any other necessary equipment including software, hardware, license agreement, service or maintenance agreement or integration with the Board of Elections voter registration system that is essential for the implementation and operation of the electronic pollbooks; 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 authorizes the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among the County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment.

SECTION 2. That the County Executive is authorized to execute the Memorandum of Understanding.

SECTION 3. 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 4. 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: March 14, 2017

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: March 28, 2017

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0048

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a revenue generating agreement with T & G Flying Club, Inc. in the amount not-to-exceed \$75,984.00 for lease of office space and aircraft tie-down fees located at the Cuyahoga County Airport Safety Building, Area B Suites G-L, 26300 Curtiss Wright Parkway, Highland Heights, for the period 1/1/2017 - 12/31/2019; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommends a revenue generating agreement with T & G Flying Club, Inc. in the amount not-to-exceed \$75,984.00 for lease of office space and aircraft tie-down fees located at the Cuyahoga County Airport Safety Building, Area B Suites G-L, 26300 Curtiss Wright Parkway, Highland Heights, for the period 1/1/2017 - 12/31/2019; and

WHEREAS, this project is for lease of office space and aircraft tie-down fees at the Cuyahoga County Airport; 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 authorizes a revenue generating agreement with T & G Flying Club, Inc. in the amount not-to-exceed \$75,984.00 for lease of office space and aircraft tie-down fees located at the Cuyahoga County Airport Safety Building, Area B Suites G-L, 26300 Curtiss Wright Parkway, Highland Heights, for the period 1/1/2017 - 12/31/2019.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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: March 14, 2017
 Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC025
 March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0049

<p>Sponsored by: County Executive Budish/Department of Public Works</p>	<p>A Resolution authorizing an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/31/2017 to change the scope of services and the terms, effective 3/28/2017, to extend the time period to 3/3/2018 and to establish a guaranteed maximum price in the amount not-to-exceed \$25,211,693.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works recommended an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/31/2017 to change the scope of services and the terms, effective 3/28/2017, to extend the time period to 3/3/2018 and to establish a guaranteed maximum price in the amount not-to-exceed \$25,211,693.00; and

WHEREAS, the Cuyahoga County Board of Control made an initial award on RQ35765 to Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project on December 7, 2015 in the amount not-to-exceed \$500,000.00; and

WHEREAS, Resolution No. R2015-0274 was approved by Council on January 12, 2016 to increase the guaranteed maximum price in the amount not-to-exceed \$4,500,000.00; and

WHEREAS, Resolution No. R2016-0064 was approved by Council on April 12, 2016 to increase the guaranteed maximum price in the amount not-to-exceed \$18,000,000.00; and

WHEREAS, Resolution No. R2016-0197 was approved by Council on November 15, 2016 to change the scope of services and the terms, effective November 16, 2016,

to extend the time period to December 31, 2017 and to establish a guaranteed maximum price in the amount not-to-exceed \$22,711,693.00; and

WHEREAS, the primary goal of this amendment is to change the scope of services and the terms, effective March 28, 2017, in order to address the changed site conditions of additional Priority 1 and Priority 2 structurally significant and safety related concrete repairs to the Huntington Park Garage; and

WHEREAS, it was contemplated all along that the final GMP contract with Design-Builder shall be subject to Council's approval;

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 authorizes an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/31/2017 to change the scope of services and the terms, effective 3/28/2017, to extend the time period to 3/3/2018 and to establish a guaranteed maximum price in the amount not-to-exceed \$25,211,693.00 and authorizes the County Executive to enter into said amendment. To the extent that any exemptions, if any, are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution. The final negotiated terms of this contract, including maximum not-to-exceed amount and risk management protections, shall be subject to the approval of the Director of Law, but in no event shall the maximum amount exceed the herein authorized \$25,211,693.00.

SECTION 2. That the County Executive is hereby authorized to execute the amendment and all other documents, as approved to legal form and correctness, by the Director of Law, or his designee, in accordance with this Resolution.

SECTION 3. 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 4. 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: March 14, 2017

Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Substituted in Committee: March 22, 2017

Journal CC025

March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0050

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources recommended an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 12/31/2019; and

WHEREAS, the primary goal of this project is to provide a Wellness Program Platform for Cuyahoga County employees and measurably improve overall employee wellness; and

WHEREAS, this project is funded 100% from the Self Insurance Fund – Wellness; 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 makes an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 12/31/2019.

SECTION 2. That the County Executive is hereby authorized to execute the contract in connection with said award and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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: March 14, 2017
Committee Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: March 21, 2017

Journal CC025
March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0052

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,696,886.76, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services (“CJFS”) has recommended three (3) Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,696,886.76, for child support services for the period 1/1/2017 - 12/31/2017 as follows:

- a) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$4,057,624.95;
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,770,477.25; and
- c) Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$3,868,784.56.

WHEREAS, the Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services, which will be rendered by each of these three (3) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and

WHEREAS, the primary goal of these cooperative agreements are to enable the County to recover the 61%, or up to \$7,135,100.92, Federal Financial Participation (“FFP”) reimbursement portion of the expenses incurred by the Domestic Relations Court, Juvenile Court, and the County Prosecutor’s Office in providing these Title IV-D services to CJFS Office of Child Support Services; and

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these three (3) agencies; and

WHEREAS, these agreement costs will be funded 61% by Federal Financial Participation (“FFP”) Funds, 19% from HHS Levy funds, 13% from Revenue Fees Collected, and 7% from State funds; 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 authorizes Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,696,886.76, for child support services for the period 1/1/2017 - 12/31/2017 as follows:

- a) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$4,057,624.95;
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,770,477.25; and
- c) Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$3,868,784.56.

SECTION 2. That the County Executive is hereby authorized to execute the agreements and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0053

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$103,746.55, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services (“CJFS”) has recommended two (2) Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$103,746.55, for child support services for the period 1/1/2017 - 12/31/2017 as follows:

- a) Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$75,796.59; and
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/ Cashiers Department in the amount not-to-exceed \$27,949.96.

WHEREAS, the Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services, which will be rendered by each of these two (2) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and

WHEREAS, the primary goal of these cooperative agreements are to enable the County to recover the 61%, or up to \$63,285.40 Federal Financial Participation (“FFP”) reimbursement portion of the expenses incurred by the Cuyahoga County Treasurer’s Office and Juvenile Court Cashiers Department in providing these Title IV-D service for CJFS Office of Child Support Services; and

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these two (2) agencies; and

WHEREAS, these agreement costs will be funded 61% by Federal Financial Participation (“FFP”) Funds, 19% from HHS Levy funds, 13% from Revenue Fees Collected, and 7% from State funds; 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 authorizes Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$103,746.55, for child support services for the period 1/1/2017 - 12/31/2017 as follows:

- a) Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$75,796.59; and
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/ Cashiers Department in the amount not-to-exceed \$27,949.96; and

SECTION 2. That the County Executive is hereby authorized to execute the agreements and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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: March 14, 2017

Committee(s) Assigned: Health, Human Services & Aging

Journal CC025

March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0054

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</p> <p>Co-sponsored by: Councilmember Hairston</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600248-01 with Starting Point for the Out-of-School Time Program for the period 10/1/2016 - 1/31/2017 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,400,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Family and Children First Council has recommended an amendment to Contract No. CE1600248-01 with Starting Point for the Out-of-School Time Program for the period 10/1/2016 - 1/31/2017 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,400,000.00; and

WHEREAS, the primary goals of this project are to: (a) provide out-of-school time services including afterschool and summer programming for children and teenager, transitional services, tutoring and professional development for youth serving workers; and

WHEREAS, this contract will be funded 100% by the Health and Human Services Levy fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600248-01 with Starting Point for the Out-of-School Time Program for the period 10/1/2016 - 1/31/2017 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,400,000.00.

