



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, JULY 30, 2019**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JULY 16, 2019 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2019-0161: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - b) R2019-0164: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms; and declaring the necessity that this Resolution become immediately effective:
    - i. Appointment:
      - a) Crystal L. Bryant for an unexpired term ending 6/30/2020.
    - ii. Reappointment:

- a) Max M. Rodas for the term 7/1/2019 - 6/30/2023.
  
- c) R2019-0165: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms beginning 9/1/2019, and declaring the necessity that this Resolution become immediately effective:
  - i. ending 2/28/2021:
    - a) Judith G. Cetina, PhD
    - b) Jill Marie Paulsen
    - c) Juan Quirarte
  
  - ii. ending 8/31/2022:
    - a) Patti Choby
    - b) Patrick W. Hewitt
    - c) Otilio Morales

**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, JULY 16, 2019  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM**

### **1. CALL TO ORDER**

**Vice Chairman Gallagher called the meeting to order at 10:06 a.m.**

### **2. ROLL CALL**

**Mr. Gallagher asked Assistant Deputy Clerk Johnson to call the roll. Committee members Gallagher, Miller and Conwell were in attendance and a quorum was determined. Committee member Jones entered the meeting after the roll-call was taken. Chairwoman Brown was absent from the meeting.**

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

### **3. PUBLIC COMMENT**

**There were no public comments given.**

### **4. APPROVAL OF MINUTES FROM THE JULY 1, 2019 MEETING**

**A motion was made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the July 1, 2019 meeting.**

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

- a) R2019-0155: A Resolution confirming the County Executive's appointment of Prentis Jackson Jr. to serve on the Cuyahoga County

Tax Incentive Review Council for an unexpired term ending 12/31/2022, and declaring the necessity that this Resolution become immediately effective.

**Ms. Michele Pomerantz, Director of Regional Collaboration; addressed the Committee regarding Resolution No. R2019-0155. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Mr. Prentis Jackson Jr. addressed the Committee regarding his nomination to serve on the Cuyahoga County Tax Incentive Review Council. Discussion ensued.**

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

**Ms. Lisa Rocco, Director of Operations with the Fiscal Department; addressed the Committee regarding Resolution No. R2019-0155. Discussion ensued.**

**Committee members asked questions of Ms. Rocco pertaining to the item, which she answered accordingly.**

**On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2019-0155 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

#### **6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

#### **7. ADJOURNMENT**

**With no further business to discuss, Vice Chairman Gallagher adjourned the meeting at 10:15 a.m., without objection.**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0161

|   |  |
|---|--|
| Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b> | <b>A Resolution</b> adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. |
|---|--|

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 July 17, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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 Classifications:

- Exhibit A: Class Title: *Business Intelligence Analyst*  
Number: 1086141/16421  
Pay Grade: 9B/Exempt
- Exhibit B: Class Title: *Justice Systems Advocate Supervisor*  
Class Number: 1056533/13183  
Pay Grade: 12A/Exempt
- Exhibit C: Class Title: *Senior Business Intelligence Analyst*  
Class Number: 1086142/16422  
Pay Grade: 13B/Exempt

Proposed Deleted Classifications:

- Exhibit D: Class Title: *Gynecologist-Obstetrician-Corrections*  
Class Number: 1059511  
Pay Grade: 26A/Exempt  
\*The duties performed by this classification are now being performed by MetroHealth and this classification is no longer needed by the department.
- Exhibit E: Class Title: *Psychiatric Services Supervisor*  
Class Number: 1054115  
Pay Grade: 13A/Exempt  
\*The duties performed by this classification are now being performed by MetroHealth and this classification is no longer needed by the department.
- Exhibit F: Class Title: *Psychiatrist-Corrections*  
Class Number: 1059811  
Pay Grade: 29A/Exempt  
\*The duties performed by this classification are now being performed by MetroHealth and this classification is no longer needed by the department.

**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 CLASSIFICATION SPECIFICATION

|                     |                               |                      |                   |
|---------------------|-------------------------------|----------------------|-------------------|
| <b>Class Title:</b> | Business Intelligence Analyst | <b>Class Number:</b> | 1086141/<br>16421 |
| <b>FLSA:</b>        | Exempt                        | <b>Pay Grade:</b>    | 9B                |
| <b>Departments:</b> | All Departments               | <i>Exhibit A</i>     |                   |

## Classification Function

The purpose of this classification is to coordinate business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under close supervision and within a framework of well-defined procedures. Employees perform activities in a timely manner and according to policies, procedures, and related regulations.

## Essential Job Functions

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

- 50% +/- 10%
- Coordinates and supports business data intelligence activities of a County department or agency; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; creates analytical prototypes.
- 35% +/- 10%
- Develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; conducts tests to ensure visualizations are reflective of the data and consistent with defined needs; works with Information Technology (IT) to publish visualizations.
- 5% +/- 2%
- Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 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; completes self-appraisals.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and two (2) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of training and experience.

Proposed Date:

## **Business Intelligence Analyst**

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to coordinate the programs and/or typical problems associated with the job, ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, co-workers, subject matter experts, stakeholders, and other County employees.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                    |                      |                   |
|---------------------|------------------------------------|----------------------|-------------------|
| <b>Class Title:</b> | Justice System Advocate Supervisor | <b>Class Number:</b> | 1056533/<br>13183 |
| <b>FLSA:</b>        | Exempt                             | <b>Pay Grade:</b>    | 12A               |
| <b>Dept:</b>        | Public Safety and Justice Services | <i>Exhibit B</i>     |                   |

### Classification Function

The purpose of this classification is to supervise staff and coordinate the daily operations of a Justice System Advocate unit at the Witness Victim Service Center.

### Distinguishing Characteristics

This is a management classification with responsibility for coordinating and supervising a Justice System Advocate unit at the Witness Victim Service Center. The incumbent works within and exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 65% +/- 10%
- Supervises Justice System Advocate staff; assigns advocacy cases; evaluates employee performance; disciplines employees; leads teamwork initiatives; coordinates training opportunities.
- 20% +/- 10%
- Coordinates the daily operations of a Justice System Advocate unit at the Witness Victim Service Center; integrates multiple client advocacy systems; collaborates with internal staff and external partners about cases and services; compiles data and statistics; prepares unit reports.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops, implements, and recommends policy and procedures; researches and analyzes current trends and best practices; attends court proceedings; responds to client complaints, emergencies, and concerns; attends various meetings; trains agencies and court, hospital, and university officials and personnel on domestic violence and/or other crimes or victim rights issues.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in psychology, social work, sociology, public administration, organizational development or related field with three (3) years of supervisory experience in a social service setting OR six (6) years of experience working directly with victims of crime; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

### Additional Requirements for all levels

No special license or certification is required.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance records; internal case management reports; external source reports, including court docket.
- Ability to comprehend a variety of reference books and manuals including Victims' of Crime Rights, Federal Violence Against Women Act (VAWA) Guidelines, Personnel Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare internal case management reports, external source reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, mental health, and basic medical terminology and language.
- Ability to communicate with law enforcement, prosecutors, victims, victims' representatives, other County employees, and community partners.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

Justice Systems Advocate Supervisor

- Work may involve exposure to violence, defendants of violent crimes, and victims of violent crimes.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |                   |
|---------------------|---|----------------------|-------------------|
| <b>Class Title:</b> | Senior Business Intelligence Analyst  | <b>Class Number:</b> | 1086142/<br>16422 |
| <b>FLSA:</b>        | Exempt  | <b>Pay Grade:</b>    | 13B               |
| <b>Departments:</b> | All Departments <span style="float: right; color: blue; font-family: cursive;">Exhibit C</span> |                      |                   |

## Classification Function

The purpose of this classification is to support business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for **providing** descriptive and diagnostic analytical tools to measure performance management and **provide insights** into departmental processes and transactions. Employees in this class **work** under **general** supervision and perform activities in a timely manner and according to policies, procedures, and **related** regulations. This position requires a higher level of complex project **planning** and **analyses** **as well as** more time spent planning and strategizing with agency leaders than **the** Business Intelligence Analyst.

## 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%
- Leads business data intelligence activities of a County department or agency; develops and executes project plans; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; develops analytical prototypes; develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; leads testing in partnership with the agency/department to ensure visualizations are reflective of the data and consistent with defined needs.
- 30% +/- 10%
- Drives the establishment of goals in alignment with agencies strategic plan; leads planning sessions with business unit and agency leaders to identify requirements, business processes, key performance metrics, and goals; presents analytical prototypes to business unit leaders to ensure visualizations meet requirements; maintains communication with business unit leaders throughout analysis, design, production, and maintenance lifecycle; presents end product, analytical findings, and key observations to stakeholders to increase operational efficiency.
- 10% +/- 5%
- Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 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; completes self-appraisals.

## Senior Business Intelligence Analyst

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and five (5) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

- No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

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

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data extracts, project plans, data reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with management to coordinate the more complex problems, represents the department with others, ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, co-workers, subject matter experts, stakeholders, and other County employees.

#### Environmental Adaptability

- Work is typically performed in an office environment.

Proposed Date:

## Senior Business Intelligence Analyst

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Proposed Date:



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |         |
|---------------------|---|----------------------|---------|
| <b>Class Title:</b> | Obstetrician/Gynecologist - Corrections | <b>Class Number:</b> | 1059511 |
| <b>FLSA:</b>        | Exempt                                  | <b>Pay Grade:</b>    | 26      |
| <b>Dept:</b>        | Sheriff's Office                        | <i>Exhibit D</i>     |         |

### Classification Function

The purpose of this classification is to perform prevention, diagnosis, and treatment of gynecologic conditions including sexually transmitted disease; to perform obstetrical services including pregnancy, prenatal and postpartum management; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

### Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

### 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% +/- 15%

- Performs medical and physical evaluations of patients' health status; provides pregnancy management, prenatal, labor, and puerperium care; exams patients for breast, cervical and ovarian cancers, treats urinary tract and pelvic and hormonal disorders; performs Pap smears and treats sexually transmitted disease; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.

20% +/- 5%

- Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.

10% +/- 5%

- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.

## Obstetrician/Gynecologist - Corrections

10% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

### Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; five years of residency training in the specialty of the position to be filled (OBGYN) or equivalent experience and training.

### Additional Requirements

Possession of a valid license as a physician and surgeon issued by the state of Ohio.

Requires current, valid CPR certification.

