



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 2, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MARCH 19, 2019 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2019-0076: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2019-0081: A Resolution authorizing an amendment to Agreement No. AG1800067-01 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019, to change the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$900,000.00; 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.
 - c) R2019-0082: A Resolution authorizing an amendment to Contract No. CE1800017-01, 03 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and

Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to change the scope of services and the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,250,000.00; 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.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 19, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:03 a.m.

2. ROLL CALL

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

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to excuse Mr. Jones from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 5, 2019 MEETING

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the March 5, 2019 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2019-0065: A Resolution approving the reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 4/16/2019 -

4/15/2024, and declaring the necessity that this Resolution become immediately effective:

- i. C. Ellen Connally
- ii. Berj Shakarian
- iii. Jerry Young

Mr. Kahlil Seren, Research & Policy Analyst; addressed the Committee regarding Resolution No. R2019-0065. Discussion ensued.

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

The Honorable C. Ellen Connally and Mr. Berj Shakarian addressed the Committee regarding their nomination to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees. Discussion ensued.

Committee members asked questions of Ms. Connally and Mr. Shakarian pertaining to their experience, expertise and qualifications, which they answered accordingly.

Mr. Timothy Daley, Executive Director of the Soldiers' and Sailors' Monument, Commission addressed the Committee regarding the nomination of Mr. Jerry Young to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees. Discussion ensued. Committee members asked questions of Mr. Daley pertaining to the item, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0065 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:31 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0076

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, 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 8, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through X) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this 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:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classification:

Exhibit A: Class Title: *Corrections Food Service Manager*
Number: 1025311
Pay Grade: 10A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Assistant Clerk of the Board (Board of Control Coordinator)*
Class Number: 1052141
Pay Grade: 13A/Exempt (No change)
* Routine Maintenance. Essential functions, distinguishing characteristics, and minimum training and experience were updated. The name changed from Assistant Clerk of the Board to the Board of Control Coordinator; the title better reflects the current duties.

Exhibit C: Class Title: *Clinical Coordinator*
Class Number: 1056331
Pay Grade: 13A/Exempt
* Department request to make the classification more generalized and not specifically reference a certain type of therapy. The education and experience requirements were updated. The pay grade has increased from PG 12A to PG 13A.

Exhibit D: Class Title: *Forensic Scientist 1- Toxicology*
Class Number: 1071241
Pay Grade: 10A/Exempt (No Change)
* Classification was revised to be consistent with the rest of the series. Essential functions, distinguishing characteristics, and minimum training and experience were updated.

Exhibit E: Class Title: *Forensic Scientist 2- Toxicology*
Class Number: 1071242
Pay Grade: 11A/Exempt (No Change)
* Classification was revised to be consistent with the rest of the series. Essential functions, distinguishing characteristics, and minimum training and experience were updated.

Exhibit F: Class Title: *Forensic Scientist 3- Toxicology*
Class Number: 1071243
Pay Grade: 13A/Exempt
* Classification was revised to be consistent with the rest of the series. Essential functions, distinguishing characteristics, and

minimum training and experience were updated. The pay grade increased from a 12A to a 13A.

Exhibit G: Class Title: *Security Analyst*
Class Number: 1086121
Pay Grade: 10B/Non-Exempt
* This request is to correct a typo on memo from PRC to Council and subsequent Council resolution. This classification was evaluated as FLSA non-exempt.

Proposed Deleted Classifications:

Exhibit H: Class Title: *Account Clerk Supervisor*
Class Number: 1013214
Pay Grade: 6A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit I: Class Title: *Administrative Assistant 1*
Class Number: 1052111
Pay Grade: 4A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit J: Class Title: *Administrative Assistant 2*
Class Number: 1052112
Pay Grade: 6A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit K: Class Title: *Administrative Secretary*
Class Number: 1013311
Pay Grade: 5A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit L: Class Title: *Clerical Supervisor*
Class Number: 1011113
Pay Grade: 5A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

- Exhibit M: Class Title: *Clerk*
Class Number: 1011111
Pay Grade: 1A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
- Exhibit N: Class Title: *Communications Infrastructure Administrator*
Class Number: 1053214
Pay Grade: 19B/Exempt
* This classification is no longer necessary for the department because the duties have been assigned to an unclassified position (Infrastructure and Operations Administrator).
- Exhibit O: Class Title: *Data Processor*
Class Number: 1011211
Pay Grade: 2A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
- Exhibit P: Class Title: *Data Processor Supervisor*
Class Number: 1011213
Pay Grade: 6A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
- Exhibit Q: Class Title: *Engineering Operations Administrator*
Class Number: 1053265
Pay Grade: 19B/Exempt
* This classification is no longer necessary for the department because these duties have been assigned to an unclassified position (Infrastructure and Operations Administrator).
- Exhibit R: Class Title: *Enterprise Services Manager*
Class Number: 1053261
Pay Grade: 13B/Exempt
* This classification is no longer necessary for the department because the County no longer uses mainframes and therefore doesn't have a need for someone to monitor and control them.
- Exhibit S: Class Title: *Legal Clerk 3*
Class Number: 1013413
Pay Grade: 4A/Non-Exempt
* This classification is no longer necessary because the incumbents are now bargaining employees.