Journal CC025
March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0030

<p>Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management</p>	<p>A Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County, in cooperation with Gateway Economic Development Corporation of Greater Cleveland (“Gateway”), the City of Cleveland, the Cleveland Cavaliers basketball organization and other civic partners, participated in the financing and refinancing the costs of the construction and improvement of the multi-purpose arena now known as Quicken Loans Arena (the “Arena”); and

WHEREAS, Cavaliers Operating Company, LLC, as lessee and operator of the Arena, in cooperation with Gateway and the County, has proposed to undertake alterations and improvements, commonly referred to as the Transformation, of the Arena; and

WHEREAS, this Council has determined that it is necessary and in the best interest of the County for the County to issue one or more series of Sales Tax Revenue Bonds or Nontax Revenue Bonds for the purpose of paying or reimbursing the costs of, reconstructing, refurbishing, renovating, upgrading, improving and equipping the Quicken Loans Arena (the “Project”), together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds and paying the costs of issuance in connection therewith; and

WHEREAS, this Council has determined that the Series 2017 Arena Bonds shall be issued in an aggregate principal amount that will generate net proceeds of \$140,000,000 for the purposes herein stated and that the County shall secure such bonds as Sales Tax Revenue Bonds or Nontax Revenue Bonds by one or more trust indentures or supplemental trust indentures, as provided herein; and

WHEREAS, the County is authorized pursuant to Section 307.023 of the Ohio Revised Code to acquire, construct, improve, maintain, operate, lease, or otherwise contract for the acquisition or use of sports facilities intended to house major league professional athletic teams, such as the Arena; and

WHEREAS, the County is authorized pursuant to Section 133.15 of the Ohio Revised Code to issue securities of the County for the purpose of paying all or any portion of the costs of any permanent improvement that the subdivision is authorized, alone or in cooperation with other persons, to acquire, improve, or construct.

WHEREAS, the County is authorized and empowered, by virtue of the laws of the State of Ohio, including, without limitation, Section 13 of Article VIII, Ohio Constitution, and Chapter 165 of the Ohio Revised Code (the “Act”), among other things, to issue its revenue bonds for the purpose of financing, by loans or otherwise, “projects” as defined in the Act, for the purpose of creating or preserving jobs and employment opportunities and improving the economic welfare of the people of the County and of the State; and

WHEREAS, the County has determined that it is necessary and desirable to issue its Economic Development Revenue Bonds, Series 2017 (Arena Project) (the “Series 2017 Nontax Revenue Arena Bonds”), in one or more series, to create and preserve jobs and employment opportunities, by providing funding for the Project as a project as defined in the Act, to fund any deposit to the Bond Reserve Fund, and to pay certain costs of issuance in connection with Series 2017 Nontax Revenue Bonds, together with any Series 2017 Sales Tax Revenue Arena Bonds it may issue pursuant to this Resolution; and

WHEREAS, pursuant to a resolution adopted July 6, 1987 (the “1987 County Sales Tax Resolution”), the Board of County Commissioners of the County (the “Board”), as the predecessor legislative authority to this Council, authorized the continuing levy and collection of sales and use taxes, authorized

under Sections 5739.021 and 5741.021 of the Ohio Revised Code, at the rate of one percent (1%), and pursuant to a resolution adopted July 26, 2007 (the “2007 County Sales Tax Resolution” and, together with the 1987 County Sales Tax Resolution, the “County Sales Tax Resolutions”), the Board authorized an increase in the sales and use taxes to a rate of one and one-quarter percent (1-1/4%) (the “County Sales Tax”), each for the purpose of providing additional general revenues for the County; and

WHEREAS, the Fiscal Officer has certified that the estimated life of the Project is at least five (5) years, and that the estimated maximum maturity of the bonds described in Section 2 is at least twenty (20) years; and

WHEREAS, the Fiscal Officer has further certified to this Council that the maximum aggregate amount of Sales Tax Revenue Bonds, including the Series 2017 Sales Tax Revenue Arena Bonds, that will be outstanding at any time will not exceed an amount which requires or is estimated by him, as Fiscal Officer, to require payments from sales tax receipts of debt charges on the Sales Tax Revenue Bonds, including the Series 2017 Arena Bonds, in any calendar year in an amount exceeding the average of the amount received by the County for the years 2015 and 2016; and

WHEREAS, the County has determined that it is necessary and desirable to issue the Series 2017 Sales Tax Revenue Arena Bonds, in one or more series, for the purpose of paying or reimbursing the costs of the Project, to fund any deposit to the Bond Reserve Fund, and to pay certain costs of issuance in connection with the Series 2017 Sales Tax Revenue Arena Bonds, together with any Series 2017 Nontax Revenue Arena Bonds it may issue pursuant to this Resolution; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the usual daily operation of the County be continued and the public peace, health or safety of the County be preserved and for the further reason that funds be made available in a timely manner for the construction of the Project.

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

1. Definitions and Interpretation. As used herein, the following terms shall be defined as follows:

“Bond Counsel” means Squire Patton Boggs (US) L.L.P. and Forbes, Fields & Associates Co., L.P.A. as Co-Bond Counsel.

“Bond Service Charges” means Bond Service Charges on Series 2017 Arena Bonds as defined in the applicable Indenture.

“Book entry form” or “book entry system” means a form or system under which (a) the ownership of book entry interests in Series 2017 Arena Bonds and the principal of and interest on the Series 2017 Arena Bonds may be transferred only through a book entry, and (b) physical Bond certificates in fully registered form are issued by the County only to a Depository or its nominee as registered owner, with the Series 2017 Arena Bonds deposited with and retained in the custody of the Depository or its agent. The book entry maintained by others than the County is the record that identifies the owners of book entry interests in those Series 2017 Arena Bonds and that principal and interest.

“Certificate of Award” means the one or more certificates authorized to be signed by the Fiscal Officer pursuant to Section 6, specifying and determining those terms or other matters pertaining to the Series 2017 Arena Bonds and their issuance, sale and delivery as this Resolution requires or authorizes to be set forth or determined therein.

“Closing Date” means the date or dates of original delivery of, and payment of the purchase price for, the Series 2017 Arena Bonds.

“Code” means the Internal Revenue Code of 1986, the Regulations (whether temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing, all as and to the extent applicable. Unless otherwise indicated, reference to a Section of the Code includes any applicable successor section or provision and such applicable Regulations, rulings, announcements, notices, procedures and determinations pertinent to that Section.

“Continuing Disclosure Certificate” means the one or more certificates authorized by Section 6(c) hereof which, together with the agreements of the County set forth in that Section, shall constitute the continuing disclosure agreement made by the County for the benefit of holders and beneficial owners of the Series 2017 Arena Bonds in accordance with the Rule.

“County Executive” means the County Executive of the County; provided, for purposes of the signing of documents, certificates and other instruments other than the Series 2017 Arena Bonds and the Official Statement, County Executive includes the County Executive’s Chief of Staff as the County Executive’s designee pursuant to Executive Order No. EO2015-0001 and any other person duly designated by the County Executive.

