



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MAY 16, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Meredith M. Turner, Chair – District 9
Michael J. Gallagher, Vice Chair – District 5
Dale Miller – District 2
Yvonne M. Conwell – District 7
Martin J. Sweeney – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE APRIL 18, 2023 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) **R2023-0118:** A Resolution confirming the County Executive's reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for the term 1/1/2023 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 5]
 - b) **R2023-0119:** A Resolution confirming the County Executive's appointment of Meltrice Sharp to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 9]

- c) R2023-0130: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 15]
- d) R2023-0133: A Resolution confirming the County Executive's reappointment of Debra Rex to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 58]
- e) O2023-0011: An Ordinance providing for modifications to and adoption of Section 11.01 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. [See Page 64]

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, APRIL 18, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

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

2. ROLL CALL

Ms. Turner asked Clerk Richardson to call the roll. Committee members Turner, Gallagher, Miller, Conwell and Sweeney were in attendance and a quorum was determined.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE APRIL 4, 2023 MEETING

A motion was made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the April 4, 2023 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2023-0104: A Resolution confirming the County Executive's appointment of Romona Davis to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/2/2023 – 1/1/2026, and declaring the necessity that this Resolution become immediately effective.

Ms. Zoe Toscos, Special Projects Manager for the Executive's Office and Mr. Michael May, Economic Development Administrator for the Department of Development, addressed the Committee regarding Resolution No. R2023-0104. Discussion ensued.

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

Ms. Davis addressed the Committee regarding her nomination to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.

Committee members asked questions of Ms. Davis pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2023-0104 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.

Mr. Sweeney requested to have his name added as a co-sponsor to the legislation.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairwoman Turner adjourned the meeting at 10:33 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0118

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for the term 1/1/2023 – 12/31/2026; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; 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 Keith J. Libman to serve on the Cuyahoga County Audit Committee for the term 1/1/2023 – 12/31/2026; and

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

SECTION 1. The Council of Cuyahoga County hereby confirms the County Executive’s reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for the term 1/1/2023 – 12/31/2026.



March 32, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

RE: Cuyahoga County Audit Committee Reappointment

Dear President Jones:

Pursuant to Article XI, Section 11.01 of the Cuyahoga County Charter, I submit the following nominee for reappointment to the Cuyahoga County Audit Committee:

1. Keith J. Libman, 4-year term: January 1, 2023 – December 31, 2026

The Charter broadly stipulates that the Audit Committee shall provide internal auditing in order to assist the County in providing taxpayers of the County with efficient and effective services. It also directs the functioning of the County's Department of Internal Auditing.

The Committee is comprised of five voting members. Four members are appointed by the County Executive, with the President of County Council or a member of Council appointed by the President serving as the fifth voting member. The County Executive and the County Fiscal Officer serve as ex-officio, non-voting members. The four members appointed by the County Executive shall be residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting. As shown in the attached resume, Mr. Libman is a Certified Public Accountant with thirty years of public-sector experience in the fields of financial administration and auditing.

Two other individuals have submitted applications to the County Executive's Office expressing interest in service on the Audit Committee.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive

Keith J. Libman, CPA
Partner
Assurance and Advisory Services



Keith serves privately held, middle-market, high-growth clients in a variety of industries. Specifically, he has extensive experience working with closely held and family held businesses and their attendant issues including financing, growth strategies, capital formation projects, restructuring and financial accounting. Keith also performs in a high level and advisory role to the firm's clients providing strategic planning and best practices.

Keith was with Libman, Goldstine, Kopperman & Wolf, Inc. for over 30 years before joining BMF.

Certifications

Certified Public Accountant (CPA)

Specializations

- Family Business
- Mergers and Acquisitions
- Nonprofit
- Professional services

Education

Bachelor of Science in Business and Accounting, Indiana University

Professional Service Memberships

- American Institute of Certified Public Accountants (AICPA)
- Ohio Society of Certified Public Accountants (OSCPA)