Exhibit T: Class Title: *Network Manager*
Class Number: 1053113
Pay Grade: 12B/Exempt
* This classification is no longer necessary for the department. The Director of IT has said that the classification is out of date and no longer in use.

Exhibit U: Class Title: *Office Manager*
Class Number: 1013321
Pay Grade: 6A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit V: Class Title: *Secretary*
Class Number: 1011431
Pay Grade: 3A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit W: Class Title: *Senior Clerk*
Class Number: 101112
Pay Grade: 2A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Exhibit X: Class Title: *Senior Office Manager*
Class Number: 1013322
Pay Grade: 7A/Non-Exempt
* This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

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 26, 2019

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

Journal _____
_____, 2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Food Service Manager	Class Number:	1025311
FLSA:	Exempt	Pay Grade:	10
Dept:	Sheriff's Office	EK:A	

Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food service operations and employees for the Cuyahoga County Regional Corrections Center.

Distinguishing Characteristics

This is a management level classification responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services unit for the Cuyahoga County Corrections Center as well as supervising employees and inmates working in food services. This class works under general direction and the incumbent evaluates and recommends changes to or develops new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent ensures 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.

- 35% +/- 10%
- Coordinates and organizes food service operations; ensures that dining service, food preparation areas, and equipment are maintained in a clean and sanitary manner; assists in establishing food service regulations, procedures, and standards; inspects incoming food products to determine that they meet purchase order specifications; inspects food for quality and temperature and ensures appropriate storage procedures; conducts inventory of products and supplies for cooking operations; monitors compliance with sanitation, safety, and health laws and regulations.
- 35% +/- 5%
- Supervises staff and inmate workers; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction in the operation of kitchen equipment, sanitation, and food preparation; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; conducts investigations into employee misconduct; assesses staffing requirements; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards.
- 25% +/- 10%
- Calculates monthly, quarterly, semi-annual, and annual food budget requirements; estimates and plans for needed supplies and food items for the preparation of meals; prepares and approves requisitions for food items, supplies, and equipment; completes related documents and reports.
- 5% +/- 2%
- Determines, recommends, and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment; make recommendations for process flow improvement and implementation.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Board of Control Coordinator	Class Number:	1052141
FLSA:	Exempt	Pay Grade:	13A
Dept:	Office of Procurement and Diversity	EX-B	

Classification Function

The purpose of the classification is to coordinate the Board of Control meetings by drafting and disseminating Board of Control agendas, attending and recording Board of Control meetings, and supervising assigned staff.

Distinguishing Characteristics

This is a journey level classification that is responsible for coordinating the development of the Board of Control agendas and recording the Board of Control and Executive Staff Meetings. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff.

Essential Job Functions

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

- 55% +/- 10%
- Drafts and coordinates the organization of the Board of Control agendas; compiles, reviews, and processes all agenda items submitted in the agenda management system for the Board of Control; researches and provides relevant history to formulate captions; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor information; formulates agenda captions; ensures items are placed on the appropriate board agendas; prepares detailed Board of Control agenda for the County Executive to review; distributes Board of Control agendas and County Executive sponsored items via email.
- 15% +/- 5%
- Supervises assigned employee(s); directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 10% +/- 5%
- Attends the Board of Control and Executive Review Meetings; schedules Executive Review and Board of Control meetings; records the meetings and transcribes meeting minutes; submits final agenda to board members for approval at subsequent meeting; posts Board of Control agendas and meeting minutes to the County's website; notarizes various documents approved at the Board of Control meetings; records the votes of board members and the alternatives; maintains records, databases, and official documents for public record requests.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clinical Coordinator	Class Number:	1056331
FLSA:	Exempt	Pay Grade:	13A
Dept:	Health and Human Services		EX-C

Classification Function

The purpose of this classification is to manage all aspects of the administration of in-home therapeutic services and supervise licensed therapists in the provision of clinical social services and ensure adherence to evidence based practices utilized within the unit.

Distinguishing Characteristics

This is a management level classification with responsibility for managing all aspects of in-home therapeutic services and supervising licensed therapists in the provision of clinical social services. 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 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.

- 60% +/- 10%
- Supervises licensed therapists and other staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; conducts individual and group supervision with staff members; reviews all client cases at minimum monthly, or per the standards of the evidenced based model, and provides feedback to therapists; attends sessions and court with staff for observation and support; reviews taped sessions for therapists; reviews client records for accuracy and completeness; provides training and instruction; evaluates employee performance; assists staff in creating clinician development plans and monitors goal achievement; reviews correspondence sent out by staff; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Manages administration of the evidence based clinical programming; analyzes, assesses and reports program and therapist outcome data; consults with DCFS staff to assist with connecting youth and families to the appropriate services; reviews and assigns referrals; communicates with clients and social workers to determine appropriateness of program criteria for families; coordinates referrals and completes reports; maintains client information and data in the MST website; tracks referrals and client outcomes; develops and maintains working relationships with community stakeholders; promotes the MST program; fills in for staff as needed; remains on call 24/7 to assist staff as necessary; identifies annual supervisory goals and works toward goal achievement.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		EX-D

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in support of postmortem, human performance, and drug-facilitated crime investigations.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with the analysis of toxicology evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 55% +/- 10%
 - Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis; maintains analysis documentation; enters analytical case results into computer database; compiles case records.
- 20% +/- 10%
 - Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.
- 15% +/- 5%
 - Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed; testifies in court as required.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - Toxicology	Class Number:	1071242
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		EX-E

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in support of postmortem, human performance, and drug-facilitated crime investigations.