“County Sales Tax Bond Fund” means the County Sales Tax Bond Fund created by the Sales Tax Revenue Bond Indenture.

“County Sales Tax Receipts” means the monies received by the County from the County Sales Tax.

“County Sales Tax Revenue Fund” means the County Sales Tax Revenue Fund created by the Sales Tax Revenue Bond Indenture.

“Depository” means The Depository Trust Company (a limited purpose trust company), New York, New York until a successor Depository shall have become such pursuant to the applicable provisions of the Indenture and, thereafter, Depository shall mean the successor Depository. Any Depository shall be a securities depository that is a clearing agency under federal law operating and maintaining, with its participants or otherwise, a Book Entry System to record ownership of book entry interests in the Series 2017 Arena Bonds or Bond Service Charges thereon, and to effect transfers of book entry interests in the Series 2017 Arena Bonds.

“Director of Law” means the Director of Law of the County, including an interim or acting Director of Law.

“Excluded Nontax Revenues” means the project revenues relating to a particular series of Nontax Revenue Bonds that are excluded from the definition of Nontax Revenues pursuant to the terms of the respective indenture or authorizing resolution for such Nontax Revenue Bonds.

“Fiscal Officer” means the Fiscal Officer of the County, including an interim or acting Fiscal Officer.

“Interest Payment Dates” means, unless otherwise determined by the Fiscal Officer and specified in the Certificate of Award, June 1 and December 1 of each year during which the Series 2017 Arena Bonds are outstanding, commencing December 1, 2017.

“Mandatory Sinking Fund Redemption Requirements” means, as to the Series 2017 Arena Bonds, the deposits required to be made in respect of the mandatory redemption requirements indicated in the Indenture.

“Nontax Revenues” means all money of the County that is not money raised by taxation, to the extent available for deposit in the Debt Retirement Fund, the Bond Reserve Fund or the Pledge Fund as provided in the Nontax Revenue Bond Indenture, including, but not limited to the following: (a) charges for services and payments received in reimbursement for services; (b) payments in lieu of taxes now or hereafter authorized by State statute; (c) fines and forfeitures; (d) fees from properly imposed licenses and permits; (e) investment earnings on any funds of the County that are credited to the County’s General Fund; (f) proceeds from the sale of assets; (g) rental income; (h) grants from the United States of America and the State of Ohio; (i) gifts and donations; and (j) Project Revenues; provided that Nontax Revenues do not include the Excluded Nontax Revenues.

“Nontax Revenue Bonds” means the Series 2017 Nontax Revenue Arena Bonds and any bonds, notes or other obligations of or guaranties by the County

secured by a pledge of the Nontax Revenues on a parity with or prior to the Series 2017 Nontax Revenue Arena Bonds.

“Nontax Revenue Bond Indenture” means the one or more trust indentures, to be dated the first day of the month in which the Series 2017 Nontax Revenue Arena Bonds are issued, between the County and the Nontax Revenue Bond Trustee and relating to the issuance of the Series 2017 Nontax Revenue Arena Bonds, and any amendment or supplement thereto.

“Nontax Revenue Bond Trustee” means the financial institution designated by the Fiscal Officer in the Certificate of Award, in accordance with Section 9 of this Resolution.

“Nontax Revenue Pledged Fund” means the fund so identified in the Nontax Revenue Bond Indenture.

“Nontax Revenue Special Funds” means the funds so identified in the Nontax Revenue Bond Indenture.

“Original Purchaser” means collectively KeyBanc Capital Markets, Inc., PNC Capital Markets LLC and Fifth Third Securities, Inc., in such roles for particular series of the Series 2017 Arena Bonds as may be specified in the Certificate of Award, together with any other purchasers identified in the Certificate of Award.

“Participant” means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

“Pledged Nontax Revenues” means (i) all Project Revenues, (ii) proceeds of any series of Series 2017 Nontax Revenue Bonds used to pay capitalized interest or otherwise to be available to pay Bond Service Charges, (iii) Nontax Revenues in the Nontax Revenue Pledged Fund, (iv) all money in the Nontax Revenue Special Funds and (v) all income and profit from the investment of the foregoing money.

“Pledged Sales Tax Revenue Bond Funds” means the County Sales Tax Bond Fund and any other funds established under the Indenture and pledged as security for the Series 2017 Arena Bonds.

“Pledged Sales Tax Revenues” means, collectively, (a) the County Sales Tax Receipts and (b) all monies in the Pledged Sales Tax Revenue Bond Funds and all income and profit from the investment of those monies.

“Principal Payment Dates” means, unless otherwise determined by the Fiscal Officer and specified in the Certificate of Award, December 1 in each of the years from and including 2017 to and including 2034.

“Project Revenues” means any money and investments received in connection with the Project and pledged to one or more series of Series 2017 Arena Bonds, pursuant to the Sales Tax Revenue Bond Indenture or the Nontax Revenue Bond Indenture.

“Purchase Agreement” means, with respect to the Series 2017 Arena Bonds, one or more Bond Purchase Agreements between the County and the Original Purchaser.

“Rule” means Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as it may be amended from time to time.

“Sales Tax Revenue Bonds” means the Series 2017 Sales Tax Revenue Arena Bonds and other bonds that are currently outstanding or that the County may issue in the future that are secured by the Sales Tax Revenue Bond Indenture.

“Sales Tax Revenue Bond Indenture” means the Trust Indenture dated as of December 1, 2014 between the County and the Sales Tax Revenue Bond Trustee, as amended and supplemented, including by Sales Tax Revenue Bond Supplemental Indenture No. 3.

“Sales Tax Revenue Bond Trustee” means the financial institution designated by the Fiscal Officer in the Certificate of Award, in accordance with Section 9 of this Resolution.

“Sales Tax Revenue Bond Supplemental Indenture No. 3” means Supplemental Trust Indenture No. 3, to be dated the first day of the month in which the Series 2017 Sales Tax Arena Bonds are issued, between the County and the Sales Tax Revenue Bond Trustee and relating to the issuance of the Series 2017 Sales Tax Revenue Arena Bonds, and any amendment or supplement thereto.

“Series 2017 Arena Bonds” means the Series 2017 Sales Tax Revenue Arena Bonds and the Series 2017 Nontax Revenue Arena Bonds.

“Series 2017 Sales Tax Revenue Arena Bonds” means any Series 2017 Arena Bonds designated as such in the Certificate of Award.

“Series 2017 Nontax Revenue Arena Bonds” means any Series 2017 Arena Bonds designated as such in the Certificate of Award.

“Taxable Bonds” means any Series 2017 Arena Bonds that are not Tax-Exempt Bonds.

“Tax-Exempt Bonds” means any Series 2017 Arena Bonds that are issued and sold as obligations to which Section 103 of the Code applies, the interest on which is excluded from gross income for federal income tax purposes and is not an item of tax preference under Section 57 of the Code.

“Tax Status” means the status of Bonds as Tax-Exempt Bonds or Taxable Bonds.

“Term Bonds” means those Series 2017 Arena Bonds designated as such in the Certificate of Award, maturing on the date or dates set forth therein, bearing interest payable on each Interest Payment Date and subject to mandatory sinking fund redemption.