Civic Memberships, Activities and Awards

- Private Trust Company (a nationally chartered bank), director and audit committee chair
- Jewish Federations of North America, trustee, audit committee chair and member of committees focused health and domestic policies
- Mt. Sinai Health Care Foundation, former board chair and Life Trustee
- United Way of Greater Cleveland, executive committee member and audit committee chair
- Global Cleveland, treasurer
- Jewish Community Federation of Cleveland, board member and officer, present and/or past chair of several committees and task forces
- Maltz Museum of Jewish History, vice president
- Menorah Park Center for Senior Living, past board chair, Life Trustee, active on many committees
- Karamu House, treasurer
- Temple Tifereth Israel, past board chair, Life Trustee, active on many committees
- Cleveland Jewish News Class of 2016 "Difference Maker"
- Also present and past participation on civic committees and other non-profit boards

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0119

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Meltrice Sharp to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; 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 Meltrice Sharp (replacing Yvette Ittu) to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2025; and

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

SECTION 1. The Council of Cuyahoga County hereby confirms the County Executive’s appointment of Meltrice Sharp (replacing Yvette Ittu) to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2025.



March 32, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

RE: Cuyahoga County Audit Committee Appointment

Dear President Jones:

Pursuant to Article XI, Section 11.01 of the Cuyahoga County Charter, I submit the following nominee for appointment to the Cuyahoga County Audit Committee:

1. Meltrice Sharp, 4-year term: January 1, 2022 – December 31, 2025 (replacing Yvette M. Ittu)

The Charter broadly stipulates that the Audit Committee shall provide internal auditing in order to assist the County in providing taxpayers of the County with efficient and effective services. It also directs the functioning of the County's Department of Internal Auditing.

The Committee is comprised of five voting members. Four members are appointed by the County Executive, with the President of County Council or a member of Council appointed by the President serving as the fifth voting member. The County Executive and the County Fiscal Officer serve as ex-officio, non-voting members. The four members appointed by the County Executive shall be residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting. As shown in the attached resume, Ms. Sharp is a Certified Public Accountant with 22 years as a Certified Public Accountant with a background in accounting, auditing, tax, management, entrepreneurship and broad civic experience.

Two other individuals have submitted applications to the County Executive's Office expressing interest in service on the Audit Committee.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive

MELTRICE D. SHARP, CPA

ACCOUNTING, MANAGEMENT & FINANCE

Influential, motivational, results driven financial leader with successful history in Financial Reporting, Management, Accounting, Auditing and Business Development. Experienced in building and developing productive relationships with customers, suppliers, and team members. Core competencies

- Financial Research and Reporting
- Financial Accounting and Analysis
- Process Re-Engineering
- Budgeting and Forecasting
- Strategic Planning and Sourcing
- ERP (SAP/R3) Implementation
- SOX 404 and SEC Compliance
- Business Intelligence
- Supplier Diversity
- Program Development
- Change Management
- Recruiting and Retention
- Policy Development
- KPI's
- Process Documentation
- Business Development

CLE CONSULTING FIRM, Cleveland, OH

2017 to Current

Accounting and professional services firm providing accounting, bookkeeping, outsourced controllership, tax, and payroll services to small to mid-sized businesses, religious organizations, and not-for-profits.

Managing Partner

A principal decision-maker managing all aspects of operations. Works with business partner to set overall guidance for how the company conducts business. Including overseeing a number of departments and teams. Sets up guidelines, policies and procedures that conforms to standards and accepted accounting practices. Responsible for business development and customer retention. Maintains visibility and engagement with community through civic and philanthropic activities. Manages all operations of the firm, ensuring short- and long-term goals are met.

- Manages all financial activity of the firm including, customers, suppliers, employees, contractors, financial planning, and reporting.
- Develop go to marketing strategies, talent recruitment strategies and operational strategies for the firm.
- Responsible for the firm's business development including attracting new clients & client retention.
- Provides support for recruiting and retaining talent including development of staff and contractors.
- Ensures the firm has policies and procedures in place to mitigate the market and industry risks.
- Leads accounting staff in providing high-level financial strategy, systems analysis and design, and operational optimizations.
- Leads efforts in assisting clients with resolving challenges such as cash flow issues, raising capital, implementing more efficient systems, preparing for growth, and etc.

FOREST CITY REALTY TRUST, Cleveland, OH

2003 to 2016

\$9B diversified real estate management and development company with 3000 employees: known as Forest City Realty Trust, Inc.