Distinguishing Characteristics

This is a journey-level classification responsible for performing toxicological analyses. Incumbents establish and maintain quality control and ensure proper analysis of toxicological specimens. Employees receive instruction or assistance as new or unusual situations arise and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
 - Documents and records observations and results of toxicological analyses; reviews, analyzes, and compiles data; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; enters analytical case results into computer database; compiles case records; testifies in court as required. .
- 25% +/- 10%
 - Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis.
- 15% +/- 5%
 - Handles specimens from postmortem investigations conducted by the Medical Examiner's Office and specimens received from law enforcement agencies; logs in evidence; documents screening and testing activities in accordance with laboratory policies and procedures; transfers and maintains evidence in storage.
- 15% +/- 5%
 - Performs regular maintenance of the toxicology laboratory spaces, equipment, and instruments; stocks laboratory supplies; maintains proper inventory levels of critical reagents, gases, and instruments/parts; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - Toxicology	Class Number:	1071243
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		EX-F

Classification Function

The purpose of this classification is to serve as the team lead in the toxicological analysis of biological specimens; and to testify in court to the results of toxicological analyses as required.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the toxicological analysis of biological specimens. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control and ensure proper analysis of toxicological specimens. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
 - Serves as lead worker in the toxicology unit; fills in for supervisory staff during absences; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring toxicology unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment, instrumentation, and analytical methods.
- 20% +/- 10%
 - Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE); performs additional wet chemistry techniques and other assays for analysis.
- 20% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles data; performs administrative and technical review of data, toxicology case files, and reports generated by other scientists; enters analytical case results into computer database; compiles case records; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Analyst	Class Number:	1086121
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology		EX-6

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection; Tier-II security analysis; monitor and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for monitoring network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of defined procedures in troubleshooting and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative.

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%
- Monitors all intrusion detection and protection systems, web traffic security, and other security intelligence and event monitoring systems; monitors other applicable appliances that protect the County against spam, viruses, phishing, and other threats; monitors security compliance and audits of critical controls; follow up with the appropriate departments to ensure network security infrastructure is maintained; provides reports on security threats and intelligence.
- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements.
- 15% +/- 10%
- Provides full technical support on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances.
- 5% +/- 2%
- Provides technical support and assists with applicable security design and enterprise network configuration; serves as technical contact for current or potential vendors.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; researches operational enhancements, solutions to problems, and trends; provides insight into monthly security advisory.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Account Clerk Supervisor	Class Number:	1013214
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments	<i>EX-H</i>	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 35% +/- 10%
- Supervises lower level account clerks; plans, assigns and reviews work; provides job training and instruction; approves employee leave requests and attendance records; prepares performance evaluations; recommends disciplinary procedures; recommends selections of new employees; meets with staff to determine work expectations, department policies, and establish goals; assigns and tracks new clients cases.

- 50% +/- 10%
- Analyzes, prepares, reviews, assigns and approves various documents and reports; reviews and signs off on Union Activity Logs; prepares billing reports; approves billing rosters; assigns and approves referrals and forms.

- 15% +/- 10%
- Performs administrative functions; creates presentations for various community programs; analyzes policy and procedural documentation for contracts; holds and participates in meetings with staff and other management personnel; reviews and evaluates proposals; serves as a liaison with contracted providers; informs new applicants for county programs about the rules and regulations; enters data accurately into databases; participates in various training sessions; maintains records according to established procedures and retention schedules.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements for all levels

No special license or certification is required.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Assistant 1	Class Number:	1052111
		Pay Grade:	4
		<i>EX-I</i>	
Departments:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrator by researching and analyzing information to support division's program direction.

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 higher level administrator by researching and analyzing information to support division's program direction (e.g.- researches and analyzes program information and prepares reports and recommendations; presents recommendations to administrator to assist in program direction; prepares and recommends new policies and procedures; monitors progress of newly implemented policies, procedures or programs and reports to administrator).
- Relieves administrator of administrative functions (e.g.- serves as liaison between administrator and employees; transmits administrator's decisions to employees; handles routine problems or details in place of administrator; composes responses to correspondence and requests for information; signs correspondence in administrator's name as directed; gathers information and statistics and prepares reports; schedules meetings and appointments for administrator; answers and screens telephone calls to administrator).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains confidential filing system of administrator's records (e.g.- creates filing system; files documents in correct order).
- Performs clerical tasks (e.g.- greets visitors; directs visitors and callers to appropriate office or personnel; answers telephone, directs calls, takes message and/or responds to routine telephone inquiries; opens, screens and distributes mail; copies, collates and distributes documents; maintains office supply inventory).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in administrative procedures with one year of clerical experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Assistant 2	Class Number:	1052112
		Pay Grade:	6

EX-T

Departments:	All departments
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Classification Function

The purpose of this classification is to coordinate the work of clerical support staff and to assist higher level administrator by researching and analyzing information to support division's program direction.