Any reference to this Council, the County or to its members or officers, or to other public officers, boards, commissions, departments, institutions, agencies, bodies or entities, shall include those which succeed to their functions, duties or responsibilities by operation of law and also those who at the time may legally act in their place.

The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

2. Authorization and Determinations.

(a) It is necessary to issue Sales Tax Revenue Bonds or Nontax Revenue Bonds of the County in an aggregate principal amount that will generate net proceeds (i.e., aggregate principal amount net of costs of issuance, capitalized interest, any original issue discount, and the amount required to fund any bond reserve fund) of \$140,000,000 (the “Series 2017 Arena Bonds”) for the purpose of paying or reimbursing the costs of the Project, funding any deposit to a Bond Reserve Fund, paying any capitalized interest on the Series 2017 Arena Bonds, and paying the costs of issuance in connection therewith.

(b) This Council finds and determines that the Project constitutes a “project” as defined in the Act and is consistent with the purposes of Section 13, Article VIII of the Ohio Constitution to benefit the people of the County and of the State by creating and preserving jobs and employment opportunities and improving the economic welfare of the people of the County and of the State.

3. Bond Terms. The Series 2017 Arena Bonds shall be issued pursuant to the terms of the Sales Tax Revenue Bond Indenture or the Nontax Revenue Bond Indenture, as the case may be. The Series 2017 Arena Bonds may be issued in one or more series, and shall be numbered in such manner as to distinguish each Series 2017 Arena Bond from any other Series 2017 Arena Bond of the same series. The Series 2017 Arena Bonds shall be issued in denominations of \$5,000 or multiples of \$5,000 in excess thereof, but in no case as to a particular maturity date exceeding the principal amount maturing on that date. The Series 2017 Arena Bonds shall be dated as determined by the Fiscal Officer, with the true interest cost on the Series 2017 Arena Bonds not to exceed five and one-half percent (5.50%) per year (computed on the basis of a 360-day year consisting of twelve 30-day months),

provided that if any series of Series 2017 Arena Bonds are to be Taxable Bonds, the true interest cost on those Series 2017 Arena Bonds shall not exceed seven percent (7.00%) per year, payable on such semiannual dates or annual dates as determined by the Fiscal Officer in the Certificate of Award until the principal amount is paid, and shall mature on such semiannual dates or annual dates as determined by the Fiscal Officer in the Certificate of Award, provided that the final maturity of any Series 2017 Sales Tax Revenue Arena Bonds shall not be later than January 1, 2035, in accordance with Section 133.21 of the Ohio Revised Code, and the final maturity of any Series 2017 Nontax Revenue Arena Bonds shall be not later than January 1, 2035, all as set forth in the Certificate of Award and the Sales Tax Revenue Bond Indenture or the Nontax Revenue Bond Indenture, as the case may be.

4. Redemption Provisions. The Series 2017 Arena Bonds shall mature serially on such dates and in such principal amounts as are fixed by the Fiscal Officer in the Certificate of Award and the applicable Indenture, provided that the Series 2017 Arena Bonds stated to mature in any year may be issued as Term Bonds payable pursuant to Mandatory Sinking Fund Redemption Requirements as hereinafter defined and further described below and as provided for in the applicable Indenture. The Fiscal Officer shall determine in the Certificate of Award whether any of the Series 2017 Arena Bonds shall be issued as Term Bonds and any dates (the "Mandatory Redemption Dates") on which the principal amount stated above shall be payable pursuant to Mandatory Sinking Fund Redemption Requirements rather than at stated maturity (the "Mandatory Sinking Fund Redemption Requirements").

The Series 2017 Arena Bonds shall be subject to redemption prior to stated maturity as follows:

(a) *Mandatory Sinking Fund Redemption.* If any of the Series 2017 Arena Bonds are issued as Term Bonds, the Term Bonds shall be subject to mandatory sinking fund redemption and be redeemed pursuant to Mandatory Sinking Fund Redemption Requirements, at a redemption price of 100% of the principal amount redeemed, plus interest accrued to the redemption date, on the Mandatory Redemption Dates.

(b) *Optional Redemption.* The Series 2017 Arena Bonds shall be subject to redemption prior to maturity by or at the option of the County, at par, in whole or in part on any date on the dates, in the years and for the prices specified in the Certificate of Award, provided, however, that the Fiscal Officer may determine in the Certificate of Award that it is in the best interest of the County that the Series 2017 Arena Bonds not be subject to redemption prior to maturity. If the Series 2017 Arena Bonds are subject to redemption, the maximum redemption price shall be no greater than 100% of the principal amount redeemed, plus accrued interest to the redemption date for any Tax-Exempt Bonds and no greater than 103% of the principal amount redeemed, plus accrued interest to the redemption date for any Taxable Bonds.

5. Execution of Bonds. The Series 2017 Sales Tax Revenue Arena Bonds shall be designated “Cuyahoga County Sales Tax Revenue Bonds, Series 2017 (Arena Project)”, and the Series 2017 Nontax Revenue Arena Bonds shall be designated “Cuyahoga County Nontax Revenue Bonds, Series 2017 (Arena Project),” or in either case such other name as may be designated in the Certificate of Award, including any additional designation that the Fiscal Officer determines is appropriate to identify the Tax Status of Any Series of Series 2017 Arena Bonds. The Series 2017 Arena Bonds shall contain a summary statement of the purposes for which they are issued; shall state that they are issued pursuant to this Resolution; shall be executed by the County Executive and the Fiscal Officer, in the name and on behalf of the County and in their official capacities, provided that either or both of those signatures may be a facsimile; shall be issued only in fully registered form; and shall be registered as to both principal and interest at the corporate trust office of the Trustee under the applicable Indenture. The Series 2017 Arena Bonds shall be issued in the denominations and numbers as requested by the Original Purchaser and approved by the Fiscal Officer, and shall be numbered as determined by the Fiscal Officer.

The principal of the Series 2017 Arena Bonds shall be payable at maturity of the Series 2017 Arena Bonds upon presentation and surrender to the Trustee. Interest on any Bond shall be paid on each Interest Payment Date as defined in and as further provided in the Indenture. The principal and interest on the Series 2017 Arena Bonds is payable in lawful money of the United States of America without deduction for the services of the Trustee.

No Bond shall be valid or become obligatory for any purpose unless and until an authentication certificate appearing on the Series 2017 Arena Bond shall have been duly endorsed by the Trustee.

6. Book-Entry System. The Series 2017 Arena Bonds may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized: (i) the Series 2017 Arena Bonds of each series may be issued in the form of a single, fully registered bond representing each maturity and interest rate and Tax Status within a maturity and registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository or its designated agent, which may be the Trustee; (ii) the beneficial owners of Series 2017 Arena Bonds in book entry form shall have no right to receive Series 2017 Arena Bonds in the form of physical securities or certificates; (iii) ownership of beneficial interests in Series 2017 Arena Bonds in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; (iv) the Series 2017 Arena Bonds as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the County, and (v) all the foregoing shall also be in accordance with the applicable Indenture and, in the case of Series 2017 Sales Tax Revenue Arena Bonds, Section

9.96 and Chapter 133 of the Ohio Revised Code, and, in the case of any Series 2017 Nontax Revenue Arena Bonds, the Act.