Finance & Supplier Diversity Manager, Procurement Department, (2011 to 2016)

Managed all finance activity for Procurement Department including development of tracking tools, policies and procedures related to financial management, budgeting, accounting, and operations. Developed strategy and managed financial activities including \$3M operating budget, financial planning, and reporting. Devised strategic plan, roadmap and managed implementation of enterprise-wide supplier diversity program improving education and awareness of procurement with minority, women-owned, veteran, and disadvantaged suppliers.

Financial

- Reviewed savings calculations based on strategic sourcing process and validated data resulting in streamlined purchasing, cost avoidance and cost savings.
- Collaborated with business unit finance leads integrating procurement results into financial planning and reporting of business units P&L.
- Drove standardization and alignment on approach to tracking and reporting procurement results in a streamlined manner.

- Compiled results and provided senior management with KPIs and periodic reports used to determine return on investment of Procurement department and ensure actual results agree or exceed projected results.
- Developed project-specific financial models tracking actual savings/productivity from completed sourcing initiatives.
- Determined procurement financial metrics including cost savings, cost avoidance, rebates, early pay discounts and continuous improvement savings.
- Performed data mining and cleansing for large amounts of data across all procurement categories and financial systems.
- Provided critical level support on general and special projects, financial analysis, problem resolution and other business/financial analysis related needs that affected Procurement.
- Completed invoice optimization analysis for invoice payment process which provided data needed to support change of payment terms and implementation of new software allowing company to take advantage of early pay discounts.

Diversity

- Developed and managed reporting templates and dashboards for executive reporting.
- Validated market for diverse suppliers to provide comparable service and pricing to stakeholders.
- Established and led teams responsible for increasing spend with diverse suppliers from 2.91% in 2012 to 9.5% in 2015.
- Developed and implemented supplier diversity policy and inclusion procedures.
- Established supplier diversity metrics, tracked, and reported progress to various levels of leadership.
- Developed communication strategy to educate, increase awareness and gain adoption of supplier diversity program.
- Developed and implemented supplier diversity policy and inclusion procedures.
- Designed education and training development programs.

Accounting Supervisor, Accounting Services Organization, (2010 to 2011)

Responsible for activities in accounts payable function for Residential business unit. Managed daily operation and staff of Vendor Management and Accounts Payable team. Provided support for hiring, directing, training, and development of accounts payable staff ensuring operational excellence is met.

- Managed payable's function including vendor management, T&E, credit card administration, and cash disbursements. Ensured accurate and timely workflow of Accounts Payable processes.
- Reviewed applicable accounting reports and accounts payable register ensuring accuracy.
- Served as resource to vendors & associates including problem resolution and training of regional processors.
- Directed Electronic Solicitation program resulting in projected cost savings of nearly \$100,000 for FY11.
- Provided specifications and testing for implementation of ERP (SAP/R3) system changes.
- Assisted with developing processes/systems to measure, evaluate, & improve departmental & individual productivity.
- Managed distribution of annual IRS Form 1099s to domestic vendors.
- Coordinated with accounting staff and other departments to determine, develop, and implement manual and automated disbursement procedures and processing methods needed to meet current and anticipated requirements for company.

Accounting & Accounts Payable Supervisor, Residential Development, (2007 to 2010)

Managed daily operation of Treasury, Accounts Payable and Fixed Asset staff.

- Served as Subject Matter Expert for Regional Offices for P2P, PO, Treasury, and Asset questions.
- Produced monthly depreciation analysis and reporting for business entities.
- Led User Acceptance Testing for ERP (SAP/R3) system changes related to AP, PO, and Treasury.

- Created online learning content for P2P processes using Info Pak.

Senior Project Analyst, Residential Development, (2005 to 2007)

Performed research for resolution of complex accounting issues & monthly cash flow reporting for various development projects and performed FAS 13 (lease) analysis.

Project Analyst, Residential Development, (2003 to 2005)

Audited internally managed properties ensuring compliance with current FASB and SEC guidelines.

ERNST & YOUNG, LLP, Cleveland, OH

2000 to 2003

Ernst & Young is the third largest multinational professional services firm and one of the "Big Four" firms.

Senior Auditor, Assurance Advisory

Managed engagements by providing direction to field audit staff, providing status reports, and building and maintain high customer satisfaction rating.

- Advised clients ensuring compliance with SEC requirements.
- Implemented computer assisted audit processes to increase audit efficiency and developed audit procedures.
- Performed financial statement audits with a broad focus in manufacturing, insurance, and financial service industries.