### Board Certification

Board Certification as an Obstetrician is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

#### Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

## **Obstetrician/Gynecologist - Corrections**

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment in a County jail.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                 |                      |         |
|---------------------|---------------------------------|----------------------|---------|
| <b>Class Title:</b> | Psychiatric Services Supervisor | <b>Class Number:</b> | 1054115 |
| <b>FLSA:</b>        | Exempt                          | <b>Pay Grade:</b>    | 13      |
| <b>Dept:</b>        | Sheriff's Office                | <i>Exhibit E</i>     |         |

### Classification Function

The purpose of this classification is to administer, coordinate, supervise, monitor and ensure quality of mental health services for the Cuyahoga County Corrections Center.

### Distinguishing Characteristics

This is a first-line supervisor class responsible for coordinating and supervising the psychiatric services for the Sheriff's department. This class works under direction and the incumbent evaluates and recommends changes to policies and procedures for the assigned functional area within required standards, regulations, and laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. The employee in this class provides supervision to professional and technical-level mental health nurses. This class is distinguished from the Health Care Manager who is responsible for management of physical and mental health programs in the Sheriff's department. It is further distinguished from the mental health Registered Nurses by coordinating and supervising their work.

### Essential Job Functions

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

- 45% +/- 10%
- Administers, coordinates, supervises, and participates in the work of mental health nurses; monitors and ensures that services are delivered in a timely and efficient manner; develops and monitors a mental health screening program for screening, evaluating, and referring inmates for mental health services; develops, assesses, and updates mental health services policies and procedures to ensure compliance with best practices, federal, state, and accrediting agency guidelines.
  
- 35% +/- 5%
- Supervises staff; schedules, assigns and reviews work; interviews and recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; evaluates performance; establishes and promotes employee morale; counsels staff; monitors the need for and trains or arranges for staff training; ensures appropriate staffing levels and the availability of staff at all times.
  
- 10% +/- 5%
- Coordinates referrals and appointment services with clerical staff; compiles data regarding mental health services provided; updates and completes records; writes reports.
  
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned area; provides responsive, high quality service to those contacted in performance of duties; directs mental health team meetings; communicates with healthcare staff, correctional staff, community providers, members of the judicial system and family members as appropriate.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Nursing and five (5) years of experience as a nurse which must have included a minimum of one year of experience as a mental health nurse and two (2) years supervisory experience.

### **Additional Requirements**

Registered Nursing license.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of medical tools, equipment, and supplies.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including charts, court orders regarding medications, inmate grievances, performance evaluations, attendance reports, disciplinary reports, vacation requests, tracking sheets, and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety manuals, medical books, the DSM, mental health services standards, Physicians' Desk Reference, nursing drug handbook, and the Ohio Revised Code (ORC).



### Psychiatric Services Supervisor

- Ability to prepare quality improvement reports, logs, performance appraisals, schedules, assignments, presentations, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic medical, counseling and psychiatric terminology and language.
- Ability to communicate with managers, supervisors, psychiatrists, psychologists, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and attorneys.

### **Environmental Adaptability**

- Work is primarily performed indoors.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                            |                      |         |
|---------------------|----------------------------|----------------------|---------|
| <b>Class Title:</b> | Psychiatrist - Corrections | <b>Class Number:</b> | 1059811 |
| <b>FLSA:</b>        | Exempt                     | <b>Pay Grade:</b>    | 29      |
| <b>Dept:</b>        | Sheriff's Office           | <i>Exhibit F</i>     |         |

### Classification Function

The purpose of this classification is to perform psychiatric evaluations, diagnoses and treatment of patients with psychiatric illnesses and substance abuse disorders; to develop, monitor, and evaluate appropriate treatment plans including psychotherapy and/or psychotropic medication strategies; to perform short-term crisis counseling and routine mental health assessments on patients referred by nursing, medical professional and correctional staff and social workers; to perform and monitor a variety of administrative tasks/functions in support of assigned services and providing facility coverage as scheduled including on-call coverage and weekend coverage; and to act as a positive and cooperative team member and resource within the Correctional Institution.

### Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Requires thorough knowledge of methods and principles of behavioral health medicine and current principles and methods of assessment and treatment of patients with psychiatric illnesses and substance abuse disorders. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

### 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%
- Performs psychiatric evaluations of patients' mental and emotional health status and develops appropriate treatment/therapy plans based on diagnoses of symptoms and behaviors.
  
- 20% +/- 5%
- Prescribes appropriate psychotropic medications based on patients' diagnoses and psychiatric evaluations; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule; provides night, weekend and holiday medical triage and authorizations via telephone.
  
- 20% +/- 5%
- Supervises psychologist and mental health nurse practitioner; reviews success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; develops and implements QA and/or QI process improvement initiatives; performs utilization review and management functions.

10% +/- 5%

## Psychiatrist - Corrections

- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding psychiatric illness, diagnosis, treatment, and services available; participates in peer review, grievance procedures, mortality review; attends court hearings as an expert witness.

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with HIPAA and confidentiality requirements.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

### Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience providing psychiatric counseling and evaluations of patients; two years of professional level experience performing responsible patient evaluations and treatment of patients in forensic psychiatry or a community mental health setting including treatment of people of diverse cultural and ethnic backgrounds.

### Additional Requirements

Successful completion of a three or four year psychiatry residency program that is accredited by the

Accreditation Council for Graduate Medical Education (ACGME)

Possession of a valid license as a physician and surgeon issued by the state of Ohio

Requires current, valid CPR certification.

### Additional Requirements

Board Certification in psychiatry is preferred.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual of Mental Disorders, Practice Guidelines for the Treatment of Psychiatric Disorders, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, laboratory reports, medical and psychological reports and findings, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment in a County jail.

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



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

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

**DATE:** July 18, 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 July 17, 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:

| <b>PROPOSED NEW CLASSIFICATIONS</b> |                              |                             |                   |
|-------------------------------------|------------------------------|-----------------------------|-------------------|
| <b>Classification Title</b>         | <b>Classification Number</b> | <b>Pay Grade &amp; FLSA</b> | <b>Department</b> |
| Business Intelligence Analyst       | 1086141/16421                | 9B/Exempt                   | All Departments   |

**PROPOSED NEW CLASSIFICATIONS – Cont.**

| <b>Classification Title</b>          | <b>Classification Number</b> | <b>Pay Grade &amp; FLSA</b> | <b>Department</b>                  |
|--------------------------------------|------------------------------|-----------------------------|------------------------------------|
| Justice Systems Advocate Supervisor  | 1056533/13183                | 12A/Exempt                  | Public Safety and Justice Services |
| Senior Business Intelligence Analyst | 1086142/16422                | 13B/Exempt                  | All Departments                    |

**PROPOSED DELETED CLASSIFICATIONS**

| <b>Classification Title</b>             | <b>Classification Number</b> | <b>Pay Grade</b> | <b>Department</b> |
|---|------------------------------|------------------|-------------------|
| Gynecologist-Obstetrician – Corrections | 1059511                      | 26A/Exempt       | Sheriff’s Office  |
| Psychiatric Services Supervisor         | 1054115                      | 13A/Exempt       | Sheriff’s Office  |
| Psychiatrist – Corrections              | 1059811                      | 29A/Exempt       | Sheriff’s Office  |

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**

| <b>Class Number</b> | <b>Classification Title</b>   | <b>Department</b> | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|-------------------------------|-------------------|--------------------|------------------|
| 1086141/<br>16421   | Business Intelligence Analyst | All Departments   | Exempt             | 9B               |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |  |
|-------------------|--|
| <b>Rationale:</b> | This is a new classification requested by the IT Department but open to all Departments based on departmental needs. The classification reflects the essential functions and minimum qualifications of the position. |
|-------------------|--|

|                                   |      |
|-----------------------------------|------|
| <b>No. of Employees Affected:</b> | None |
|-----------------------------------|------|

|                           |                 |
|---------------------------|-----------------|
| <b>Dept.(s) Affected:</b> | All Departments |
|---------------------------|-----------------|

|                       |  |
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| <b>Fiscal Impact:</b> | PG 9B \$50,710.40 - \$70,990.40<br>Step Placement TBD by Human Resources |
|-----------------------|--|

|                               |  |
|-------------------------------|--|
| <b>Staffing Implications:</b> | Position to be filled once classification is active. |
|-------------------------------|--|

|                        |  |
|------------------------|--|
| <b>PRC Contact(s):</b> | Verona Blondé, Classification and Compensation Specialist<br>Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| <b>Human Resources and Management Contact(s):</b> | <b><u>Date of Contact:</u></b> | <b><u>Type of Contact:</u></b> | <b><u>Reason:</u></b>       |
|---|--------------------------------|--------------------------------|-----------------------------|
| Rhonda Caldwell,<br>Compensation<br>Manager       | 2/5/2019                       | Email                          | Copied on<br>Communications |
|   | 2/21/2019                      | Email                          |                             |
|   | 2/22/2019                      | Email                          |                             |
|   | 2/26/2019                      | Email                          |                             |
| Kelli Neale, HR                                   | 2/5/2019                       | Email                          | Copied on<br>Communications |
|   | 2/21/2019                      | Email                          |                             |
|   | 2/22/2019                      | Email                          |                             |
|   | 2/26/2019                      | Email                          |                             |

|   |   |   |   |
|---|---|---|---|
| John Sheffler,<br>Enterprise Data<br>Architect Leader | 2/4/2019<br>2/5/2019<br>2/21/2019<br><br>2/22/2019<br><br>2/26/2019 | Meeting<br>Email<br>Email<br><br>Email<br><br>Email | Discussion Regarding CPQ<br>Review of Final Draft<br>Follow up Questions<br>Regarding Edits<br>Follow up Questions<br>Regarding Edits<br>Update |
| Michael Young, Chief<br>Technology Officer            | 2/5/2019<br>2/21/2019<br><br>2/22/2019<br><br>2/26/2019             | Email<br>Email<br><br>Email<br><br>Email            | Review of Final Draft<br>Follow up Questions<br>Regarding Edits<br>Follow up Questions<br>Regarding Edits<br>Update                             |
| Jim Battigaglia,<br>Archer Consultant                 | 3/1/2019  | Email   | Request for Pay Grade<br>Evaluation<br>Reminder for Pay Grade<br>Evaluation   |



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                               |                      |                   |
|---------------------|-------------------------------|----------------------|-------------------|
| <b>Class Title:</b> | Business Intelligence Analyst | <b>Class Number:</b> | 1086141/<br>16421 |
| <b>FLSA:</b>        | Exempt                        | <b>Pay Grade:</b>    | 9B                |
| <b>Departments:</b> | All Departments               |                      |                   |

## Classification Function

The purpose of this classification is to coordinate business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under close supervision and within a framework of well-defined procedures. Employees perform activities in a timely manner and according to policies, procedures, and related regulations.