If any Depository determines not to continue to act as a Depository for the Series 2017 Arena Bonds for use in a book entry system, the County may attempt to establish a securities depository/book entry system relationship with another qualified Depository. If the County does not or is unable to do so, the County and the Trustee, after the Trustee has made provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Series 2017 Arena Bonds from the Depository, and shall cause Bond certificates in registered form to be authenticated by the Trustee and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including costs of printing) of those persons requesting such issuance.

The County Executive and the Fiscal Officer are each authorized and directed, to the extent necessary or required, to enter into any agreements, in the name and on behalf of the County, that that officer determines to be necessary in connection with a book entry system for the Series 2017 Arena Bonds, after determining that entering into those agreements will not endanger the funds or securities of the County.

7. Award and Sale of Bonds. The Series 2017 Arena Bonds shall be sold to the Original Purchaser at a purchase price and bearing interest at a rate or rates determined by the County Executive or the Fiscal Officer to be in the best interest of the County and as specified by the County Executive or the Fiscal Officer in the Certificate of Award in accordance with law, the provisions of this Resolution, and the applicable Indenture. The County Executive or the Fiscal Officer, or both of them, shall sign the Certificate of Award evidencing that sale to the Original Purchaser, with the final purchase price, interest rate or rates, aggregate principal amount, principal amounts payable at each stated maturity, the amount of any capitalized interest, and Tax Status, and with the designation of some or all of the Series 2017 Arena Bonds as Series 2017 Sales Tax Revenue Arena Bonds or as Series 2017 Nontax Revenue Arena Bonds, being set forth in the Certificate of Award and the applicable Indenture, at a purchase price not less than 97% of par plus any accrued interest to their date of delivery. The Fiscal Officer may specify in the Certificate of Award whether any reserve fund shall be established for all or any of the Series 2017 Arena Bonds and, if so, the applicable reserve requirement (subject to any applicable federal tax law restrictions) and source of funding. The Fiscal Officer shall cause the Series 2017 Arena Bonds to be prepared, and have the Series 2017 Arena Bonds signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Series 2017 Arena Bonds if requested by the Original Purchaser, to the Original Purchaser upon payment of the purchase price. The Fiscal Officer, the County Executive, the Director of Law, the Clerk of this Council and other County officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other

documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Resolution.

If, in the judgment of the Fiscal Officer, the filing of an application for (i) a rating on any Series 2017 Arena Bonds by one or more nationally-recognized rating agencies, or (ii) a policy of insurance or other credit enhancement facility from a company or companies to better assure the payment of principal of and interest on any Series 2017 Arena Bonds, or (iii) a surety bond or other credit enhancement facility from a company or other companies to satisfy any reserve requirement for any Series 2017 Arena Bonds is in the best interest of and financially advantageous to the County, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency, company or other credit enhancement facility provider such information as may be required for the purpose. The cost of obtaining each such rating, policy, bond or credit enhancement facility, except to the extent paid by the Original Purchaser, shall be paid from the proceeds of the Series 2017 Arena Bonds.

The Certificate of Award shall also specify the number of series in which the Series 2017 Arena Bonds will be issued and the designation of each. The Series 2017 Arena Bonds of each series shall conform to the limitations and requirements of this Resolution, and the Series 2017 Arena Bonds as a whole shall conform to the limitations and requirements of this Resolution.

The County Executive and the Fiscal Officer are, and each of them is, hereby authorized to execute and deliver, in the name and on behalf of the County, a Purchase Agreement for each series of Series 2017 Arena Bonds, with the Original Purchaser for that Series, dated as of a date to be specified in the Certificate of Award, incorporating or reflecting the Certificate of Award for that series and setting forth the terms and conditions for the sale and delivery of the Series 2017 Arena Bonds of that series to the Original Purchaser thereof, which the official or officials executing the Purchase Agreement and the Director of Law shall have determined to be consistent with the purposes and requirements of this Resolution and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing of the Purchase Agreement by those officials.

If the Series 2017 Arena Bonds are issued in multiple series, then each series shall conform to all the restrictions and requirements specified in this Resolution and all of the Series 2017 Arena Bonds, in the aggregate, shall conform to the restrictions and requirements specified in this Resolution.

8. Application of Bond Proceeds. The proceeds of the sale of the Series 2017 Arena Bonds shall be allocated and deposited as provided in the applicable Indenture.

9. Appointment of Bond Trustee; Indenture. The Certificate of Award shall also designate the financial institution (each of which shall have corporate trust powers in the State of Ohio and such other qualifications as the County Executive or

Fiscal Officer deems appropriate) to act as the trustee (each such trustee, or a successor trustee pursuant to the applicable Indenture, the “Trustee”) for the Series 2017 Arena Bonds or for any series thereof issued under a separate Indenture. The Fiscal Officer shall provide for the payment of the services rendered and for reimbursement of expenses incurred by the Trustee pursuant to the applicable Indenture from the proceeds of the Series 2017 Arena Bonds to the extent available and then from other moneys lawfully available and appropriated or to be appropriated for that purpose.

In order to secure the Series 2017 Arena Bonds, the County Executive and the Fiscal Officer are, and each of them is, hereby authorized to execute and deliver, in the name and on behalf of the County, a trust indenture or supplemental trust indenture (each, an “Indenture”), each dated as of a date to be specified in the Certificate of Award, that the official or officials executing the Indenture and the Director of Law have determined to be consistent with the purposes and requirements of this Resolution and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing of the Indenture by those officials.

10. Security for the Series 2017 Arena Bonds.

(a) Series 2017 Sales Tax Revenue Arena Bonds. The Series 2017 Sales Tax Revenue Arena Bonds are special obligations of the County, and the principal of and interest (and any premium) on the Series 2017 Sales Tax Revenue Arena Bonds are payable solely from the Pledged Sales Tax Revenues and the Pledged Sales Tax Revenue Bond Funds, together with other available funds of the County, and such payment is secured by a pledge of and a lien on the Pledged Sales Tax Revenues and the Pledged Sales Tax Revenue Bond Funds as provided in Chapter 133 of the Ohio Revised Code, this Resolution and the applicable Indenture.

The County has heretofore levied and covenants that it shall continue to collect the County Sales Taxes for so long as the Series 2017 Sales Tax Revenue Arena Bonds are outstanding. The County hereby covenants and agrees that, so long as the Series 2017 Sales Tax Revenue Arena Bonds are outstanding, it shall not suffer the repeal, amendment or any other change in this Resolution or the County Sales Tax Resolutions that in any way materially and adversely affects or impairs (a) the sufficiency of the County Sales Tax Receipts levied and collected or otherwise available for the payment of the Series 2017 Sales Tax Revenue Arena Bonds or (b) the pledge or the application of the County Sales Tax Receipts to the payment of the Series 2017 Sales Tax Revenue Arena Bonds.

The Series 2017 Sales Tax Revenue Arena Bonds do not constitute a general obligation debt, or a pledge of the full faith and credit, of the State, the County, or any other political subdivision of the State, and the holders or owners of the Series 2017 Sales Tax Revenue Arena Bonds have no right to have taxes levied by the General Assembly or property taxes levied by the taxing authority of any political subdivision of the State, including the taxing authority of the County, for

the payment of principal of and interest (and any premium) on the Series 2017 Sales Tax Revenue Arena Bonds. Nothing herein shall be construed as requiring the County to use or apply to the payment of principal of and interest (and any premium) on the Series 2017 Sales Tax Revenue Arena Bonds any funds or revenues from any source other than County Sales Tax Receipts. Nothing herein, however, shall be deemed to prohibit the County, of its own volition, from using, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms, conditions or obligations of this Resolution or of the Series 2017 Sales Tax Revenue Arena Bonds.