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.

- Coordinates the work of clerical support staff (e.g.- assigns and prioritizes work; provides training and instruction; ensures work is performed according to established standards; responds to employee problems).
- Assists higher level administrator by researching and analyzing information to support division's program direction (e.g.- researches and analyzes program information and prepares report and recommendations; presents recommendations to administrator to assist in program direction; prepares and recommends new policies and procedures; monitors progress of newly implemented policies, procedures or programs and reports to administrator).
- Relieves administrator of administrative functions (e.g.- serves as liaison between administrator and employees; transmits administrator's decisions to employees; handles routine problems or details in place of administrator; composes responses to correspondence and requests for information; signs correspondence in administrator's name as directed; gathers information and statistics and prepares reports; schedules meetings and appointments for administrator; answers and screens telephone calls to administrator).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains confidential filing system of administrator's records (e.g.- creates filing system; files documents in correct order).
- Performs administrative duties to support business functions of office (e.g.- organizes conferences and meetings; reviews staff development requests; acts a Director's liaison with various offices and departments; maintains Department office inventory; maintains Department budget records; processes financial documents; assists with development of Department policies; reviews final copies of items for print; drafts correspondence; assigns advertising and bid opening dates).
- Performs clerical tasks (e.g.- greets visitors; directs visitors and callers to appropriate office or personnel; answers telephone, directs calls, takes message and/or responds to routine telephone inquiries; opens, screens and distributes mail; copies, collates and distributes documents; maintains office supply inventory).

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Secretary	Class Number:	1013311
		Pay Grade:	5
		EX-K	
Department:	All departments		

Classification Function

The purpose of this classification is to relieve Director of non-routine administrative functions. The administrative functions that are assigned typically involve planning over the course of a month and on-going contact and coordination with different departments, groups and individuals to achieve results. Coordination with other departments and individuals to schedule meetings and appointments is not considered a non-routine administrative function. This class is intended to apply to one individual assigned to a Director of a County department.

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.

- Relieves Director of non-routine administrative functions (e.g.- functions as Director's designee on various committees by attending meetings and participating in the committee's functions; plans and arranges conferences for Director by locating site or facility, planning meals and lodging and producing conference materials; prepares reports regarding the various business functions of the office; transmits decisions and directives made by the Director to staff members, other County departments and the general public; completes bi-weekly payroll for Director's office; maintains personnel and budgetary records).
- Provides secretarial support by relieving Director of routine administrative tasks (e.g.- maintains Director's schedule; coordinates travel arrangements for Director; handles problems or details in place of Director; composes responses to correspondence and requests for information; signs correspondence in supervisor's name as directed; gathers information and statistics and prepares reports; schedules meetings and appointments Director; answers and screens telephone calls to Director; attends staff meetings with Director and takes notes of proceedings).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Coordinates work of lower level clerical support staff assigned to Director's office (e.g.- assigns and reviews work; provides job training and instruction; plans work of others; responds to employee problems).
- Maintains confidential filing system of Director's records (e.g.- creates filing system; files documents in correct order).
- Performs clerical tasks (e.g.- greets visitors; directs visitors and callers to appropriate office or personnel; answers telephone, directs calls, takes message and/or responds to routine telephone inquiries; opens, screens and distributes mail; copies, collates and distributes documents; maintains office supply inventory).

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clerical Supervisor	Class Number:	1011113
		Pay Grade:	5

EX-L

Departments:	All departments
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Classification Function

The purpose of this classification is to supervise more than three and less than six lower level clerical support staff to direct work flow and maintain standards.

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.

- Supervises more than three and less than six lower level clerical support staff to direct work flow and maintain standards. (e.g.- coordinates work; assigns and reviews work; evaluates performance; responds to employee problems; provides instruction; recommends discipline or discharge; conducts monthly staff meetings).
- Interacts with clients by telephone or in person (e.g.- responds to questions; directs visitors to appropriate staff member; distributes forms or paperwork).
- Performs clerical duties (e.g.- prepares monthly reports; review incoming mail; maintains files; orders supplies; prepares correspondence; prints information from computer terminal screen; orders supplies).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of clerical experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, computer terminal, personal computer, printer, calculator, adding machine, copier, telephone and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to employees, maintain work standards and respond to employee problems.
- Ability to select employees and recommend the discipline or discharge of other employees.

Mathematical Ability

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clerk	Class Number:	1011111
		Pay Grade:	1
Departments:	All departments		

EX-M

Classification Function

The purpose of this classification is to provide routine clerical assistance to County departments.

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.

- Prepares routine documents using typewriter or word processing equipment (e.g.- produces typed or printed copy of letters, memoranda and/or lists from draft copy or dictation; prepares typed copy of routine, non-technical forms).
- Prepares copies of documents using standard copier equipment (e.g.- duplicates and collates documents; staples documents together; distributes documents).
- Maintains filing system (e.g.- places documents in appropriate file according to established records management systems; creates new files when necessary).
- Maintains supply storage for office (e.g.- stores and distributes supplies; inventories office supplies, equipment and furniture; uses calculator or adding machine to calculate totals).
- Answers telephone and directs visitors. Sends and receives facsimiles.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two months of clerical experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, calculator, copier, telephone and fax machine.