## Essential Job Functions

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

- 50% +/- 10%

Coordinates and supports business data intelligence activities of a County department or agency; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; creates analytical prototypes.
- 35% +/- 10%

Develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; conducts tests to ensure visualizations are reflective of the data and consistent with defined needs; works with Information Technology (IT) to publish visualizations.
- 5% +/- 2%

Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 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; completes self-appraisals.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and two (2) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of training and experience.

## **Business Intelligence Analyst**

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to coordinate the programs and/or typical problems associated with the job, ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, co-workers, subject matter experts, stakeholders, and other County employees.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

| <b>Class Number</b> | <b>Classification Title</b>            | <b>Department</b>                     | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|--|---------------------------------------|--------------------|------------------|
| 1056533/<br>13183   | Justice Systems Advocate<br>Supervisor | Public Safety and<br>Justice Services | Exempt             | 12A              |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |  |
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| <b>Rationale:</b> | This is a new classification requested by the Department of Public Safety and Justice Services based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
|-------------------|--|

|                                   |      |
|-----------------------------------|------|
| <b>No. of Employees Affected:</b> | None |
|-----------------------------------|------|

|                           |                                    |
|---------------------------|------------------------------------|
| <b>Dept.(s) Affected:</b> | Public Safety and Justice Services |
|---------------------------|------------------------------------|

|                       |  |
|-----------------------|--|
| <b>Fiscal Impact:</b> | PG 12 \$56,368.00 - \$78,915.20<br>Step Placement TBD by Human Resources |
|-----------------------|--|

|                               |  |
|-------------------------------|--|
| <b>Staffing Implications:</b> | Position to be filled once classification is active. |
|-------------------------------|--|

|                        |  |
|------------------------|--|
| <b>PRC Contact(s):</b> | Verona Blonde, Classification and Compensation Specialist<br>Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| <b>Human Resources and Management Contact(s):</b> | <b><u>Date of Contact:</u></b> | <b><u>Type of Contact:</u></b> | <b><u>Reason:</u></b>          |
|---|--------------------------------|--------------------------------|--------------------------------|
| Rhonda Caldwell,<br>Compensation<br>Manager       | 3/7/2019                       | Email                          | Copied on<br>Communications    |
|   | 4/24/2019                      | Email                          | Copied on<br>Communications    |
|   | 4/25/2019                      | Email                          | Update                         |
|   | 6/4/2019                       | Email                          | Update                         |
|   | 6/10/2019                      | Email                          | Update                         |
| Kelli Neale, HR                                   | 3/7/2019                       | Email                          | Facilitating update<br>process |

|  |           |       |                             |
|--|-----------|-------|-----------------------------|
|  | 4/24/2019 | Email | Copied on<br>Communications |
|  | 4/25/2019 | Email | Update                      |
|  | 6/4/2019  | Email | Update                      |
|  | 6/10/2019 | Email | Update                      |
| Melinda Burt,<br>Deputy Director<br>Justice Services | 3/7/2019  | Email | Review of Final Draft       |
|  | 4/24/2019 | Email | Following Up                |
|  | 4/25/2019 | Email | Update                      |
|  | 6/4/2019  | Email | Update                      |
|  | 6/10/2019 | Email | Update                      |
| Jill Smialek, PO4<br>Justice Services                | 4/24/2019 | Email | Following Up                |
|  | 4/25/2019 | Email | Update                      |
|  | 6/4/2019  | Email | Update                      |
|  | 6/10/2019 | Email | Update                      |
| Alex Pellom, Director<br>– Justice Services          | 6/4/2019  | Email | Update                      |
|  | 6/10/2019 | Email | Update                      |
| Jim Battigaglia,<br>Archer Consultant                | 6/4/2019  | Email | Pay Grade Evaluation        |

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                    |                      |                   |
|---------------------|------------------------------------|----------------------|-------------------|
| <b>Class Title:</b> | Justice System Advocate Supervisor | <b>Class Number:</b> | 1056533/<br>13183 |
| <b>FLSA:</b>        | Exempt                             | <b>Pay Grade:</b>    | 12A               |
| <b>Dept:</b>        | Public Safety and Justice Services |                      |                   |

## Classification Function

The purpose of this classification is to supervise staff and coordinate the daily operations of a Justice System Advocate unit at the Witness Victim Service Center.

## Distinguishing Characteristics

This is a management classification with responsibility for coordinating and supervising a Justice System Advocate unit at the Witness Victim Service Center. The incumbent works within and exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

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

- 65% +/- 10%
- Supervises Justice System Advocate staff; assigns advocacy cases; evaluates employee performance; disciplines employees; leads teamwork initiatives; coordinates training opportunities.
- 20% +/- 10%
- Coordinates the daily operations of a Justice System Advocate unit at the Witness Victim Service Center; integrates multiple client advocacy systems; collaborates with internal staff and external partners about cases and services; compiles data and statistics; prepares unit reports.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops, implements, and recommends policy and procedures; researches and analyzes current trends and best practices; attends court proceedings; responds to client complaints, emergencies, and concerns; attends various meetings; trains agencies and court, hospital, and university officials and personnel on domestic violence and/or other crimes or victim rights issues.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in psychology, social work, sociology, public administration, organizational development or related field with three (3) years of supervisory experience in a social service setting OR six (6) years of experience working directly with victims of crime; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

## Additional Requirements for all levels

No special license or certification is required.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance records; internal case management reports; external source reports, including court docket.
- Ability to comprehend a variety of reference books and manuals including Victims' of Crime Rights, Federal Violence Against Women Act (VAWA) Guidelines, Personnel Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare internal case management reports, external source reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, mental health, and basic medical terminology and language.
- Ability to communicate with law enforcement, prosecutors, victims, victims' representatives, other County employees, and community partners.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Justice Systems Advocate Supervisor

- Work may involve exposure to violence, defendants of violent crimes, and victims of violent crimes.

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

**PROPOSED NEW CLASSIFICATION**

| <b>Class Number</b> | <b>Classification Title</b>                 | <b>Department</b>      | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|---|------------------------|--------------------|------------------|
| 1086142/<br>16422   | <b>Senior Business Intelligence Analyst</b> | <b>All Departments</b> | <b>Exempt</b>      | <b>13B</b>       |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

|                   |  |
|-------------------|--|
| <b>Rationale:</b> | This is a new classification requested by the IT Department but opened to all Departments based on departmental needs. The classification reflects the essential functions and minimum qualifications of the position. |
|-------------------|--|

|                                   |      |
|-----------------------------------|------|
| <b>No. of Employees Affected:</b> | None |
|-----------------------------------|------|

|                           |                 |
|---------------------------|-----------------|
| <b>Dept.(s) Affected:</b> | All Departments |
|---------------------------|-----------------|

|                       |   |
|-----------------------|---|
| <b>Fiscal Impact:</b> | PG 13B \$65,520.00 - \$91,686.40<br>Step Placement TBD by Human Resources |
|-----------------------|---|

|                               |  |
|-------------------------------|--|
| <b>Staffing Implications:</b> | Position to be filled once classification is active. |
|-------------------------------|--|

|                        |  |
|------------------------|--|
| <b>PRC Contact(s):</b> | Verona Blondé, Classification and Compensation Specialist<br>Albert Bouchahine, Manager of Classification and Compensation |
|------------------------|--|

| <b>Human Resources and Management Contact(s):</b> | <b><u>Date of Contact:</u></b> | <b><u>Type of Contact:</u></b> | <b><u>Reason:</u></b>       |
|---|--------------------------------|--------------------------------|-----------------------------|
| Rhonda Caldwell,<br>Compensation<br>Manager       | 2/5/2019                       | Email                          | Copied on<br>Communications |
|   | 2/21/2019                      | Email                          |                             |
|   | 2/22/2019                      | Email                          |                             |
|   | 2/26/2019                      | Email                          |                             |
| Kelli Neale, HR                                   | 2/5/2019                       | Email                          | Copied on<br>Communications |
|   | 2/21/2019                      | Email                          |                             |
|   | 2/22/2019                      | Email                          |                             |
|   | 2/26/2019                      | Email                          |                             |



|   |   |   |   |
|---|---|---|---|
| John Sheffler,<br>Enterprise Data<br>Architect Leader | 2/4/2019<br>2/5/2019<br>2/21/2019<br><br>2/22/2019<br><br>2/26/2019 | Meeting<br>Email<br>Email<br><br>Email<br><br>Email | Discussion Regarding CPQ<br>Review of Final Draft<br>Follow up Questions<br>Regarding Edits<br>Follow up Questions<br>Regarding Edits<br>Update |
| Michael Young, Chief<br>Technology Officer            | 2/5/2019<br>2/21/2019<br><br>2/22/2019<br><br>2/26/2019             | Email<br>Email<br><br>Email<br><br>Email            | Review of Final Draft<br>Follow up Questions<br>Regarding Edits<br>Follow up Questions<br>Regarding Edits<br>Update                             |
| Jim Battigaglia,<br>Archer Consultant                 | 3/1/2019  | Email   | Request for Pay Grade<br>Evaluation<br>Reminder for Pay Grade<br>Evaluation   |

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                      |                      |                   |
|---------------------|--------------------------------------|----------------------|-------------------|
| <b>Class Title:</b> | Senior Business Intelligence Analyst | <b>Class Number:</b> | 1086142/<br>16422 |
| <b>FLSA:</b>        | Exempt                               | <b>Pay Grade:</b>    | 13B               |
| <b>Departments:</b> | All Departments                      |                      |                   |

## Classification Function

The purpose of this classification is to support business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under general supervision and perform activities in a timely manner and according to policies, procedures, and related regulations. This position requires a higher level of complex project planning and analyses as well as more time spent planning and strategizing with agency leaders than the Business Intelligence Analyst.

## 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%
  - Leads business data intelligence activities of a County department or agency; develops and executes project plans; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; develops analytical prototypes; develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; leads testing in partnership with the agency/department to ensure visualizations are reflective of the data and consistent with defined needs.
- 30% +/- 10%
  - Drives the establishment of goals in alignment with agencies strategic plan; leads planning sessions with business unit and agency leaders to identify requirements, business processes, key performance metrics, and goals; presents analytical prototypes to business unit leaders to ensure visualizations meet requirements; maintains communication with business unit leaders throughout analysis, design, production, and maintenance lifecycle; presents end product, analytical findings, and key observations to stakeholders to increase operational efficiency.
- 10% +/- 5%
  - Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 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; completes self-appraisals.

## **Senior Business Intelligence Analyst**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and five (5) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of training and experience.