(b) Series 2017 Nontax Revenue Arena Bonds. The Series 2017 Nontax Revenue Arena Bonds are special obligations of the County, and the Bond Service Charges on the Series 2017 Nontax Revenue Arena Bonds are payable solely from the Nontax Revenues, and such payment is secured by a pledge of and an assignment of the Nontax Revenues and the assignment of and grant of a security interest in the Pledged Nontax Revenues as provided in this Resolution and in the applicable Indenture. The County hereby covenants and agrees that, as provided in the Indenture, it shall appropriate in its annual appropriation measure for each Year, The County hereby covenants and agrees that it shall appropriate in its appropriation measure for each year the Bonds are outstanding Nontax Revenues in an amount sufficient to pay all Bond Service Charges due and payable in that year. The County further covenants and agrees that it shall deposit from time to time Nontax Revenues into the bond fund identified in the Nontax Revenue Indenture sufficient, together with amounts then on deposit in such fund, to pay the Bond Service Charges when due.

The payments due hereunder and under the Series 2017 Nontax Revenue Arena Bonds are payable solely from the Nontax Revenues as defined in this Resolution, which Nontax Revenues are hereby determined to be money that is not raised by taxation. The Series 2017 Nontax Revenue Arena Bonds do not and shall not represent or constitute a debt or pledge of the faith or credit or taxing power of the County, and the owners of the Series 2017 Nontax Revenue Arena Bonds have no right to have taxes levied by the County for the payment of Bond Service Charges.

Nothing herein shall be construed as requiring the County to use or apply to the payment of principal and interest on the Bonds any funds or revenues from any source other than Nontax Revenues. Nothing herein, however, shall be deemed to prohibit the County, of its own volition, from using, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms, conditions or obligations of this Resolution or of the Series 2017 Nontax Revenue Arena Bonds.

The County covenants that, so long as any of the Series 2017 Nontax Revenue Arena Bonds are outstanding, it shall not issue any Parity Obligations, unless, prior to adoption of the resolution authorizing such Parity Obligations, the County shall have certified to the Trustee that the average annual Nontax Revenues

during the Coverage Computation Period, adjusted to reflect, if necessary, changes in the rates or charges resulting in the Nontax Revenues, will aggregate in amount not less than the Coverage Ratio of the highest amount of (a) Bond Service Charges and (b) required payments on such proposed Parity Obligations and any outstanding Parity Obligations due in any succeeding Year (all capitalized terms used in this paragraph but not otherwise defined in this Resolution being used with the definitions assigned to them in the applicable Indenture).

11. Federal Tax Considerations. This Section 11 applies only to Series 2017 Arena Bonds that are Tax-Exempt Bonds.

The County covenants that it will use, and will restrict the use and investment of, the proceeds of the Series 2017 Arena Bonds in such manner and to such extent as may be necessary so that (a) the Series 2017 Arena Bonds will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Sections 141, 148 or 149 of the Code or (ii) be treated other than as bonds to which Section 103(a) of the Code applies, and (b) the interest on the Series 2017 Arena Bonds will not be treated as an item of tax preference under Section 57 of the Code.

The County further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Series 2017 Arena Bonds to be and to remain excluded from gross income for federal income tax purposes, and (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Series 2017 Arena Bonds to the governmental purpose of the borrowing, (ii) restrict the yield on investment property acquired with those proceeds, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The County Executive, the Fiscal Officer, or any other officer of the County having responsibility for issuance of the Series 2017 Arena Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the County with respect to the Series 2017 Arena Bonds as the County is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Series 2017 Arena Bonds or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants

and certifications of and on behalf of the County, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Series 2017 Arena Bonds, and (c) to give one or more appropriate certificates of the County, for inclusion in the transcript of proceedings for the Series 2017 Arena Bonds, setting forth the reasonable expectations of the County regarding the amount and use of all the proceeds of the Series 2017 Arena Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Series 2017 Arena Bonds. Notwithstanding the foregoing or any other provisions of this Resolution to the contrary, if the Fiscal Officer determines in the Certificate of Award that it is necessary and appropriate and in the best interests of the County for the interest on the Series 2017 Arena Bonds not to be excluded from gross income for federal income tax purposes, the County shall not be bound by the covenants of this Section.

12. Primary Offering Disclosure; Official Statement. The County Executive and the Fiscal Officer, in the name and on behalf of the County and in their official capacities, are authorized and directed to (i) prepare or cause to be prepared, and to make or authorize modifications, completions or changes of or supplements to, a disclosure document in the form of one or more official statements in connection with the original issuance of the Series 2017 Arena Bonds, (ii) determine, and to certify or otherwise represent, when each official statement is to be “deemed final” (except for permitted omissions) by the County as of its date or is a final official statement for purposes of the Rule, (iii) use and distribute, or authorize the use and distribution of, the “deemed final” and final official statements and any supplements thereto in connection with the original issuance of the Series 2017 Arena Bonds, and (iv) complete and sign each final official statement as so approved, together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of the “deemed final” and final official statements as they deem necessary and appropriate.

13. Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Series 2017 Arena Bonds, the County agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The County Executive and the Fiscal Officer are authorized and directed to sign and deliver one or more continuing disclosure agreement (each, a “Continuing Disclosure Agreement”), setting forth the County’s undertaking to provide such information and notices dated the date of delivery of the Series 2017 Arena Bonds and delivered to the Original Purchaser of the Series 2017 Arena Bonds. The County Executive and the Fiscal Officer are, and each of them is, hereby authorized to execute and deliver, in the name and on behalf of the County, each Continuing Disclosure Agreements that the official or officials executing the Continuing Disclosure Agreement and the Director of Law shall have determined to be consistent with the purposes and requirements of this Resolution and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement or Agreements by those officials.

14. Certification and Delivery of Resolution. The Clerk of this Council is directed to deliver or cause to be delivered a certified copy of this Resolution to the Fiscal Officer.

15. Certification of Project. Prior to the delivery of any Series 2017 Nontax Revenue Bonds, the Cuyahoga County Community Improvement Corporation shall certify to the County that the Project is in accordance with the plan for the industrial, commercial, distribution and research development of the County heretofore confirmed by the County pursuant to Section 1724.10, Ohio Revised Code.

16. Satisfaction of Conditions for Bond Issuance. This Council determines that all acts and conditions necessary to be done or performed by the County or to have been met precedent to and in the issuing of the Series 2017 Arena Bonds in order to make them legal, valid and binding obligations of the County have been performed and have been met, or will at the time of delivery of the Series 2017 Arena Bonds have been performed and have been met, in regular and due form as required by law.

17. Other Documents. The County Executive, the Fiscal Officer, the Director of Law and the Clerk of Council are each hereby authorized and directed to take any and all other actions and to execute any and all other instruments, certificates and documents as may in their judgment be necessary, desirable, advisable or appropriate in connection with the issuance of the Series 2017 Arena Bonds in order to give effect to the transactions contemplated to be performed on the part of the County under this Resolution, including, but not limited to, any cooperative agreement or other agreement with Gateway Economic Development Corporation of Greater Cleveland, the City of Cleveland, and Destination Cleveland related to the Project or to revenues that may be available for the Project or for payment of Bond Service Charges on the Series 2017 Arena Bonds that the official or officials executing such document and the Director of Law shall have determined to be necessary and appropriate in connection with the issuance and delivery of the Series 2017 Arena Bonds and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing thereof by those officials. To the extent an exemption from competitive bidding is needed for anything described herein, it is hereby granted.