OTHER EXPERIENCE

CUYAHOGA COMMUNITY COLLEGE, Cleveland, OH

2014 to Present

Adjunct Faculty (Financial, Managerial & Intermediate Accounting)

EDUCATION

- Master of Business Administration, General**, Baldwin-Wallace College, Berea, OH (2012)
- Bachelor of Business Administration, Accounting**, Kent State University, Kent, OH (2000)

TECHNICAL SKILLS

SAP, Microsoft Office, Microsoft Visio, QuickBooks Pro Advisor

BOARD MEMBERSHIPS and AFFILIATIONS

- Black Professional Association Charitable Foundation (Immediate Past President)
- Deaconess Foundation (Treasurer)
- YWCA (Trustee)
- University Hospital Rainbow Babies & Children (Trustee)
- Women Creating Wealth & Impact (President & Founding Member)
- Women of Color (Trustee)
- National Association of Minority Contractors, Northern Ohio Chapter (Treasurer)
- JumpStart (Marketing Advisory Committee)
- Alpha Kappa Alpha Sorority Inc., Alpha Omega Chapter of Cleveland, Ohio.
- Cuyahoga Community College (Business Advisory Committee)
- Cleveland Bridge Builders (Class of 2012)
- National Association of Black CPAs
- Ohio Society of CPA's

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0130

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

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

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

WHEREAS, on April 12, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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)

Revised Classifications:

Exhibit A: Class Title: *C.A.D. Technician 1*
Class Number: 18021

Pay Grade: 5A/Non-Exempt (No change)

* Request from the department to change the minimum qualifications from two (2) years of CAD/GIS specific experience to one (1) year of general computer technology experience.

Exhibit B: Class Title: *Clinical Coordinator*

Class Number: 13161

Pay Grade: 14A/Exempt

* Position updated at the department's request. Updated made to essential job functions, language, and formatting. A technology requirements sections was added. Pay grade increased from 13A to 14A.

Exhibit C: Class Title: *Contract Compliance Officer*

Class Number: 21061

Pay Grade: 8A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2016. Changes were made to classification functions, essential functions, language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit D: Class Title: *Early Childhood Mental Health Therapist*

Class Number: 13171

Pay Grade: 10A/Exempt

* Position updated at the department's request. Updates made to essential job functions, language, and formatting. A technology requirements section was added. Pay grade increased from 9A to 10A.

Exhibit E: Class Title: *Environmental Health & Safety Specialist*

Class Number: 19101

Pay Grade: 12A/Exempt

* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, distinguishing characteristics, minimum qualifications, language and formatting. A technology requirements section was added. The pay grade has increased from PG 10A to PG 12A.

Exhibit F: Class Title: *Senior Contract Compliance Officer*

Class Number: 21062

Pay Grade: 11A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2016. Changes were made to classifications functions, essential functions, language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Principal Support Officer*
Class Number: 13191
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Updates were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Supervisor, Sign Shop*
Class Number: 15151
Pay Grade: 10A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes made to physical requirements, language and formatting. The pay grade has increased from PG 9A to PG 10A.

Deleted Classifications:

Exhibit I: Class Title: *Manager, Corrections Food Service*
Class Number: 12001
Pay Grade: 10A/Exempt
* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been assumed by a food service vendor.

Exhibit J: Class Title: *Manager, Security*
Class Number: 12331
Pay Grade: 15A/Exempt
*The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

Exhibit K: Class Title: *Mental Health Intake Specialist*
Class Number: 10181
Pay Grade: 7A/Non-Exempt
*The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department and/or stakeholders involved with the Central Booking Process.