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data extracts, project plans, data reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with management to coordinate the more complex problems, represents the department with others, ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, co-workers, subject matter experts, stakeholders, and other County employees.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Senior Business Intelligence Analyst

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

Proposed Date:

**PROPOSED DELETED CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b>                        | <b>Department</b>       | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|--|-------------------------|--------------------|------------------|
| 1059511             | <b>Obstetrician - Gynecologist<br/>Corrections</b> | <b>Sheriff's Office</b> | <b>Exempt</b>      | <b>26A</b>       |

|                      |                             |
|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
|----------------------|-----------------------------|

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|-------------------|---|
| <b>Rationale:</b> | The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department. |
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|-----------------------------------|------|
| <b>No. of Employees Affected:</b> | None |
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|---------------------------|------------------|
| <b>Dept.(s) Affected:</b> | Sheriff's Office |
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| <b>Fiscal Impact:</b> | None |
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| <b>Staffing Implications:</b> | None |
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| <b>PRC Contact(s):</b> | Verona Blondé, Classification and Compensation Specialist<br>Albert Bouchahine, Manager of Classification and Compensation |
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| <b>Human Resources Contact(s):</b> | Kelli Neale, Program Officer 4<br>Hadiya Butler, HR Manager |
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| <b>Management Contact(s):</b> | None |
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |         |
|---------------------|---|----------------------|---------|
| <b>Class Title:</b> | Obstetrician/Gynecologist - Corrections | <b>Class Number:</b> | 1059511 |
| <b>FLSA:</b>        | Exempt                                  | <b>Pay Grade:</b>    | 26      |
| <b>Dept:</b>        | Sheriff's Office                        |                      |         |

## Classification Function

The purpose of this classification is to perform prevention, diagnosis, and treatment of gynecologic conditions including sexually transmitted disease; to perform obstetrical services including pregnancy, prenatal and postpartum management; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

## Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

## 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% +/- 15%

- Performs medical and physical evaluations of patients' health status; provides pregnancy management, prenatal, labor, and puerperium care; exams patients for breast, cervical and ovarian cancers, treats urinary tract and pelvic and hormonal disorders; performs Pap smears and treats sexually transmitted disease; makes diagnoses and develops and prescribes medical and rehabilitative treatment/therapy plans based on diagnoses of symptoms; prescribes medications; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule.

20% +/- 5%

- Provides clinical supervision to mid-level practitioners reviewing success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; provides night, weekend, and holiday medical triage and authorizations via telephone.

10% +/- 5%

- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.

## **Obstetrician/Gynecologist - Corrections**

10% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Graduation from an accredited medical school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience; five years of residency training in the specialty of the position to be filled (OBGYN) or equivalent experience and training.

### **Additional Requirements**

Possession of a valid license as a physician and surgeon issued by the state of Ohio.

Requires current, valid CPR certification.

### **Board Certification**

Board Certification as an Obstetrician is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

#### **Supervisory Responsibilities**

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

## **Obstetrician/Gynecologist - Corrections**

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment in a County jail.

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



**PROPOSED DELETED CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b>            | <b>Department</b>       | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|--|-------------------------|--------------------|------------------|
| <b>1054115</b>      | <b>Psychiatric Services Supervisor</b> | <b>Sheriff's Office</b> | <b>Exempt</b>      | <b>13A</b>       |

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|----------------------|-----------------------------|
| <b>Requested By:</b> | Personnel Review Commission |
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| <b>Rationale:</b> | The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department. |
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| <b>No. of Employees Affected:</b> | None |
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| <b>Dept.(s) Affected:</b> | Sheriff's Office |
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| <b>Fiscal Impact:</b> | None |
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| <b>Staffing Implications:</b> | None |
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| <b>PRC Contact(s):</b> | Verona Blondé, Classification and Compensation Specialist<br>Albert Bouchahine, Manager of Classification and Compensation |
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| <b>Human Resources Contact(s):</b> | Kelli Neale, Program Officer 4<br>Hadiya Butler, HR Manager |
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| <b>Management Contact(s):</b> | None |
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                 |                      |         |
|---------------------|---------------------------------|----------------------|---------|
| <b>Class Title:</b> | Psychiatric Services Supervisor | <b>Class Number:</b> | 1054115 |
| <b>FLSA:</b>        | Exempt                          | <b>Pay Grade:</b>    | 13      |
| <b>Dept:</b>        | Sheriff's Office                |                      |         |

### Classification Function

The purpose of this classification is to administer, coordinate, supervise, monitor and ensure quality of mental health services for the Cuyahoga County Corrections Center.

### Distinguishing Characteristics

This is a first-line supervisor class responsible for coordinating and supervising the psychiatric services for the Sheriff's department. This class works under direction and the incumbent evaluates and recommends changes to policies and procedures for the assigned functional area within required standards, regulations, and laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. The employee in this class provides supervision to professional and technical-level mental health nurses. This class is distinguished from the Health Care Manager who is responsible for management of physical and mental health programs in the Sheriff's department. It is further distinguished from the mental health Registered Nurses by coordinating and supervising their work.

### Essential Job Functions

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

- 45% +/- 10%
- Administers, coordinates, supervises, and participates in the work of mental health nurses; monitors and ensures that services are delivered in a timely and efficient manner; develops and monitors a mental health screening program for screening, evaluating, and referring inmates for mental health services; develops, assesses, and updates mental health services policies and procedures to ensure compliance with best practices, federal, state, and accrediting agency guidelines.
- 35% +/- 5%
- Supervises staff; schedules, assigns and reviews work; interviews and recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; evaluates performance; establishes and promotes employee morale; counsels staff; monitors the need for and trains or arranges for staff training; ensures appropriate staffing levels and the availability of staff at all times.
- 10% +/- 5%
- Coordinates referrals and appointment services with clerical staff; compiles data regarding mental health services provided; updates and completes records; writes reports.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned area; provides responsive, high quality service to those contacted in performance of duties; directs mental health team meetings; communicates with healthcare staff, correctional staff, community providers, members of the judicial system and family members as appropriate.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Nursing and five (5) years of experience as a nurse which must have included a minimum of one year of experience as a mental health nurse and two (2) years supervisory experience.

### **Additional Requirements**

Registered Nursing license.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of medical tools, equipment, and supplies.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including charts, court orders regarding medications, inmate grievances, performance evaluations, attendance reports, disciplinary reports, vacation requests, tracking sheets, and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety manuals, medical books, the DSM, mental health services standards, Physicians' Desk Reference, nursing drug handbook, and the Ohio Revised Code (ORC).

### Psychiatric Services Supervisor

- Ability to prepare quality improvement reports, logs, performance appraisals, schedules, assignments, presentations, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic medical, counseling and psychiatric terminology and language.
- Ability to communicate with managers, supervisors, psychiatrists, psychologists, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and attorneys.

### **Environmental Adaptability**

- Work is primarily performed indoors.

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

**PROPOSED DELETED CLASSIFICATIONS**

| <b>Class Number</b> | <b>Classification Title</b> | <b>Department</b> | <b>FLSA Status</b> | <b>Pay Grade</b> |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 1059811             | Psychiatrist - Corrections  | Sheriff's Office  | Exempt             | 29A              |

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| <b>Requested By:</b> | Personnel Review Commission |
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| <b>Rationale:</b> | The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department. |
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| <b>No. of Employees Affected:</b> | None |
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| <b>Dept.(s) Affected:</b> | Sheriff's Office |
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| <b>Fiscal Impact:</b> | None |
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| <b>Staffing Implications:</b> | None |
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| <b>PRC Contact(s):</b> | Verona Blondé, Classification and Compensation Specialist<br>Albert Bouchahine, Manager of Classification and Compensation |
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| <b>Human Resources Contact(s):</b> | Kelli Neale, Program Officer 4<br>Hadiya Butler, HR Manager |
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| <b>Management Contact(s):</b> | None |
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                            |                      |         |
|---------------------|----------------------------|----------------------|---------|
| <b>Class Title:</b> | Psychiatrist - Corrections | <b>Class Number:</b> | 1059811 |
| <b>FLSA:</b>        | Exempt                     | <b>Pay Grade:</b>    | 29      |
| <b>Dept:</b>        | Sheriff's Office           |                      |         |

### Classification Function

The purpose of this classification is to perform psychiatric evaluations, diagnoses and treatment of patients with psychiatric illnesses and substance abuse disorders; to develop, monitor, and evaluate appropriate treatment plans including psychotherapy and/or psychotropic medication strategies; to perform short-term crisis counseling and routine mental health assessments on patients referred by nursing, medical professional and correctional staff and social workers; to perform and monitor a variety of administrative tasks/functions in support of assigned services and providing facility coverage as scheduled including on-call coverage and weekend coverage; and to act as a positive and cooperative team member and resource within the Correctional Institution.

### Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Requires thorough knowledge of methods and principles of behavioral health medicine and current principles and methods of assessment and treatment of patients with psychiatric illnesses and substance abuse disorders. Administrative direction is received from the Medical Director. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

### 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%
- Performs psychiatric evaluations of patients' mental and emotional health status and develops appropriate treatment/therapy plans based on diagnoses of symptoms and behaviors.
  
- 20% +/- 5%
- Prescribes appropriate psychotropic medications based on patients' diagnoses and psychiatric evaluations; monitors patients' reactions, relief of symptoms, and degree of side effects on a regular and on-going schedule; provides night, weekend and holiday medical triage and authorizations via telephone.
  
- 20% +/- 5%
- Supervises psychologist and mental health nurse practitioner; reviews success and appropriateness of treatment plans and prescribed medications; modifying treatment plans and prescribed medications in response to patients' needs and symptoms; develops and implements QA and/or QI process improvement initiatives; performs utilization review and management functions.

10% +/- 5%

## **Psychiatrist - Corrections**

- Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding psychiatric illness, diagnosis, treatment, and services available; participates in peer review, grievance procedures, mortality review; attends court hearings as an expert witness.

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records, prepares a variety of reports and records, and maintains documentation of client contact in accordance with departmental and statutory regulations and procedures; maintains compliance with HIPAA and confidentiality requirements.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Graduation from an accredited medical school as an M.D or D.O. in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; a Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG); two years of professional experience providing psychiatric counseling and evaluations of patients; two years of professional level experience performing responsible patient evaluations and treatment of patients in forensic psychiatry or a community mental health setting including treatment of people of diverse cultural and ethnic backgrounds.

## **Additional Requirements**

Successful completion of a three or four year psychiatry residency program that is accredited by the Accreditation Council for Graduate Medical Education (ACGME)

Possession of a valid license as a physician and surgeon issued by the state of Ohio

Requires current, valid CPR certification.

## **Additional Requirements**

Board Certification in psychiatry is preferred.

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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment.

## **Psychiatrist - Corrections**

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Ability to perform upper-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual of Mental Disorders, Practice Guidelines for the Treatment of Psychiatric Disorders, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, laboratory reports, medical and psychological reports and findings, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, and employees of own department and with outside departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment in a County jail.