18. The Sales Tax Revenue Bond Indenture, the Nontax Revenue Bond Indenture, or cooperative agreement with Gateway Economic Development Corporation of Greater Cleveland, as the case may be, shall provide that no amounts to be deposited in the Alternative Facility Reserve shall be transferred to another reserve prior to January 1, 2021; provided, however, that prior to January 1, 2021, any funds in the Alternative Facility Reserve that are not committed as part of a financing plan for a major league sports facility may backstop debt service in event that a shortfall occurs in the Cooperative Reserve.

19. Bond Counsel. This Council hereby retains the legal services of Squire Patton Boggs (US) LLP, and Forbes, Fields & Associates Co., L.P.A. as Co-Bond Counsel to the County, in connection with the authorization, sale, issuance and delivery of the Series 2017 Arena Bonds, pursuant to the authority in Ohio Revised Code Section 165.02. In providing those legal services, as an independent contractor and in an attorney-client relationship, Bond Counsel shall not exercise any administrative discretion on behalf of the County in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, or of the County, or of any other political subdivision of the State, or the execution of public trusts.

20. Compliance with Open Meetings. This Council finds and determines that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of Council, and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

21. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. References to a Section are to a section of this Resolution.

22. Severability. Each section of this Resolution and each subdivision or paragraph of any section thereof is declared to be independent and the finding or holding of any section or any subdivision or paragraph of any section thereof to be invalid or void shall not be deemed or held to affect the validity of any other section, subdivision or paragraph of this Resolution.

23. Effective Date. 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: (i) its approval by the County Executive through signature, (ii) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Charter, or (iii) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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: Committee of the Whole

Legislation Substituted in Committee: February 21, 2017

Committee Report/Second Reading: March 14, 2017

Legislation Amended in Committee: March 14, 2017

Journal CC025

March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0039

Sponsored by: County Executive Budish/Department of Development	A Resolution making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for various municipal grant projects for the 2017 Community Development Block Grant Municipal Grant Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended awards to various municipalities, in the total amount of \$1,500,000.00, for various municipal grant projects for the 2017 Community Development Block Grant (“CDBG”) Municipal Grant Program for the period 4/1/2017 - 12/31/2017; and

WHEREAS, the participants of the 2017 CDBG Municipal Grant Program have been chosen from the fifty one (51) communities that are members of the Cuyahoga Urban County; and

WHEREAS, each of the 51 communities are eligible to apply to receive a grant in an amount not-to-exceed \$150,000.00; and

WHEREAS, the Department of Development reviews and analyzes each of the applications based on scoring criteria which evaluates participants based on project description, proposed project feasibility, and implementation plan; and

WHEREAS, based on the scoring criteria, the following is a list of the municipal grant projects recommended for awards:

- a) City of Maple Heights for park improvement;
- b) City of Berea for road resurfacing;
- c) City of Broadview Heights for road reconstruction;
- d) City of Mayfield Heights for safety/ADA;
- e) City of North Olmsted for sidewalk repair;
- f) City of South Euclid for road reconstruction;
- g) City of Parma Heights for road resurfacing;
- h) City of Brooklyn for road and sewer repair;

- i) City of Fairview Park for sidewalk repair;
- j) City of Middleburg Heights for road resurfacing; and

WHEREAS, the awards are funded 100% from federal Community Development Block Grant Funds; 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 makes awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for various municipal grant projects for the 2017 Community Development Block Grant Municipal Grant Program for the period 4/1/2017 - 12/31/2017:

- a) City of Maple Heights for park improvement.
- b) City of Berea for road resurfacing.
- c) City of Broadview Heights for road reconstruction.
- d) City of Mayfield Heights for safety/ADA.
- e) City of North Olmsted for sidewalk repair.
- f) City of South Euclid for road reconstruction.
- g) City of Parma Heights for road resurfacing.
- h) City of Brooklyn for road and sewer repair.
- i) City of Fairview Park for sidewalk repair.
- j) City of Middleburg Heights for road resurfacing.

SECTION 2. That the County Executive is authorized to execute the agreements and all other documents in connection with said awards and this Resolution.

SECTION 3. 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 4. 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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0040

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Councilmembers Miller and Conwell</p>	<p>A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$998,966.00, for various projects in connection with the 2017 Community Development Supplemental Grant Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended awards to various municipalities and non-profit organizations, in the total amount of \$998,966.00, for various projects in connection with the 2017 Community Development Supplemental Grant (“CDSG”) Program for the period 4/1/2017 - 12/31/2017; and

WHEREAS, the participants of the 2017 CDSG Program have been chosen from the thirty (30) communities and sixteen (16) non-profit organizations that submitted applications; and

WHEREAS, the Department of Development and a review committee reviewed and analyzed each of the applications based on scoring criteria which evaluates participants based on project description, proposed project feasibility, and implementation plan; and

WHEREAS, based on the scoring criteria, the following is a list of the supplemental grant projects recommended for awards:

- a) Lakewood Alive Development Corporation in the amount not-to-exceed \$50,000.00 for a Streetscaping Project.
- b) St. Clair-Superior Development Corporation in the amount not-to-exceed \$50,000.00 for the Bus Stop Safety Program.
- c) Tremont West Development Corporation in the amount not-to-exceed \$50,000.00 for the Lincoln Park Gazebo Project.
- d) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for the Park Construction Project.

- e) Village of Mayfield in the amount not-to-exceed \$50,000.00 for the Band Shell Construction Project.
- f) City of Parma Heights in the amount not-to-exceed \$50,000.00 for the Cultural Center Rehabilitation Project.
- g) City of Rocky River in the amount not-to-exceed \$49,950.00 for the Safety Project.
- h) Fairfax Renaissance Development Corporation in the amount not-to-exceed \$50,000.00 for the Vacant Lot Repurpose Project.
- i) Village of Chagrin Falls in the amount not-to-exceed \$40,000.00 for the Safety Project.
- j) City of Bay Village in the amount not-to-exceed \$50,000.00 for the Generator Project.
- k) City of Euclid in the amount not-to-exceed \$50,000.00 for the Tree/Flower Planting Project.
- l) City of Fairview Park in the amount not-to-exceed \$50,000.00 for the pavilion Construction Project.
- m) One South Euclid in the amount not-to-exceed \$20,000.00 for the homeowner Exterior Maintenance Program.
- n) Bellair-Puritas Development Corporation in the amount not-to-exceed \$50,000.00 for the Lighting and Landscaping Project.
- o) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for the Road Resurfacing Project.
- p) City of Brooklyn Heights in the amount not-to-exceed \$39,798.00 for the purchase of a van.
- q) City of Maple Heights in the amount not-to-exceed \$50,000.00 for the Park Improvements Project.
- r) City of Broadview Heights in the amount not-to-exceed \$50,000.00 for the Median Redevelopment Project.
- s) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for the Acquisition and Demolition Project.
- t) Kamms Corner Development Corporation in the amount not-to-exceed \$44,768.00 for the Parking Lot Repair Project.
- u) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for the ADA Accessibility Project.
- v) Campus District, Inc. in the amount not-to-exceed \$4,450.00 for the purchase of a camera.