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



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

Date: April 19, 2023

To: Cuyahoga County Council President Pernel Jones Jr.
 Council Members, Human Resources, Appointments & Equity
 Committee

From: Deborah Southerington, Chairwoman
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on April 12, 2023, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
C.A.D. Technician 1 18021	5A Non-Exempt	5A Non-Exempt (No Change)	Fiscal Office
Clinical Coordinator 13161	13A Exempt	14A Exempt	Health and Human Services
Contract Compliance Officer 21061	8A Exempt	8A Exempt (No Change)	Department of Equity and Inclusion
Early Childhood Mental Health Therapist 13171	9A Exempt	10A Exempt	Health and Human Services
Environmental Health and Safety Specialist 19101	10A Exempt	12A Exempt	Human Resources

Senior Contract Compliance Officer 21062	11A Exempt	11A Exempt (No Change)	Department of Equity and Inclusion
Supervisor, Principal Support Officer 13191	13A Exempt	13A Exempt (No Change)	Job and Family Services
Supervisor, Sign Shop 15151	9A Non-Exempt	10A Non-Exempt	Public Works

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Manager, Corrections Food Service	12001	10A Exempt	Sheriff's Department
Manager, Security	12331	15A Exempt	Sheriff's Department
Mental Health Intake Specialist	10181	7A Non-Exempt	Sheriff's Department

cc: Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner
 Rebecca Kopcienski, PRC Director
 Sarah A. Nemastil, Administrator of HR
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
 Sheba Marshall, Interim HR Director
 Kelli Neale, Program Officer 4

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	C.A.D. Technician 1	Class Number:	18021
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Fiscal Office	EXHIBIT A	

Classification Function

The purpose of this classification is to digitize and create hardcopies of documents and maps needed to update, prepare, and maintain County tax maps update, prepare, and maintain the tax maps to review legal descriptions, plats of surveys, maps of official records, annexations, vacations, and dedications.

Distinguishing Characteristics

This is an entry level, technical classification that utilizes a computer aided drafting program to digitize and create hardcopies of documents and maps. This classification works under direct supervision of the Supervisor, Engineering Maps. This class requires limited exercise of judgment and performs recurring projects using standard methods and techniques and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Supervisor, Engineering Maps in that the latter oversees the work of this class and requires a higher level of education and experience.

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%
- Updates, prepares, and maintains County tax maps; digitally captures data from various sources including C.A.D. design or drawing files, geocoded point data, field surveys, and hardcopy drawings using G.I.S software; assigns new permanent parcel numbers to newly created parcels from recorded plats using C.A.D. software; draws plats using C.A.D. software; measure's acreage using C.A.D. software to verify deed information; assists with reviews of survey plats for accuracy and compliance with Ohio Revised Code (ORC) and conveyance standards.
- 40% +/- 10%
- Performs plat database queries and analysis using C.A.D software; updates plat database for the Fiscal Office; review's subdivision plats, condominium plats, lot split and consolidation plats, as well as boundary survey drawings to verify compliance with conveyance standards; runs queries and expressions to update database; runs data validations and checks for errors.
- 30% +/- 10%
- Assists the public and other County agencies in reviewing real property legal descriptions prior to recording/foreclosure; answers questions from the public regarding legal descriptions via phone call; receives legal descriptions from the legal department via email or hard copy; reviews deeds to confirm legal descriptions and location of parcels prior to recording/foreclosure; denotes any errors or changes within the legal description to make legal team aware; approves correct legal descriptions using a verification stamp; emails verified legal description back to legal department to be swapped into deeds or reviewed.

Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and one (1) year of computer technology experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), PDF Software (NitroPro, Adobe), and C.A.D. Software (Microstation, AutoCAD).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, County Conveyance Standards, departmental and county policy manuals, reference and computer manuals, aerial photos, plats, and legal documents.
- Ability to prepare tax maps and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic engineering and geographic terminology and language.

C.A.D. Technician I

- Ability to communicate with supervisor, co-workers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clinical Coordinator	Class Number:	13161
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services	EXHIBIT B	

Classification Function

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

Distinguishing Characteristics

This is a supervisory-level classification with responsibility for managing all aspects of in-home therapeutic services and supervising licensed therapists in the provision of clinical social services. Incumbents work under general supervision and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

55% +/- 10%

- Manages administration of the evidence based clinical programming; conducts weekly group supervision sessions with staff members; conducts monthly individual supervision and clinician development with staff members; reviews all client cases/records weekly and provides written feedback to therapists; reviews taped sessions to provide clinical feedback for therapists; attends sessions and court with staff for observation and support; onboards and trains new employees; reviews correspondence sent out by staff; assists staff in creating clinician development plans and monitors goal achievement; facilitates therapist’s acquisition and implementation of conceptual and behavioral skills required in Multi-Systemic Therapy (MST); fills in for staff as needed; remains on call 24/7 to assist staff as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for children and youth; provides direct MST Consultation and Therapeutic services to children and their families when needed.