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



| <u>Job Title</u>                        | <u>Classification Number</u> | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u>                  | <u>Rationale</u>   |
|---|------------------------------|-------------------------------------|---|------------------------------------|--|
| <b><u>NEW</u></b>                       |                              |                                     |   |                                    |  |
| Business Intelligence Analyst           | 1086141/<br>16421            | N/A                                 | 9B/Exempt                               | All Departments                    | This is a new classification requested by the IT Department but open to all Departments based on departmental needs. The classification reflects the essential functions and minimum qualifications of the position.     |
| Justice Systems Advocate Supervisor     | 1056533/<br>13183            | N/A                                 | 12A/Exempt                              | Public Safety and Justice Services | This is a new classification requested by the Department of Public Safety and Justice Services based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
| Senior Business Intelligence Analyst    | 1086142/<br>16422            | N/A                                 | 13B/Exempt                              | All Departments                    | This is a new classification requested by the IT Department but opened to all Departments based on departmental needs. The classification reflects the essential functions and minimum qualifications of the position.   |
| <b><u>DELETED</u></b>                   |                              |                                     |   |                                    |  |
| Gynecologist-Obstetrician – Corrections | 1059511                      | 26A/Exempt                          | N/A                                     | Sheriff's Office                   | The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.  |
| Psychiatric Services Supervisor         | 1054115                      | 13A/Exempt                          | N/A                                     | Sheriff's Office                   | The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.  |
| Psychiatrist – Corrections<br>1059811   | 1059811                      | 29A/Exempt                          | N/A                                     | Sheriff's Office                   | The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.  |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0164

|  |   |
|--|---|
| Sponsored by: <b>County Executive Budish</b> | <b>A Resolution</b> confirming the County Executive’s appointment or reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms, and declaring the necessity that this Resolution become immediately effective. |
|--|---|

WHEREAS, Ohio Revised Code Chapter 340-02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms:

Appointment:

1. Crystal L. Bryant for an unexpired term ending 6/30/2020 (replacing Hugh B. Shannon); and

Reappointment:

1. Max M. Rodas for the term 7/1/2019 – 6/30/2023; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment or reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms as follows:

Appointment:

1. Crystal L. Bryant for an unexpired term ending 6/30/2020.

Reappointment:

1. Max M. Rodas for the term 7/1/2019 – 6/30/2023.

**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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: July 23, 2019

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

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



July 15, 2019

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

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady,

I am pleased to nominate the following individuals for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

New Appointment

- **Crystal Bryant**, unexpired term ending 6/30/2020 (replacing Hugh B. Shannon)

Re-appointment

- **Max M. Rodas**, 4-year term, 7/1/2019 – 6/30/2023

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

There were no other candidates on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish  
County Executive

# Crystal L. Bryant, Esq., MS, LSW

## Education

CLEVELAND-MARSHALL COLLEGE OF LAW, (C|M|LAW), Cleveland, Ohio

**Juris Doctor Received – May, 2011**

- President, Democratic Law Organization, 2010-2011; Treasurer, 2009-2010, Coordinator, 2008-2009
- Vice President, Christian Legal Society, 2009-2010

TIFFIN UNIVERSITY, Tiffin, Ohio

**Master of Science in Criminal Justice Administration - August, 2005**

**Dean's List**

CLEVELAND STATE UNIVERSITY, Cleveland, Ohio

**Bachelor of Art in Social Work – May, 2003; Minor in Criminal Justice**

**Dean's List**

## Work Experience

**Director, CUYAHGA COUNTY OFFICE OF REENTRY  
HEALTH & HUMAN SERVICES, Cleveland, OH**

December 2016-Present

- Development and implementation a County Community Wide Reentry Plan, addressing strategies and policies with a special focus on reducing recidivism and improving public safety by ensuring that Philadelphians returning from incarceration have access to the necessary resources, supports, and opportunities.
- Set a clear vision and direction for a comprehensive countywide approach to reentry, including the development of partnerships to create a countywide network of services that address a variety of social service needs among individuals returning from incarceration, including but not limited to the need for employment.
- Manage Office of Reentry with \$2,000,000 budget
- Work in partnership with leadership coalition to direct advocacy efforts at the Local, State and Federal levels
- Perform human resource functions in selecting, interviewing, hiring and developing personnel
- Coordinate fund development through grant proposal request
- Oversee all contracted services and monitor compliance aspects
- Determine what combination of policy, direct programs and services, systems building, convening, research, and partnerships the County's Office of Reentry Partnerships will undertake to create sustainable, measurable improvement in reentry outcomes, and manage the budget of the Office of Reentry Partnerships accordingly.
- Serve as the Administration's central point of contact for reentry initiatives internally and externally, building awareness of reentry issues, championing efforts to create better reentry outcomes, creating consistent messaging, and enhancing others' capacity to leverage their resources toward shared strategic objectives related to reentry.
- Coordinate and align re-entry services and partnerships across the County Cabinet and with other key County stakeholders such as the Health and Human Services Cabinet, the Office of Workforce Development, and the Economic Development office.
- Coordinate pre and post re-entry services for inmates and returning citizens.
- Monitor reentry investments and outcomes, including evaluation of current County-funded programs.
- Develop strategic priorities for new reentry-related initiatives and partnerships within the Office of Reentry Partnerships and across County departments and offices, as applicable.
- Work closely with other county criminal justice agencies and partners to facilitate strategic collaboration towards improved reentry outcomes across the criminal justice continuum.
- Facilitate collaboration among many other governmental and non-governmental partners, including but not limited to federal, state and local agencies, elected officials, community-based organizations, advocates, service providers, non-profits, academic and research institutions, employers and businesses, and others.
- Create and operationalize a culture of authentic and ongoing partnership with people, families, and communities most directly impacted by reentry.
- Engage the philanthropic community to mobilize resources towards shared strategic objectives related to defined strategic reentry priorities.

- Utilize performance measures to drive decision-making and work to share data and analysis across agencies to foster collaboration. Use data to create a culture of accountability.
- Develop the capacity for the Office of Reentry Partnerships to be an effective systems convener, building cross-functional leadership between systems.
- Represent the County in a variety of events and meetings with various internal and external stakeholders, as well as in the media.

**Assistant Prosecutor, CITY OF CLEVELAND-CRIMINAL DIVISION  
PROSECUTOR'S OFFICE, Cleveland, OH**

March 2016-December 2017

- Communicates with clients and defense attorneys to negotiate cases and plea agreements.
- Interview victims, police officers, attorneys and all relevant parties to a case
- Produces written documents, such as motions, pleadings, arguments, etc. in order to present cases in court
- Reads and reviews materials regarding assigned cases for pretrial negotiations
- Analyzes case facts in order to make recommendations in a written report format regarding; sufficiency of evidence, filing proper charges, and filing proper sentence upon conviction
- Makes judgments based on evidence regarding charges, witnesses, proper arguments, plea negotiations, and trial strategies, respond to discovery requests
- Analyze, appraise, and organize facts; present and argue cases in court and handle anticipated problems effectively
- Appear in court against the accused and present evidence before a judge or jury

**Project Director, CLEVELAND VOTES, Cleveland, Ohio**

March 2014- Present

- Work with partner organizations to develop and implement voter registration, education, and engagement programs
- Organize and lead participatory trainings for partner organizations on how to effectively conduct voter registration and education activities
- Provide ongoing coaching and phone support to partner organizations to troubleshoot difficulties and ensure smooth implementation of voter engagement activities
- Assist contracted nonprofits with program planning and goal setting, utilizing standardized templates and tools
- Track and report metrics to determine impact of the project and various voter registration and engagement strategies
- Oversee data management and entry of voter information collected by partners.
- Convene and organize partner agencies for National Voter Registration Day (NVRD) activities

**Adjunct Professor, BRYANT & STRATTON COLLEGE**

September 2014-December 2017

- Develop and manage syllabus materials
- Coordinate coursework and curriculum with academic department chair
- Facilitate class instruction
- Evaluate student performance
- Adhere to protocol guidelines
- Respond promptly to grade determination
- Participate, facilitate and coordinate mid/end of term meetings

**Program Officer 3, CUYAHOGA CO. JOB & FAMILY SVCS.  
OFFICE OF COMMUNITY ENGAGEMENT, Cleveland, OH**

January 2014-March 2016

- Works independently with a variety of multi-disciplinary cross functional teams
- Analyze and evaluate existing operations to identify areas for improvement/enhancement in community engagement programs/contracts
- Markets and conducts presentations for agencies speaker's bureau
- Ensures proactive communication through diverse media to generate dialogue
- Education/Information sharing to staff on customer engagement
- Represents the agency and answers questions on behalf of the agency in community settings where applicable
- Conduct proposal reviews and monitor programming of contracted agencies for effectiveness
- Provide technical assistance to contracted agencies
- Coordinate and provide community outreach efforts for community events

**Drug Court Case Manager/Vocational Coordinator, COMMON PLEAS COURT CORRECTIONS PLANNING BOARD, Cleveland, OH**

August 2011-January 2013

- Perform case management and court advocacy for 60-80 cases in the Greater Cleveland Drug Court
- Monitor defendant behavior to ensure compliance with treatment plans by conducting site visits in the community
- Provides counseling towards increased functioning and mutually agreeable vocational goals
- Maintain weekly/monthly contact with defendants to ensure positive lifestyle changes
- Enforce court ordered supervision components and implement supervision strategies
- Prepares comprehensive assessment reports to determine appropriate level of treatment care
- Provides treatment and discharge planning, case management and counseling services
- Coordinates substance abuse treatment, mental health services, domestic violence and vocational services for defendants
- Make sentencing recommendations on compliant and non-compliant Drug Court defendants
- Schedule drug use/detection testing for defendants
- Maintain detailed records of case activity

**Adult Program Specialist/Program Planning Specialist, ALCOHOL DRUG ADDICTION MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY, Cleveland, Ohio**

June 2007- July 2011

- Surveys and evaluates community mental health/alcohol, drug addiction agencies assuring compliance with regulations
- Identifies areas of noncompliance & recommends corrective action
- Monitors progress of corrective action plans by reviewing documentation & or conducting follow up surveys
- Conduct proposal reviews, program monitoring and supervise contracted agencies for effectiveness and compliance
- Provide clarification of applicable OhioMHAS regulations, policies and procedures
- Assist Grievance Officer in follow up on incident reports and complaints; actions include reviewing and resolving grievances and coordinating a prevention plan

**Assessment Specialist/Drug Court Case Manager, CUYAHOGA CO. TREATMENT ALTERNATIVES TO STREET CRIME DEPARTMENT OF JUSTICE AFFAIRS, Cleveland, OH**