Mathematical Ability

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Infrastructure Administrator	Class Number:	1053214
FLSA:	Exempt	Pay Grade:	19 B
Dept:	Information Services Center		EX-N

Classification Function

The purpose of the classification is to plan, supervise, coordinate and manage the development and support of the communications infrastructure of Cuyahoga County including all equipment and software necessary to deliver data, voice and video; the incumbent provides highly responsible and complex administrative support to Departmental Administration.

Distinguishing Characteristics

This is a second-level management classification, responsible for planning and direction of current communications services, including both design and support. Under administrative direction of the Chief Technical Officer, the incumbent is responsible for ensuring the stable operation of the County's communications infrastructure. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision over management, professional, and line staff.

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%
- Assumes management responsibility for Information Services Center projects involving hardware, software, networks security, and communications infrastructure; assesses client needs and gathers information regarding project requirements; completes implementation proposal documents including providing accurate pricing information; ensures that all project related documentation is updated; oversees and monitors timelines and quality of project products; reports on project status.
- 30% +/- 10%
- Develops network designs and oversees and coordinates activities of Voice over Internet Protocol (VoIP), video conferencing services, and communication services; ensures that the division implements and monitors voice and video conferencing implementation/support for County agencies; monitors the security of the sites to provide a system of checks and balances; directs staff in the development of configurations; performs queries and special reports; reviews and approves customer service requests; oversees the development and monitoring of service level agreements between County agencies and Information Services with respect to WAN, VoIP, video conferencing, and all telephone exchange and central office exchange service (Centrex) design and support.
- 15% +/- 10%
- Provides supervision of assigned staff and oversees the work of consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions; reviews/approves time sheets, travel requests and leave requests.
- 15% +/- 10%
- Attends and participates in professional group meetings, conferences, seminars and training; stays

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Processor	Class Number:	1011211
		Pay Grade:	2

EX-0

Departments:	All departments
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Classification Function

The purpose of this classification is to clear, verify and enter data into various data bases.

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.

- Clears and verifies incoming information with various data bases (e.g.- identifies inconsistencies between data and data base information; informs lead worker or supervisor of inconsistencies; updates information as required).
- Enters verified information into data base using mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes and child support order information into data base).
- Verifies work of previous day (e.g.- checks data from previous day against data base information entered; corrects data base as appropriate).
- Produces reports of data base information as requested (e.g.- examines report request; prints report from database information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, printer and calculator.
- Ability to perform data entry activities with high degree of accuracy.

Mathematical Ability

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

Language Ability & Interpersonal Communication

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Processor Supervisor	Class Number:	1011213
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Job and Family Services	<i>EX-P</i>	

Classification Function

The purpose of this classification is to supervise data entry and processing activities for the Department of Job and Family Services.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising data entry and processing activities for the Department of Job and Family Services. 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.

- 60% +/- 10%
- Performs data processing activities; updates information in databases as required; requests data from various sources; compiles, sorts and verifies the accuracy of data before it is entered; compares data with source documents; researches, identifies and corrects inconsistencies and errors in data; stores completed documents in appropriate locations; processes Prevention, Retention, and Contingency (PRC) applications and daily warrants; monitors databases for attendance data and records; produces reports of database information as requested; synthesizes data to generate reports and spreadsheets; distributes reports to appropriate parties; readies obsolete documents for storage.

- 30% +/- 10%
- Supervises employees in the data processing unit; 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; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

- 10% +/- 5%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; responds to customer requests for data and information.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineering Operations Administrator	Class Number:	1053265
FLSA:	Exempt	Pay Grade:	19B
Dept:	Information Technology		EX-Q

Classification Function

The purpose of the classification is to plan, direct and manage responsibilities in the enterprise server client/server, operations and service desk areas.

Distinguishing Characteristics

This is a management class that requires technical knowledge and supervisory responsibilities. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employees must have a broad background in Information technology to problem-solve and understand interactions between servers, databases, networks and applications.

Essential Job Functions

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

40% +/- 15%

- Provides supervision of assigned staff and directs the activities and operations of the work unit; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.

40% +/- 15%

- Provide direction and leadership for all operational and service desk areas; reviews, approves, and/or recommends software and hardware solutions to meet departmental needs; installs, configures and supports various hardware and software platforms; recommends and reviews hardware and software purchases, including written technical papers, costing spreadsheets, and client services request documentation; develops and participates in writing and/or reviewing requests for proposal; maintains hardware and software contracts and reviews and develops contracts with vendors.

15% +/- 5%

- Assists in engineering design, review, and implementation; provides reports on technical request or issues to management; participates in developing policies and procedures.

5% +/- 5%

- Represents the department at meetings with other departments and external organizations; makes presentations to committees.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Enterprise Services Manager	Class Number:	1053261
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department		EX-R

Classification Function

The purpose of this classification is organize, plan, supervise, coordinate and participate in the full range of Enterprise Server hardware, system software and customer service support operations and activities of the Computer Operations Unit. This class is responsible for overseeing the management of the quality control, tape management, production control, and job scheduling.

Distinguishing Characteristics

This is a first-level management classification, working under direction from a division administrator. Employee exercises discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee in this class is responsible for ensuring data integrity in mainframe operations 24 hours a day, 7 days a week.