15% +/- 5%

- Manages referral process to MST Program; speaks to parents/guardians about MST services to engage them in participating in the program; evaluates appropriateness of referrals; follows up with Division of Children and Family Services (DCFS) staff when a referral is not accepted and assists with finding appropriate service options; assigns accepted referrals to MST Therapists and ensures follow-up and administration of screening tools within required timeframe.

15% +/- 5%

- Performs administrative responsibilities to support MST Program; monitors and ensures MST adherence data collection utilizing the Therapist Adherence Measure – Revised (TAM-R); maintains client information and data in the MST website; tracks program data (e.g., referrals, clients served, client outcomes); develops and maintains working relationships with community stakeholders; promotes the MST program; prepares various reports, records and other documents; responds to emails and phone calls; serves as a liaison with both internal staff and external partners (i.e. contract

Effective Date: 1993
Last Modified: 01.29.2020

Clinical Coordinator

agency providers, public systems, community resources, families); attends various meetings; attends required training to keep professional licensing up to date; attends training and conducts research to stay current on evidenced based practices in the field; maintains knowledge of available community resources and services; identifies annual supervisory goals and works toward goal achievement; generates, reviews, and approves staff mileage reports.

10% +/- 5%

- Supervises and directs the work of MST Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; prepares employee on-call schedule and ensures staff coverage for cases; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including recruitment, selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Develops and oversees continuous quality improvement process for MST services; develops benchmarks and goals to evaluate service performance and progress toward best practices; collects, analyzes, and reports program and therapist outcome data; collaborates with MST experts and MST program manager on methods to overcome barriers and effectively implement the MST model; participates in Program Implementation Reviews.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, clinical counseling, psychology, or related field with three (3) years of social work or counseling experience; or any equivalent combination of education, training, and experience.
- Must be one of the following: Licensed Social Worker (LSW), Licensed Independent Social Worker (LISW), Licensed Professional Counselor (LPC), Licensed Professional Clinical Counselor (LPCC), Licensed Marriage and Family Therapist (LMFT), or Licensed Independent Marriage and Family Therapist (LIMFT) in the State of Ohio. License must be maintained throughout the life of employment.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (MSTI Services, SharePoint).

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, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including program data, MST Program referrals, data on provided services, clinician intake assessments and development plans, client records, correspondence, memos, logs, attendance records, requests for leave and overtime, timesheets, mileage reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including MST Model, CSWMFT board of regulation and ethics, DCFS policies, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), evidenced based practice program guidelines, social work reference books, and the Employee Handbook.
- Ability to prepare weekly case summaries, monthly program reports, referrals, billing reports, expense reports, written evaluation of case plans, client log spreadsheet, coverage and on-call schedules, performance evaluations, employee development plans, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and related legal terminology and language.

Clinical Coordinator

- Ability to communicate effectively with employees, supervisor, co-workers, social workers, clients, clients' families, community providers and partners, Court staff, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.
- Work may involve exposure to temperature or weather extremes, strong odors, smoke, dust, animals, disease, bodily fluids, violence, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Compliance Officer	Class Number:	21061
FLSA:	Exempt	Pay Grade:	8A
Dept:	Department of Equity and Inclusion	EXHIBIT C	

Classification Function

The purpose of this classification is to assist with the process of enhancing equity in program and policy development with County government, which includes the areas of supplier diversity, workforce equity, and policy/program equity, to review and evaluate applications for Cuyahoga County's various diversity and inclusion programs and to monitor contracts for compliance with program requirements.

Distinguishing Characteristics

This is an entry level classification with responsibilities for performing technical activities to facilitate the County's various diversity, equity, and inclusion programs. This class works under general supervision from a Senior Contract Compliance Officer and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 25% +/- 10%
- Monitors contracts for compliance and investigates alleged violations; monitors contracts for compliance with established diversity/inclusion participation goals, policies, and procedures; re-evaluates goals as needed when scope of work or funding is amended; investigates alleged violations of the program; completes tabulation sheets; conducts on-site audits to verify compliance with contract terms; confirms that the certified vendor of the County's diversity/inclusion programs is providing the goods and services indicated on the owner's application; monitors payments to vendors and records in database software.