June 2003-May 2007

- Perform case management and court advocacy for 60-80 cases in the Greater Cleveland Drug Court
- Monitor behavior to ensure compliance with treatment plans by conducting site visits in the community
- Conduct CIAI-CV (drug and alcohol) assessments and make clinical recommendations
- Received extensive training in HIPPA
- Completes files for audit preparation (peer review)

**Professional Affiliations**

- Fellow, *New Leader's Council*, Cleveland, Ohio January 2014-May 2014
- Advisory Board Member, *Young Professional Senate*, Cleveland, Ohio 2015-Present
- Board Member, *Young Professional Senate*, Cleveland, Ohio 2013-2014
- Volunteer, *Legal Aid Society of Greater Cleveland*, Cleveland, Ohio 2012-Present
- Chair, *Young Professional Senate*, Cleveland, Ohio, 2011-2013
- Member, *NAACP*, Cleveland, Ohio 2013-Present
- Member, *Stephanie Tubbs Jones Drug Court Advisory Board*, Cleveland, Ohio, 2015-Present
- Member, *Cuyahoga Metropolitan Bar Association*, Cleveland, Ohio, December 2015-December 2016
- Chair, *Norman S. Minor Bar Association Social Action Committee*, Cleveland, Ohio, December 2015-Present
- Member, *Ohio State Bar Association*, Cleveland, Ohio, December 2015-December 2016
- Member, *City Club Debate Committee*, Cleveland, Ohio, February 2016- Present
- Board Member, *Nancy McDonnell Community Based Correctional Facility (CBCF)*, December 2017- Present
- Recorder, *Norman S. Minor Bar Association*, Cleveland, Ohio, January 2019-Present

**Awards & Recognition**

- Who's Who in Black Cleveland, *Published Professional*, Cleveland, Ohio, February 2015
- Movers and Shaker Award Top 25 under 35, *Cleveland 20/30 Club*, March 2014
- Black Law Student Association, *Highest Mountain Climbed*, Cleveland, Ohio, May 2011
- ADAMHS Board, *Seasons of Hope employee recognition*, Cleveland, Ohio, May 2010



## **BIOGRAPHICAL INFORMATION**

*Max M. Rodas, M.A.*



Max Rodas has been involved in responding to the challenges faced by the urban communities of Greater Cleveland, Ohio since 1988. For the last 20 years he has been the Founder and Executive Director of *Proyecto Luz*, an HIV/ AIDS, faith-based initiative on the West Side of Cleveland and since 2006 he has been the Executive Director of Nueva Luz Urban Resource Center, a broader organization addressing the root causes of systemic poverty and health inequities in Cleveland's Cudell Neighborhood. Under his leadership, *Nueva Luz* has evolved from an idea to a faith-based organization providing culturally competent services to over 1,000 individuals both in Cleveland and Lorain, Ohio. Currently, Nueva Luz employs approximately 25 staff members/consultants and collaborates with over 200 volunteers in challenging poverty, family disintegration and health inequities in Northeastern Ohio.

From a statewide and national perspective, Max Rodas serves as an organizational strategist for his ecclesiastical denomination and he is especially committed to Latino/a capacity building, youth development and urban leadership development. He has served as a Trustee for Mount Vernon Nazarene University, Cleveland Commissioner for both Governor Strickland and Governor's Kasich's Commission on Latino Affairs and member of the Greater Cleveland Hispanic Roundtable. He graduated from Leadership Cleveland Class of 2008 and is a member of the Hispanic Roundtable. On the national level, he represents Ohio at the National Latino Evangelical Coalition as it relates to salient Latino issues such as education, safety and business development. In 2010 President Obama invited Pastor Rodas and his wife, Kim to the White House and recognized them for their commitment to health disparities, youth development and making this world a better place. Pastor Rodas is originally from Guatemala, C.A., holds a graduate degree from Olivet Nazarene University and was ordained by the Church of the Nazarene in 1984.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0165

|  |   |
|--|---|
| Sponsored by: <b>County Executive Budish</b> | <b>A Resolution</b> confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms beginning 9/1/2019, and declaring the necessity that this Resolution become immediately effective. |
|--|---|

WHEREAS, Article II, Section 2.03(2); and empowers the County Executive to create commissions and appoint members of such commissions, subject to confirmation by County Council; and

WHEREAS, the Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities and historic events as well as to provide the opportunity to further enrich such citizenry through public monuments; and

WHEREAS, pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members: one representative from the Cuyahoga County Planning Commission, one representative from the Cuyahoga County Department of Public Works, a member of the Cuyahoga County Council selected by Council President and four (4) individuals who have demonstrated a significant interest in studying the arts or local history; and

WHEREAS, members of the Cuyahoga County Monument Commission shall be appointed to serve a three-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Monument Commission for various terms beginning 9/1/2019:

a) ending 2/28/2021:

- 1) Judith G. Cetina, PhD
- 2) Jill Marie Paulsen
- 3) Juan Quirarte

b) ending 8/31/2022:

- 1) Patti Choby
- 2) Patrick W. Hewitt
- 3) Otilio Morales

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms beginning 9/1/2019 as follows:

a) ending 2/28/2021:

- 1) Judith G. Cetina, PhD
- 2) Jill Marie Paulsen
- 3) Juan Quirarte

b) ending 8/31/2022:

- 1) Patti Choby
- 2) Patrick W. Hewitt
- 3) Otilio Morales

**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, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in

compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: July 23, 2019

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

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



July 15, 2019

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

Re: Monument Commission

Dear President Brady:

The Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities, and historic events. The Monument Commission will ensure that new monuments are erected on Cuyahoga County property and the restoration and renovation of existing monuments is performed in accordance with uniform procedures. The Monument Commission will establish appropriate guidelines for considering proposals, designs, locations and other aspects of maintenance of all monuments on County property.

Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members. The membership of the Commission shall be:

- One representative from the Cuyahoga County Planning Commission;
- One representative from the Cuyahoga County Department of Public Works;
- A member of the Cuyahoga County Council, selected by the Council President; and
- Four (4) individuals who have demonstrated a significant interest in studying the arts or local history.

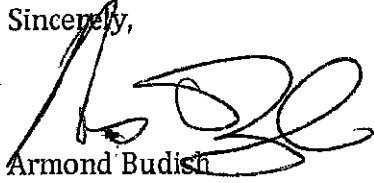
Pursuant to Chapter 206.10 of the Cuyahoga County Code, I submit the following nominations for appointment to the Monument Commission:

- **Patti Choby, 3-year term (full term), 9/1/2019 - 8/31/2022**
- **Patrick W. Hewitt, 3-year term (full term), 9/1/2019 - 8/31/2022**
- **Otilio Morales, 3-year term (full term), 9/1/2019 - 8/31/2022**
- **Dr. Judith G. Cetina, 1.5-year term (half term), 9/1/2019 - 2/28/2021**
- **Jill Paulsen, 1.5-year term (half term), 9/1/2019 - 2/28/2021**
- **Juan Quirarte, 1.5-year term (half term), 9/1/2019 - 2/28/2021**

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,



Armond Budish  
Cuyahoga County Executive

# **Patti Choby**

## **Biography**

Patti Choby is the Principal and Founder of Cobalt Group. She has spent over three decades engaged in civic and entrepreneurial endeavors. She serves as a respected advisor, strategist and coach to leaders and diverse groups of professionals. She is a Gallup-certified Strengths Coach and an active member of Gallup's global coaches learning community.

Through a management services framework, Cobalt Group has created a platform for working in inter-dependent priority areas with regional impact: housing, business and job creation/growth, employee and community engagement, entrepreneurship, education/youth development, transportation/public infrastructure, health, community services and the environment.

Cobalt Group is typically responsible for planning, designing and executing large-scale, long-term investments in people and/or place. As an interdisciplinary consulting practice Cobalt offer's public, corporate and nonprofit clients project management services, growth and sustainability strategies, planning, leadership and organization development, community/economic development services, program development/evaluation services, public policy strategy, market research, communications, and public engagement services.

Cobalt Group is known for its record of helping to clearly define a vision, identify issues and opportunities, build capacity for change, achieve desired outcomes, measure results and create the conditions for sustainable, healthy cultures and business models.

Cobalt also has served as "owner's representative" with facilities investment initiatives. In these situations, Cobalt is primarily engaged to assist the client with strategic thinking, public/private partnership design, creation of sources and uses budgets that leverage multiple funding sources, proposal/prospectus writing, land use and zoning changes, community relations, other planning/legal/regulatory/compliance issues, among other requirements.

As a client once said, Cobalt's practice "takes all of the moving parts of a project and pulls them together."

Most recently, Cobalt Group has provided services in: P-16 (pre-birth to post-secondary education continuum) partnerships; regional housing and land use policy and planning; regional transportation planning, and strategic advisory and coaching services to business owners.

Patti has a Master's degree from the Weatherhead School of Management, Case Western Reserve University and a Bachelor of Arts degree from Notre Dame College.

# Patti Choby

## Professional Experience

|                  |  |
|------------------|--|
| 5/1997 - Present | Principal, Cobalt Group, Inc.<br>Gallup-Certified Strengths Coach  |
| 1/2006 – 5/2006  | Visiting Instructor (Full-time Appointment), Mandel School of Applied Social Sciences/CASE, Cleveland OH<br>Graduate Course(s): Community Organization Strategies; Management of Community-based Development<br>Recipient of the Mandel School of Applied Social Sciences/Case Western Reserve University<br>"Outstanding Adjunct Teacher Award" – May, 2006 |
| 1/2006 – 12/2010 | Part-time Assistant Professor (Guest Lecturer 2001-2003)<br>College of Architecture and Environmental Design/Kent State University, Kent/Cleveland OH<br>Graduate Course(s): Community Development Process   |
| 5/1997 – 12/2005 | Adjunct Faculty, Mandel School of Applied Social Sciences/Case Western Reserve University, Cleveland OH<br>Graduate Course(s): Community Organization Strategies (1997 to 2006)<br>Management of Community-based Development (1997 to 2006)<br>Community Development Process (2006)<br>Marketing Management (1997-2000)                                      |
| 3/1996 - 4/1997  | Program Director for Empowerment Zone Implementation<br>Fairfax Renaissance Development Corporation (FRDC), Cleveland OH   |
| 4/1995 - 12/1996 | Bicentennial Village Project Coordinator<br>Fairfax Renaissance Development Corporation (FRDC), Cleveland OH   |
| 5/1994 – 12/199  | Adjunct Faculty - Notre Dame College of Ohio, Cleveland OH<br>Course(s): Business Communications and Writing for the Nonprint Media  |
| 11/1990 - 4/1995 | Director of Communications and Marketing   |
| 1/1990 - 10/1990 | Assistant Director for Communications and Marketing<br>Mandel School of Applied Social Sciences, Case Western Reserve University, Cleveland OH   |