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%

- Monitors and controls mainframe computer operations to ensure effectiveness and efficiency; performs quality control, application support, and job scheduling; maintains availability of the system in running production jobs; monitors production activity; sets job priorities; performs problem determination and problem resolution; initializes and switches systems, as necessary; processes batch production, preparing jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes and distributes output materials.

30% +/- 10%

- Provides supervision of assigned staff; prepares department work schedule to ensure continuous operation; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; determines education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions.

10% +/- 10%

- Participates in the most complex work of the unit; employs a variety of automation and monitoring tools for writing script, macros and common routines; employs production change software to move modules to production; contacts vendors to obtain product/service information.

15% +/- 10%

- Processes a variety of functions such as payroll, forms, parking tickets, voucher, and checks; prepares printed reports for distribution to customers; provides help desk support.

5% +/- 5%

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 3	Class Number:	1013413
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Clerk of Courts, Sheriff's Office	<i>EX-S</i>	

Classification Function

The purpose of this classification is to perform specialized and complex clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing information and assistance to County Court staff, attorneys, and the public. In the Sheriff's Office, the purpose is to issue Concealed Carry licenses, seal records as deemed by order of the Court and maintain databases.

Distinguishing Characteristics

This classification is the highest level of Legal Clerks. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the court system and office and be able to perform duties that are more specialized and complex in nature.

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%

Attends court proceedings and performs duties in the courtroom; types, enters, proofreads and processes a variety of court records and legal documents; enters information into department databases; verifies information for accuracy and completeness; assigns case numbers; corrects errors as necessary; updates court records and case information and purges old records and case information as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

25% +/- 10%

Processes various court and office records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; conducts background checks utilizing databases and the Law Enforcement Data System; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

25% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

10% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes outgoing mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Manager	Class Number:	1053113
		Pay Grade	12
		<i>EX - J</i>	
Departments:	All departments		

Classification Function

The purpose of this classification is to manage a local area network (LAN) or wide area network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments.

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 local area network (LAN) or wide area network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments (e.g. - develops information resource strategies within framework of existing software systems and applications; designs and utilizes software applications to load data from one system to another, verifies integrity of such transfer; recommends, installs and optimizes computer hardware and software applications for users' needs; manages organizational mandated system such as purchasing, payroll/human resources or budgeting; designs and develops computer applications within existing software programs; may serve as lead member on special project team; may supervise help desk operations).
- Provides computer software technical support and assistance to end-users in a County department (e.g. - installs and maintains software and associated hardware systems including hubs, switches, concentrators, bridges and routers; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees; may be responsible for operational control of E-mail).
- Develops and coordinates new project development and system changes (e.g. - determines requirements for development of system modifications to existing systems; implements action plans for system development; develops specifications for system equipment including hardware, software and communications equipment; develops and recommends system access policies; establishes system procedures).
- Manages ongoing network operations (e.g. - assists preparing annual budget for information technology; evaluates system performance and plans future system improvements; prepares purchase specifications; purchases software and equipment; develops system promotion and education; responsible for disaster recovery planning; maintains schedule for system upgrades).
- Performs miscellaneous administrative duties (e.g. - responds to questions, complaints and requests for information; reads and reviews various trade publications; composes and prepares routine correspondence).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with five years of computer information systems 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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Office Manager	Class Number:	1013321
		Pay Grade:	6

EX-11

Departments:	All departments
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Classification Function

The purpose of this classification is to supervise six to nine office personnel performing clerical functions and to oversee the total clerical function and work flow of an entire office.

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.

- Directly supervises six to nine office personnel performing clerical work overseeing the total clerical function and work flow of an entire office (e.g.- assigns and directs work; reviews work completed; ensures work is completed according to established procedures; evaluates performance; recommends and implements counseling and disciplinary procedures; interviews and recommends the selection or promotion of employees).
- Develops and implements office procedures for clerical functions of office (e.g.- identifies and evaluates efficiency of work flow; determines solutions for work flow interruptions; receives and reviews recommendations for procedure changes; communicates procedures to employees).
- Performs clerical functions (e.g.- performs research; gathers data from various sources; prepares complex reports for Director's review; works to resolve issues and complaints of dissatisfied clients when issue is related to clerical function of office; prepares confidential correspondence; receives requests for information from other agencies; maintains logs and records).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two years of clerical office experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, computer, printer, copier and microfiche viewer.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Secretary	Class Number:	1011431
		Pay Grade:	3
		<i>EX - V</i>	
Departments:	All departments		

Classification Function

The purpose of this classification is to provide secretarial support by relieving supervisor of routine administrative tasks.

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.

- Provides secretarial support by relieving supervisor of routine administrative tasks (e.g.- handles routine problems or details in place of supervisor; composes responses to correspondence and requests for information; signs correspondence in supervisor's name as directed; gathers information and statistics and prepares reports; schedules meetings and appointments for manager or supervisor; answers and screens telephone calls to manager or supervisor;
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains confidential filing system of supervisor's records (e.g.- creates filing system; files documents in correct order).
- Performs clerical tasks (e.g.- greets visitors; directs visitors to appropriate office or personnel; answers telephone, directs calls, takes message and/or responds to routine telephone inquiries; opens, screens and distributes mail; copies, collates and distributes documents; maintains office supply inventory).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier, fax machine and telephone.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Clerk	Class Number:	1011112
		Pay Grade:	2
Departments:	All departments		

EX-W

Classification Function

The purpose of this classification is to provide non-routine clerical assistance to a County department. This classification differs from the Word Processor classification in that work is distributed among the clerical functions listed below and not focused on word processing functions the majority of time.