WHEREAS, the awards are funded 100% from federal Community Development Supplemental Grant Funds and the municipalities and non-profit organizations are located in County Council District Nos. 1, 2, 4, 6, 7, 8, 10 and 11; 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 makes awards to various municipalities and non-profit organizations, in the total amount of \$998,966.00, for various projects in connection with the 2017 Community Development Supplemental Grant Program for the period 4/1/2017 - 12/31/2017 as follows:

- a) Lakewood Alive Development Corporation in the amount not-to-exceed \$50,000.00 for a Streetscaping Project.
- b) St. Clair-Superior Development Corporation in the amount not-to-exceed \$50,000.00 for the Bus Stop Safety Program.
- c) Tremont West Development Corporation in the amount not-to-exceed \$50,000.00 for the Lincoln Park Gazebo Project.
- d) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for the Park Construction Project.
- e) Village of Mayfield in the amount not-to-exceed \$50,000.00 for the Band Shell Construction Project.
- f) City of Parma Heights in the amount not-to-exceed \$50,000.00 for the Cultural Center Rehabilitation Project.
- g) City of Rocky River in the amount not-to-exceed \$49,950.00 for the Safety Project.
- h) Fairfax Renaissance Development Corporation in the amount not-to-exceed \$50,000.00 for the Vacant Lot Repurpose Project.
- i) Village of Chagrin Falls in the amount not-to-exceed \$40,000.00 for the Safety Project.
- j) City of Bay Village in the amount not-to-exceed \$50,000.00 for the Generator Project.
- k) City of Euclid in the amount not-to-exceed \$50,000.00 for the Tree/Flower Planting Project.
- l) City of Fairview Park in the amount not-to-exceed \$50,000.00 for the pavilion Construction Project.
- m) One South Euclid in the amount not-to-exceed \$20,000.00 for the homeowner Exterior Maintenance Program.
- n) Bellair-Puritas Development Corporation in the amount not-to-exceed \$50,000.00 for the Lighting and Landscaping Project.
- o) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for the Road Resurfacing Project.
- p) City of Brooklyn Heights in the amount not-to-exceed \$39,798.00 for the purchase of a van.
- q) City of Maple Heights in the amount not-to-exceed \$50,000.00 for the Park Improvements Project.
- r) City of Broadview Heights in the amount not-to-exceed \$50,000.00 for the Median Redevelopment Project.

- s) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for the Acquisition and Demolition Project.
- t) Kamms Corner Development Corporation in the amount not-to-exceed \$44,768.00 for the Parking Lot Repair Project.
- u) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for the ADA Accessibility Project.
- v) Campus District, Inc. in the amount not-to-exceed \$4,450.00 for the purchase of a camera.

SECTION 2. That the County Executive is authorized to execute agreements and contracts in connection with said awards and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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 28, 2017
Committee(s) Assigned: Community Development

Additional Sponsorship Requested: March 6, 2017

Additional Sponsorship Requested: March 8, 2017

Committee Report/Second Reading: March 14, 2017

Journal CC025
March 28, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0042

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</p> <p>Co-sponsored by: Councilmember Conwell, Miller, Tuma, Brown and Baker</p>	<p>A Resolution authorizing amendments to agreements and contracts with various providers for neighborhood collaborative services for the Family to Family Neighborhood System of Care Program for the period 4/1/2014 - 3/31/2017 to extend the time period to 3/31/2018 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended amendments to agreements and contracts with various providers for neighborhood collaborative services for the Family to Family Neighborhood System of Care Program for the period 4/1/2014 - 3/31/2017 to extend the time period to 3/31/2018 and for additional funds:

- i) Agreements:
 - a. No. AG1400049-01 with City of Lakewood in the amount not-to-exceed \$320,464.00.
 - b. No. AG1400050-01 with Parma City School District in the amount not-to-exceed \$320,464.00.
 - c. No. AG1400051-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$320,464.00; and

- ii) Contracts:
 - a. No. CE1400076-01 with Catholic Charities Corporation – Fatima Family Center in the amount not-to-exceed \$320,464.00.
 - b. No. CE1400077-01 with Catholic Charities Corporation – St. Martin De Porres Family Center in the amount not-to-exceed \$320,464.00.
 - c. No. CE1400078-01 with The Harvard Community Services Center in the amount not-to-exceed \$320,464.00.

- d. No. CE1400079-01 with Murtis Taylor Human Services System – East Cleveland in the amount not-to-exceed \$480,696.00.
- e. No. CE1400080-01 with Murtis Taylor Human Services System – Mt. Pleasant in the amount not-to-exceed \$480,696.00.
- f. No. CE1400081-01 with The Centers for Families and Children in the amount not-to-exceed \$320,464.00.
- g. No. CE1400082-01 with University Settlement, Incorporated in the amount not-to-exceed \$320,464.00.
- h. No. CE1400083-01 with West Side Community House in the amount not-to-exceed \$320,464.00.
- i. No. CE1400084-01 with YMCA of Greater Cleveland in the amount not-to-exceed \$320,464.00.
- j. No. CE1400085-01 with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00.

WHEREAS, the goals of the project are to build upon the neighborhood/ community resources in order to implement Family to Family models in order to empower at-risk families and to promote self-sufficiency; and

WHEREAS, this project is funded by Special Child Protection Allocation; 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 authorizes amendments to agreements and contracts with various providers for neighborhood collaborative services for the Family to Family Neighborhood System of Care Program for the period 4/1/2014 - 3/31/2017 to extend the time period to 3/31/2018 and for additional funds:

- i) Agreements:
 - a. No. AG1400049-01 with City of Lakewood in the amount not-to-exceed \$320,464.00.
 - b. No. AG1400050-01 with Parma City School District in the amount not-to-exceed \$320,464.00.
 - c. No. AG1400051-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$320,464.00.

ii) Contracts:

- a. No. CE1400076-01 with Catholic Charities Corporation – Fatima Family Center in the amount not-to-exceed \$320,464.00.
- b. No. CE1400077-01 with Catholic Charities Corporation – St. Martin De Porres Family Center in the amount not-to-exceed \$320,464.00.
- c. No. CE1400078-01 with The Harvard Community Services Center in the amount not-to-exceed \$320,464.00.
- d. No. CE1400079-01 with Murtis Taylor Human Services System – East Cleveland in the amount not-to-exceed \$480,696.00.
- e. No. CE1400080-01 with Murtis Taylor Human Services System – Mt. Pleasant in the amount not-to-exceed \$480,696.00.
- f. No. CE1400081-01 with The Centers for Families and Children in the amount not-to-exceed \$320,464.00.
- g. No. CE1400082-01 with University Settlement, Incorporated in the amount not-to-exceed \$320,464.00.
- h. No. CE1400083-01 with West Side Community House in the amount not-to-exceed \$320,464.00.
- i. No. CE1400084-01 with YMCA of Greater Cleveland in the amount not-to-exceed \$320,464.00.
- j. No. CE1400085-01 with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00.

SECTION 2. That the County Executive is hereby authorized to execute the amendments and all other documents consistent with this Resolution.

SECTION 3. 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 4. 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 28, 2017
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested: March 8, 2017

Committee Report/Second Reading: March 14, 2017

Journal CC025
March 28, 2017