## LEADERSHIP ACTIVITIES AND AWARDS

City Year – Cleveland, Board Member, (2016 to present)  
Transportation Leadership Academy Member – Ohio (2017)  
Team Member, Recipient, Daniel Burnham National Award, American Planning Association (For VibrantNEO 2040 Regional Plan)  
Cleveland/Cuyahoga County Workforce Investment Board, Vice-Chair and Youth Council Chair (2011)  
Cleveland/Cuyahoga County Workforce Investment Board, Ex-officio Member, Chair, Manufacturing Sector (2007-2010)  
Outstanding Adjunct Teacher Award 2006, Mandel School of Applied Social Sciences, Case Western Reserve University  
Cleveland Clinic Foundation's Women's Health Advisory Board (2004-2010)  
Cleveland Public Art, Community Advisor to the Board (2002-2011)  
Jennings Center for Older Adults, Board of Trustees (2006-2008)  
International Journal of Nonprofit and Voluntary Sector Marketing, Editorial Board Member (2000-2006)  
Association of Major Symphony Orchestra Volunteers (AMSOV), Board Member (2003 to 2005)  
Musical Arts Association (The Cleveland Orchestra), Board Member (1999-2004)  
Junior Committee of The Cleveland Orchestra, President/Executive Committee and Board Member (1999-2004)  
Broadway School of Music & the Arts, Board Member (1997-2001)  
Member, Architecture and Urban Design Working Group, Sustainable Communities Symposium 2000, Cuyahoga County (October 1999 - May 2000)  
Women's City Club, Member, Co-Chair, Annual Meeting Committee (1994-95)  
Marketing Cleveland to Clevelanders Advisory Council, The New Cleveland Campaign (1992-93)  
English and Communications Advisory Board Member, Notre Dame College of Ohio (1991-99)  
First Place, Video/Public Service Announcement Category, Women in Communications  
Regional Awards for "Smoke-Free Class of 2000" (1989)



# PATRICK W HEWITT AICP

Senior Planner certified by the American Institute of Certified Planners. Nine years of experience leading the development of planning projects. Extensive writing experience. Skilled public speaker and meeting facilitator. Passionate about urban planning and the positive benefits planning can have on residents and communities.

## PROFESSIONAL EXPERIENCE

### Senior Planner (2014-Present)

*Cuyahoga County Planning Commission; Cleveland, OH*

#### Community Master Plans

- Leads comprehensive master planning processes for communities across Cuyahoga County
- Analyzes and outlines action plans for community development, economic development, and physical improvements
- Develops physical plans for the layout of buildings, streets, transportation assets, and infrastructure elements as part of master plan processes
- Manages a team of up to seven planners in conducting plans
- Consistently maintains professional planning certification and continuing education credits to utilize up-to-date planning practices

#### Countywide Planning

- Collaborates with regional agencies to develop coordinated plans for stormwater, parks, infrastructure, economic development, and transportation
- Represents County Planning to regional agencies, local communities, and private sector groups

#### Meeting Facilitation

- Organizes, facilitates, and builds consensus at meetings of the public, government officials, and regional entities
- Works in communities of various racial, ethnic, and income categories to effectively manage diverse opinions in establishing community goals

#### Project Management

- Develops work plans, scopes, and budgets for plans with an average 14-month project timeframe and with budgets of \$50,000 to \$100,000
- Acts in a supervisory role to train, mentor, and guide planners and interns in the completion of planning processes

## EDUCATION

Master of City and Regional  
Planning  
Ohio State University  
2010-2012

Danish Institute for Study Abroad  
2008

Bachelor of History, Cum Laude  
Denison University  
2006-2010

## VOLUNTEERISM

Denison University Alumni  
Council  
DenisonPride (LGBT  
Community) Representative  
2015-Present

Downtown Cleveland Alliance  
City Advocate  
2016-2018

American Planning Association of  
Southwest Pennsylvania  
Secretary  
2013-2014

### **Historic District Design Review Vice Chair (2016-2018)**

*(volunteer position)*

*Cleveland Landmarks Franklin-West Clinton Design Review Committee;  
Cleveland, OH*

- Reviewed local development applications for consistency with the U.S. Secretary of the Interior's standards for construction in historic districts
- Assisted applicants in preparing proposals and successfully navigating the review process
- Facilitated committee meetings and member discussions to ensure fair and timely reviews of development projects
- Designed a historic district website to more easily communicate district standards and requirements to applicants

### **Design Consultant (2010-2012)**

*Cityscape Studios (freelance consulting); Youngstown, OH*

- Completed renderings and streetscape plans focusing on improving an area's pedestrian experience
- Provided freelance design and rendering services for private sector clients

### **Housing & Community Development Specialist (2012-2014)**

*Mullin & Lonergan Associates; Pittsburgh, PA*

- Served as consultant for communities nationwide in developing data-drive comprehensive investment strategies for housing and economic development
- Developed Fair Housing analyses to assist communities in understanding how policy decisions affected housing choice among protected classes
- Researched and wrote Consolidated and Annual Plans for communities using federal Community Development Block Grant (CDBG) funds

### **Planning Intern (2010-2012)**

*Franklin County Economic Development & Planning Department;  
Columbus, OH*

- Managed long-range community plan and associated planning team
- Presented planning documents for adoption by Township Trustees and County Commissioners
- Assisted in the preparation and presentation of staff reports on development proposals
- Worked with Community Development staff to implement plan recommendations using federal grant programs

## **PROJECT HISTORY**

Maple Heights, OH Master Plan  
Rocky River, OH Master Plan and  
Community Survey  
Euclid, OH Master Plan and  
Community Survey  
Cleveland Heights, OH Master  
Plan  
Bay Village, OH Community  
Survey  
Olmsted Falls, OH Master Plan  
Beachwood, OH Master Plan  
Orange Village, OH Community  
Survey  
Cuyahoga County Economic  
Development Framework  
Special Improvement District  
Guidebook  
State of Washington Public  
Housing Inventory  
Cedar Falls, Iowa Analysis of  
Impediments to Fair Housing  
Choice  
Gaithersburg, MD Analysis of  
Impediments to Fair Housing  
Choice  
Westmoreland County, PA Annual  
Action Plan  
Westmoreland County, PA  
Housing Plan  
NYO Property Group Investment  
Portfolio  
Commerce Street Conceptual  
Streetscape Plan (Youngstown,  
OH)  
Clinton West Neighborhood Plan  
(Franklin County, OH)  
Scioto-Franklin Neighborhood  
Plan (Franklin County, OH)

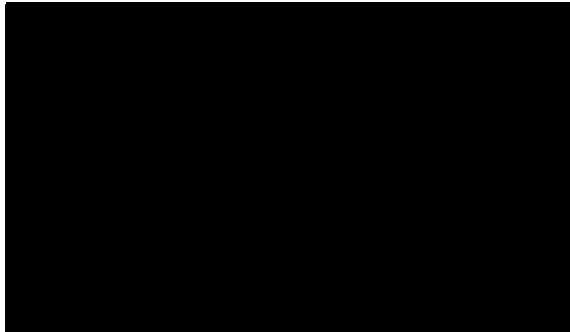
## **SKILLS**

Adobe InDesign  
Adobe Photoshop  
Adobe Illustrator  
ArcGIS  
Sketchup  
Microsoft Office Suite

A Web site user submitted the Boards and Commissions Form with the following information:

Last Name : Otilio

First Name : Morales



Please select the boards/commissions/councils you would like to be considered for.: Monument Commission -

Why are you interested in serving on this board/commission/council? : To ensure that monuments, memorials, and art work are properly displayed, mounted, and installed to designer or manufacture specification in or on Cuyahoga County grounds and properties.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have been a public servant for over 30 years, experience in managing and preserving the infrastructure and structural integrity of Cuyahoga County owned facilities.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : Facilities Administrator, Public Works Local 18 Operating Engineer Primary principal owner of MOD Construction, I provided direction and services for the maintenance of progressive Field and the Q Arena. During the earlier 2000's I worked with the Cuyahoga County Architect to renovate and preserve the interior finishes of the Cuyahoga County Courthouse. In my years of service to Cuyahoga County, I have worked on the maintenance, installation and placement of the following: John T. Corrigan - Huntington Park Peace Officers Memorial - Huntington Park Ohio vs Terry Historical Marker - Cuyahoga County Courthouse Public Servants Wall - Cuyahoga County Courthouse POW Memorial - Justice Center Cornerstone Preservation

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : None

JUDITH G. CETINA  
HISTORIAN AND ARCHIVIST

PERSONAL: Born in Cleveland, Graduate Cleveland Heights High School; Resident, Cleveland Heights.

EDUCATION: B.A., Case Western Reserve University, January 1971, graduated Magna Cum Laude, Phi Beta Kappa  
M.A., Case Western Reserve University, June 1974  
Ph.D., Case Western Reserve University, June 1977  
Certificate, Modern Archives Institute, June 2-June 13, 1980.  
M.A., John Carroll University, 2001.  
Certified as an Archivist.

EMPLOYMENT: Manager and Archivist, the Cuyahoga County Archives, 1985 to the present  
Adjunct in Theology and Religious Studies, John Carroll University, 1998 to the present.  
Curator of Manuscripts/Chief Archivist, the Cuyahoga County Archives, 1977-1985  
Tour Guide, Ohio Canal Sesquicentennial Commission, August, 1977  
Substitute Teacher, Shaker Heights High School, December 1974 and September 1975  
Research Assistant, Human Values and Aging Project, Case Western Reserve University, 1975-1977  
Student Assistant, Bohn Housing and Planning Library, 1973  
University Fellow, Case Western Reserve University Archives, 1972-1973  
Fenn Fellow, Western Reserve Historical Society, 1971-1972

Judith G. Cetina, Ph.D.

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ORGANIZATIONS: Academy of Certified Archivists, Member, Past President, and Former Regent for Certification Maintenance; Member of Cleveland Archival Roundtable; Board of Trustees member and Vice-President, Cleveland Association of Phi Beta Kappa; Member and past president of the History Associates at Case Western Reserve University.

PUBLICATIONS: Published book reviews on works dealing with archival or historical subjects. Published articles in the THE CUYAHOGA COUNTY ARCHIVES on women and naturalization and coroners case records; contributed a chapter to the book PIONEER HEALERS, A HISTORY OF WOMEN RELIGIOUS IN AMERICAN HEALTH CARE, 1989; and contributed articles to the ENCYCLOPEDIA OF CLEVELAND HISTORY. Author of Cuyahoga County: The First Two Hundred Years, 2011; co-author Irish Cleveland, 2015.