- 25% +/- 10%
- Reviews and evaluates applications for certification/re-certification for the County's various diversity/inclusion programs; determines eligibility and verifies that the applicant is the true business owner; reviews and verifies business information and activity (i.e., license agreements, tax returns, insurance, payroll documentation, ownership documentation, etc.); substantiates race and gender of owners to verify small business MBE/WBE designation (Minority-Owned or Woman-Owned); reviews, critiques, and evaluates financial statements; conducts on-site audits to verify accuracy of reported business information in the application; reviews past contracts; researches business relationships to ensure that business owner is not improperly connected to the owners of another business; notifies businesses of expiring certifications.

10% +/- 5%

Effective Date: 1993
Last Modified: 10.13.2016

Contract Compliance Officer

- Provides technical assistance to County personnel with businesses, private organizations, and governmental agencies on diversity requirements; attends pre-bid conferences to present diversity goal requirements for County projects; provides technical support to all bidders on the identification of the County's diversity/inclusion program participants in pre-bid meetings; provides information and assistance to County personnel looking for certified vendors; meets with clients and directors to inform them of certification.

15% +/- 5%

- Performs related administrative responsibilities; prepares reports, forms, memos, and associate correspondence; attends grievance hearings; answers diversity/inclusion program requirements and process questions via email, phone call, and mail; enters, maintains, and reports on data collected for certification; assists with compiling data for required reports; participates in training.

15% +/- 5%

- Supports leadership in the development and implementation of organizational initiatives, objectives, and strategies related to the advancement of diversity, equity and inclusion; works with the Human Resources Department to develop and implement programs, training, and assessments to build a culture of equity with respect to race, gender and sexual orientation throughout County government; models the use of equity strategies and tools to evaluate programs, policies, and practices with County staff and key community partners in order to improve service delivery; supports County departments with the design and implementation of diversity, equity, and inclusion initiatives; serves as a liaison to County departments and key stakeholders during decision-making and other processes to adapt policies and services to meet the needs of various groups; manages correspondence and communicates the County's equity-related goals to different audiences, including County employees across departments, key community stakeholders, and others; assists in the collection and analysis of data to inform strategies and tactics for increased diversity, equity, and inclusion in County programs and services.

10% +/- 5%

- Hosts and attends various outreach events and diversity trainings; hosts training and Town Halls for county staff; attends community and internal outreach events to provide information on County's diversity guidelines and initiatives and programs in the area; sets up visual aids for DEI training.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, marketing, or related field with one (1) year of related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (Access).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including business taxes, office lease, invoices, bid tabulation sheets, Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) applications, Cuyahoga County Business Based/Cuyahoga County Business Economic Inclusion Preference (CCBB/CCBEIP) applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the employee handbook, software manuals, Bidder's Manual, and the Ohio Revised Code.
- Ability to prepare Diversity Inclusion reports, site visit reports, grievance hearing minutes, denial letters, information letters, on site audit reviews, equity report, mileage reports and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and marketing terminology and language.
- Ability to communicate with the Director, business owners, community representatives, other County employees, large companies, consultants, contractors, and the general public

Environmental Adaptability

- Work is typically performed in an office environment and various off-site visits.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Mental Health Therapist	Class Number:	13171
FLSA:	Exempt	Pay Grade:	9A
Dept:	Children and Family Services	EXHIBIT D	

Classification Function

The purpose of this classification is to provide a full range of Early Childhood Mental Health Services to children at risk for social, emotional, or behavioral difficulties and their caregivers in the child’s home.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing a full range of direct mental health services to children ages 6 and under and their families including assessment, treatment planning, individual child therapy, parent coaching and feedback, ongoing case management, crisis intervention, consultation, and advocacy. This class works under general supervision of the ECMH Resource and Training Coordinator. The employee utilizes judgment in working within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

45% +/- 10%

- Implements a variety of evidence-based therapeutic interventions that may include, but are not limited to, Attachment and Bio-behavioral Catch-Up (ABC), Keys to Caregiving, Infant Massage, Child-Parent Psychotherapy (CPP) and TF-CBT for children between the ages of 0-6 and their current caregivers via in-home counseling services; conducts pre- and post-assessments; identifies and administers appropriate child and adult screening and assessment tools or other evaluation tools; provides appropriate service and treatment planning based on assessment and clinical judgment; reviews previous session content in preparation to determine focus for upcoming sessions; prepares supplies and materials needed for session activities; monitors and adjusts service and treatment plan as indicated; links families with additional resources and provides referrals as needed; attends juvenile court hearings for children on caseload as requested in order to support families and provides an update on service participation.