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.

- Produces non-routine, complex technical forms and documents using purchased or proprietary software or typewriter (e.g.- issues and logs permits and licenses; prepares inspection agreements; produces typed or printed copy of letters, memoranda and lists documents from draft copy or dictation; prepares technical forms; issues photo identification badges).
- Prepares copies of documents using standard copier equipment (e.g.- duplicates and collates documents; staples documents together; distributes documents).
- Maintains filing system (e.g.- places documents in appropriate file according to established records management systems; creates new files when necessary).
- Maintains supply storage for office (e.g.- stores and distributes supplies; inventories office supplies, equipment and furniture; calculates totals).
- Performs routine clerical functions to assist other clerical staff (e.g.- answers telephone; directs visitors and callers; records messages; schedules appointments).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, typewriter, printer, adding machine, calculator, copier, telephone and fax machine.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Office Manager	Class Number:	1013322
		Pay Grade:	7

EX-X

Departments:	All departments
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Classification Function

The purpose of this classification is to supervise at least ten office personnel performing clerical functions or to supervise two or more clerical units led by lower-level supervisors.

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.

- Directly supervises at least ten office personnel performing clerical work or two or more clerical units led by lower-level supervisors (e.g.- assigns and directs work; reviews work completed; ensures work in completed according to established procedures; evaluates performance; recommends and implements counseling and disciplinary procedures; interviews and recommends the selection or promotion of employees).
- Manages and supervises clerical functions of assigned units or office (e.g.- develops and implements office procedures and clerical procedures; identifies and evaluates efficiency of work flow; determines solutions for work flow interruptions; receives and reviews recommendations for procedure changes; communicates procedures to employees).
- Performs advanced clerical duties (e.g.- performs research; gathers data from various sources; prepares complex reports for Director's review; works to resolve issues and complaints of dissatisfied clients when issue is related to clerical function of office; prepares confidential correspondence; receives requests for information from other agencies; maintains logs and records).
- Functions as liaison between other offices and units/office (e.g.- provides information regarding office functions by drafting correspondence, telephone conversation or face-to-face meeting).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three years of clerical office experience including one year in a supervisory capacity; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, computer, printer, copier and microfiche viewer.



F. Allen Boseman, Commissioner
Thomas L. Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

DATE: March 8, 2019

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

FROM: F. Allen Boseman, Chairman
Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on March 8, 2019, 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 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
Corrections Food Service Manager	1025311	10A/Exempt	Sheriff's Office

PROPOSED REVISED CLASSIFICATIONS

Classification Title, (Revised Title) & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Assistant Clerk of the Board 1052141 (<i>Board of Control Coordinator</i>)	13A/Exempt	13A/Exempt (No Change)	Office of Procurement and Diversity
Clinical Coordinator 1056331	12A/Exempt	13A/Exempt	Health and Human Services
Forensic Scientist 1 – Toxicology 1071241	10A/Exempt	10A/Exempt (No Change)	Medical Examiner
Forensic Scientist 2 – Toxicology 1071242	11A/Exempt	11A/Exempt (No Change)	Medical Examiner
Forensic Scientist 3 – Toxicology 1071243	12A/Exempt	13A/Exempt	Medical Examiner
Security Analyst 1086121	10B/Exempt	10B/ Non-Exempt	Information Technology

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Account Clerk Supervisor	1013214	6A/Non-Exempt	All Departments
Administrative Assistant 1	1052111	4A/Non-Exempt	All Departments
Administrative Assistant 2	1052112	6A/Non-Exempt	All Departments
Administrative Secretary	1013311	5A/Non-Exempt	All Departments
Clerical Supervisor	1011113	5A/Non-Exempt	All Departments
Clerk	1011111	1A/Non-Exempt	All Departments
Communications Infrastructure Administrator	1053214	19B/Exempt	Information Technology
Data Processor	1011211	2A/Non-Exempt	All Departments
Data Processor Supervisor	1011213	6A/Non-Exempt	Job and Family Services
Engineering Operations Administrator	1053265	19B/Exempt	Information Technology
Enterprise Services Manager	1053261	13B/Exempt	Information Technology

Legal Clerk 3	1013413	4A/Non-Exempt	Clerk of Courts and Sheriff's Office
Network Manager	1053113	12B/Exempt	Information Technology
Office Manager	1013321	6A/Non-Exempt	All Departments
Secretary	1011431	3A/Non-Exempt	All Departments
Senior Clerk	1011112	2A/Non-Exempt	All Departments
Senior Office Manager	1013322	7A/Non-Exempt	All Departments

cc: Deborah Southerington, Commissioner
Thomas Colaluca, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Douglas Dykes, Chief Talent Officer
Holly Woods, Dir. of HR Benefits and Compensation
Rhonda Caldwell, Compensation Manager