PROFESSIONAL ACTIVITIES: Lecture frequently to local historical and genealogical societies, as well as to student groups, and other professional organizations, on such topics as the holdings of the County Archives; naturalization records; and property research.

# Jill Marie Paulsen

## PROFESSIONAL EXPERIENCE

### **Cuyahoga Arts + Culture**

One of the nation's largest local public funding agencies, investing more than \$182M in 350 organizations over the last decade. [cacgrants.org](http://cacgrants.org) and [ClevelandArtsEvents.com](http://ClevelandArtsEvents.com)

Cleveland, OH  
2011 - Present

#### ***Interim CEO + Executive Director*** (June 2018 – present)

Deputy Director (2014 – May 2018); Director of Grant Programs (2011 – 2013)

##### *Strategy + Management*

- Set strategy, manage budget, serve as chief fiscal officer for \$15M agency.
- Serve as primary liaison to Board of Trustees, elected officials + community leaders.

##### *Grantmaking, Evaluation + Communications*

- Supervise 8 staff responsible for stewarding + evaluating \$15M in grants to over 280 nonprofits annually.
- Oversaw the redesign all CAC grant programs (operating, project, artist, crowd-sourced, special initiative), growing participation by 120%.
- Serve as primary media spokesperson for agency; oversaw launch of community-wide events calendar serving 35K residents per month. [ClevelandArtsEvents.com](http://ClevelandArtsEvents.com)

##### *Racial Equity + Systems Change*

- Lead agency-wide efforts racial equity efforts, resulting in new grant programs, comprehensive grantee and funder trainings reaching over 250 stakeholders, increased racial diversity in vendors, staff and grantees. [www.cacgrants.org/equity](http://www.cacgrants.org/equity)

### **Cleveland Foundation**

The world's oldest community foundation with assets of \$2.5B and annual grantmaking of \$100M. [clevelandfoundation.org](http://clevelandfoundation.org)

Cleveland, OH  
2006 - 2011

#### ***Program Officer – Community Responsive Grantmaking***

##### *Grantmaking + Evaluation*

- Managed portfolio of 90 health/human service, policy, arts, education + community development nonprofits totaling \$16M in grants over 5 years; convened local + national funding partners; oversaw board and strategy for \$3M public health-focused donor fund.

##### *National Capacity Building Initiatives*

- 2010 Census: Led statewide nonprofit mobilization efforts; developed + executed strategy; raised \$400K local/national funds.
- Social Enterprise: Managed \$1.5M earned income business planning initiative, resulting in training for 200 nonprofits + launch of 15 ventures.
- Leadership Development: Oversaw 30-person, 18-month community health leadership program, in partnership with Center for Creative Leadership + Robert Wood Johnson Fdn.

##### *Public Policy Leadership*

- Served as vice-chair for Collaborative for Comprehensive School-Aged Health, resulting in nation's first K-12, district-wide comprehensive health curriculum; represented foundation on AIDS Funding Collaborative (public policy team).

**PROFESSIONAL EXPERIENCE (continued)****The George Gund Foundation**

Ohio's largest private foundation with annual grantmaking of over \$20M, focused on local, state + national public policy. [gundfoundation.org](http://gundfoundation.org)

Cleveland, OH  
2004 - 2006

**Foundation Fellow***Grantmaking*

- Evaluated and successfully presented \$4M in grants to trustees (arts, economic development, education, environment + health/human services); met with prospective grantees + provided technical assistance.

*Collaboration + Public Policy*

- Representative foundation on AIDS Funding Collaborative + Cuyahoga County Office of Homeless Services' review + ranking committee; served on leadership team to launch new organization: Greater Cleveland Literacy Cooperative; co-managed website re-brand + launch.

**National College Access Network**

National technical assistance organization helping low-income + first generation students access postsecondary education. [collegeaccess.org](http://collegeaccess.org)

Cleveland, OH  
2002 - 2004

- *Program Development Associate:* Assisted with \$2M grantmaking program, providing technical assistance to 35 Ohio nonprofits.

**Corporation for National + Community Service**

Nation's largest grantmaker supporting service + volunteering through AmeriCorps, Senior Corps and Learn + Serve America programs. [nationalservice.gov](http://nationalservice.gov)

Washington, DC  
2000 - 2001

- *Grantmaking Consultant/Panelist:* Evaluated proposals for national nonprofits applying for \$421M of AmeriCorps funding.

**JustUs Health (formerly Minnesota AIDS Project)**

Health equity organization committed to serving diverse gender, sexual + cultural communities. [justushealth.mn](http://justushealth.mn)

Minneapolis, MN  
1998 - 2002

- *Senior Development Associate:* Secured nearly \$400K in corporate/foundation grants annually; created and managed direct mail campaigns targeting over 25,000 donors; developed fundraising materials and solicited major donors.

## **VOLUNTEER ACTIVITIES + COMMUNITY LEADERSHIP**

**Care Alliance Community Health Center:** immediate past board vice-chair; chaired CEO search; finance and governance committee member (2013 – present)

**AIDS Funding Collaborative:** immediate past board chair; membership committee member; past policy and strategic planning co-chair (2004 - 2011; 2013 – present)

**Downtown Cleveland Alliance:** Downtown strategic planning advisory committee (2015 – present)

**Recent community roles:** *America Scores – Cleveland:* poetry slam judge, mentor and soccer coach for literacy and leadership program; *Case Western Reserve University Women’s Center:* advisory board member; *Cleveland Arts Prize:* special prize juror; *Cuyahoga County Office of Homeless Services:* grants committee

## **LEADERSHIP DEVELOPMENT + AWARDS**

- Leadership Cleveland, Class of 2017
- Wilder Foundation – James P. Shannon Leadership Institute (Saint Paul), Class of 2013
- YWCA Women’s Executive Leadership Program (Cleveland), Class of 2010
- YWCA 2010 Women of Professional Excellence, award recipient.
- The Diversity Center Leadership Program (Cleveland), Class of 2007
- Next Innovations Emerging Leaders Program (Minneapolis), Class of 2001

## **MEMBERSHIPS + PRESENTATIONS OF NOTE**

- *Current Member:* Grantmakers for Effective Organizations; Grantmakers in the Arts; Philanthropy Ohio (2004 – present); *Past Member:* Independent Sector; National Committee for Responsive Grantmaking.
- *Recent Presentations:* Community-Based Grantmaking – Sharing Power (Grantmakers in the Arts); Technology, Systems and Capturing Data (Americans for the Arts); Crowdsourced Grantmaking (Philanthropy Ohio).
- Grinnell College Visiting Wilson Alumnae Practitioner, *Funding Reproductive Health: Local, State and National Policy Approaches.*

## **EDUCATION**

### **Case Western Reserve University: Mandel Center**

Masters in Nonprofit Organizations – student of the year; class president

Cleveland, OH

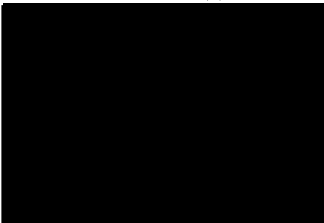
### **Grinnell College**

B.A. in sociology + French – Phi Beta Kappa Scholar  
Centre d’Etudes Françaises – Avignon, FRANCE

Grinnell, IA



## Juan Quirarte



### PROFESSIONAL EXPERIENCE

**Art Director, Print and Web Designer** (Freelance, current), Cleveland, Ohio. Clients have included the Association for Manufacturing Excellence, The Manufacturing Performance Institute, Penton Custom Media, Save the Children, Congregation of St. Joseph, GuestWare, GreenLodgingNews.com, Qualis Automotive, WHO Collaborating Centre and the Arthritis Foundation.

**Penton Custom Media, Inc.** (1994 – 2009), Cleveland, Ohio. Design, Art Direction and project management. Clients included Altair's *Concept to Reality* magazine, Hewlett-Packard Corporation, Agilent Technologies, The Cleveland Cavaliers and *IndustryWeek Magazine*.

**Penton Publishing** (1992 – 1994), Cleveland, Ohio. Art Director, *Electronics* magazine, a global electronics management magazine that was the first Penton magazine to be produced digital-to-press. Responsible for all facets of design and illustration of each issue and collateral materials. Won the President's award for it's implementation.

**Penton Publishing** (1988 – 1991), Cleveland, Ohio. Illustrator, Mac desktop publishing and the Adobe Suite of programs (e.g., Photoshop, Illustrator and InDesign.)

**A.F. Krainz Co.** (Sept. 1986 – Oct. 1988), Cleveland, Ohio. Art Department. Layout, line illustrations and all facets of pre-press. A.F. Krainz Printing's clients include Society Bank and Cleveland Clinic Corporation.

**Creative Art Designs** (March 1985 – Sept. 1986), Beachwood, Ohio. Artist, acrylic on canvas.

**FOCUS Magazine** (1983 – 1984), Carnegie-Mellon University, Pittsburgh, PA. Faculty magazine. Illustrator.

### EDUCATION

**Cleveland Institute of Art** (September, 1988 – April, 1989), Cleveland, Ohio. Courses in digital paint programs.

**Carnegie-Mellon University** (1981 – 1984), Pittsburgh, Pennsylvania. Bachelor of Fine Arts in Art. Illustration program with emphasis in design. Courses range from anatomy, printmaking, and art and the computer to graphic imaging processes, advertising graphics and graphic design fundamentals.

**Kent State University** (1980 – 1981), Kent, Ohio. Studio Art program, including: drawing, visual organization, psychology and sociology.

**John Marshall High School** (1977 – 1980), Cleveland, Ohio.

### PROFESSIONAL ASSOCIATIONS

**Drawn & Quartered I–XI** (2009 – present). Drawing event. Creator and organizer.

**The Murray Hill Life Drawing Group** (1995 – present). Organizer.

**Esperanza, Inc.** (2013). 30th Anniversary Committee.

**COSE Arts Network** (2008 – 2012). Advisory Board.

**Art House, Inc.** (2005 – 2010). Advisory Board.

**Recovery Resources, Inc.** (2001 – 2009). Board member.

### HONORS / AWARDS

**Penton Media President's Award** (1993), **American Greetings Scholar** (1981, 1982, 1983, 1984)

**George Gund Scholar** (1983 – 1984), **John Huntington Scholar** (1983 – 1984)

### GALLERY SHOWS

**Drawn & Quartered VII** juried show (May/June 2015) HEDGE Gallery. **'Go Figure'** juried show (March/May 2015) Valley Arts, Chagrin Falls. **Murray Hill Artists Nature Show** (April–June 2015) West Woods in the Geauga Parks district.