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Jeanne Schmotzer, Clerk of Council
Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025311	Corrections Food Service Manager	Sheriff's Office	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 10 \$50,481.60 - \$70,657.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, HR	2/7/2019	Email	Copied on Communications
George Taylor, Chief Deputy Sheriff	2/1/2019 2/7/2019	Email Email	Questions about Position Review of Final Draft
Hadiya Butler, HR Manager	2/1/2019 2/7/2019	Email	Questions About Position Review of Final Draft

Damara Shemo, Associate Warden	2/12/2019 2/20/2019	Email Phone Call	Review of Final Draft Questions about Feedback on Final Draft
Jim Battigaglia, Archer Consultant	2/21/2019	Email	Pay Grade Evaluation

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Corrections Food Service Manager	1025311	N/A	10A/Exempt	Sheriff's Office	This is a new classification requested by Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Assistant Clerk of the Board (<i>Board of Control Coordinator</i>)	1052141	13A/Exempt	13A/Exempt (No Change)	Office of Procurement and Diversity	Routine Maintenance. Essential functions, distinguishing characteristics, and minimum training and experience were updated. The name changed from Assistant Clerk of the Board to the Board of Control Coordinator; the title better reflects the current duties.
Clinical Coordinator	1056331	12A/Exempt	13A/Exempt	Health and Human Services	Department request to make the classification more generalized and not specifically reference a certain type of therapy. The education and experience requirements were updated. The pay grade has increased from PG 12A to PG 13A.
Forensic Scientist 1 – Toxicology	1071241	10A/Exempt	10A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential functions, distinguishing characteristics, and minimum training and experience were updated.
Forensic Scientist 2 – Toxicology	1071242	11A/Exempt	11A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential functions, distinguishing characteristics, and minimum training and experience were updated.
Forensic Scientist 3 – Toxicology	1071243	12A/Exempt	13A/Exempt	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential functions, distinguishing characteristics, and minimum training and experience were updated. The pay grade increased from a 12A to a 13A.
Security Analyst	1086121	10B/Exempt	10B/Non-Exempt	Information Technology	This request is to correct a typo on memo from PRC to Council and subsequent Council resolution. This classification was evaluated as FLSA non-exempt.
<u>DELETED</u>					
Account Clerk Supervisor	1013214	6A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Administrative Assistant 1	1052111	4A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Administrative Assistant 2	1052112	6A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

Administrative Secretary	1013311	5A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Clerical Supervisor	1011113	5A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Clerk	1011111	1A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Communications Infrastructure Administrator	1053214	19B/Exempt	N/A	Information Technology	This classification is no longer is necessary for the department because the duties have been assigned to an unclassified position (Infrastructure and Operations Administrator).
Data Processor	1011211	2A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Data Processor Supervisor	1011213	6A/Non-Exempt	N/A	Job and Family Services	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Engineering Operations Administrator	1053265	19B/Exempt	N/A	Information Technology	This classification is no longer is necessary for the department because these duties have been assigned to an unclassified position (Infrastructure and Operations Administrator).
Enterprise Services Manager	1053261	13B/Exempt	N/A	Information Technology	This classification is no longer necessary for the department because the County no longer uses mainframes and therefore doesn't have a need for someone to monitor and control them.
Legal Clerk 3	1013413	4A/Non-Exempt	N/A	Clerk of Courts and Sheriff's Office	This classification is no longer is necessary because the incumbents are now bargaining employees.
Network Manager	1053113	12B/Exempt	N/A	Information Technology	This classification is no longer is necessary for the department. The Director of IT has said that the classification is out of date and no longer in use.
Office Manager	1013321	6A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Secretary	1011431	3A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Senior Clerk	1011112	2A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.
Senior Office Manager	1013322	7A/Non-Exempt	N/A	All Departments	This classification is being eliminated after the consolidation of the administrative and clerical classifications in the County. There are no longer any incumbents in this classification.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0081

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing an amendment to Agreement No. AG1800067-01 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019, to change the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$900,000.00; 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.
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Agreement No. AG1800067-01 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019, to change the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$900,000.00; and

WHEREAS, The MetroHealth System through the MetroHealth Select Network agreement will continue a risk-sharing arrangement for claims incurred beginning January 1, 2019; and

WHEREAS, payment will be made during the subsequent fiscal year and the 2019 payment will be made prior to June 2020; 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 Agreement No. AG1800067-01 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their

eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019, to change the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$900,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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 26, 2019
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0082

<p>Sponsored by: County Executive Budish/Department of Human Resources</p>	<p>A Resolution authorizing an amendment to Contract No. CE1800017-01, 03 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to change the scope of services and the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,250,000.00; 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 Human Resources has recommended an amendment to Contract No. CE1800017-01, 03 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to change the scope of services and the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,250,000.00; and

WHEREAS, the goal for this amendment are to: (a) continuation of Stop Loss Insurance services for County employees and their eligible dependents, (b) elimination of regionalization plan, (c) update thresholds and (d) additional \$1,250,000.00; and

WHEREAS, this project will be funded 64% from the Hospitalization Self-Insurance fund and 36% from Self-Insurance Board of Developmental Disabilities; 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. CE1800017-01, 03 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to change the scope of services and the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,250,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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 an 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 26, 2019

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

Journal _____
_____, 20__