25% +/- 5%

- Collaborates with DCFS staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; communicates regularly with clients and collateral service providers to provide updates and feedback; communicates and coordinates with DCFS staff and biological parents to obtain consent forms for children’s participation in the Early Childhood Metal Health (ECMH) program; tracks and shares progress in services and overall case plan goals with DCFS staff regarding needs and concerns of children 6 and under involved with the agency; communicates with the ECMH System Coordinator to ensure appropriate services are secured for children and their families; attends Team Decision Making meetings for children on the caseload, prospective clients, and as requested by other DCFS staff.

Early Childhood Mental Health Therapist

15% +/- 5%

- Tracks data and prepares reports on activities and outcomes; completes, prints, and files progress notes; provides weekly, monthly, and quarterly updates and reports on active clients, referrals, and closed or incomplete cases; maintains caseload logs and clinical documentation to document case activities according to policies and procedures; review pre- and post-assessments; records screening and assessment scores online; tracks data in spreadsheets.

5% +/- 2%

- Completes duties related to process improvement and supervision; prepares cases and attends supervision sessions with supervisor; participates in program development projects.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; initiates contact after referrals, confirms appointments, and reschedules appointments as needed; completes monthly expense reports; travels to sessions and meetings; gives educational trainings; attends community outreach opportunities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare, or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of education, training, and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), License of Marriage and Family Therapist (LMFT) License of Independent Marriage and Family Therapist (LIMFT), or License of Professional Clinical Counselor (LPCC) in the State of Ohio.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer, video camera, and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), presentation and publishing software (Microsoft PowerPoint), and business communication platform (Zoom, Microsoft TEAMS).

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 comprehend a variety of informational documents including reports, various mental health assessment tools and scores, monthly statistics report, department reports, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, the Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, case documentation, expense reports, mileage reports, caseload logs, staffing notes and documentation, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal and medical terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, dust, animals, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Health and Safety Specialist	Class Number:	19101
FLSA:	Exempt	Pay Grade:	12A
Department:	Human Resources	EXHIBIT E	

Classification Function

The purpose of this classification is to identify, investigate, resolve, and prevent environmental, health, and safety (EHS) hazards in County buildings and operations. Execute EHS programs in accordance with local, State, and Federal regulations through training, EHS audits, corrective actions, and implementation of best practices.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating all aspects of EHS compliance for various County departments, including Public Works and Sheriff departments. Responsibilities include EHS program maintenance, coordination of training, regular facility and field inspections, and investigations of incidents and complaints, with the goal to resolve risk, and ensure compliance with applicable regulations. The incumbent is responsible for overseeing projects under a framework policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision of the Manager, Environmental Health and Safety and exercise discretion in applying policies and procedures to resolve health and safety issues.

Essential Job Functions

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

- 30% +/- 10%
- Develops, plans, and coordinates employee safety program policies and procedures; coordinates and documents maintenance of equipment; monitors safety program compliance; conducts field checks to verify policy compliance; investigates injury/illness; identifies and informs employees of hazards in the workplace; determines safe work methods and ensures that employees are notified of new and modified methods;
- 20% +/- 10%
- Designs, develops, and implements various employee EHS trainings on subjects such as safe lifting, traffic control, CPR, tow motor, respiratory protection, and trenching and excavating; engage external training contractors as applicable. Conducts emergency drills at County buildings.
- 10% +/- 5%
- Develops and manages a variety of programs to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents, including: asbestos management and maintenance; bed bug cases; pest management; air quality concerns, environmental site investigation and remediation; hazardous waste disposal; and underground storage tank programs. Compiles project information and prepares reports; maintains project records and files.
- 10% +/- 5%
- Performs environmental inspections and permit applications; responds to, investigates, evaluates, and resolves environmental/occupational health hazards and complaints; conducts health site surveys of work sites to identify potential health hazards; recommends appropriate corrective

Environmental Health and Safety Specialist

measures to ensure compliance with safety standards and government regulations. Examines permits, licenses, and applications to ensure compliance with requirements. Calibrates, operates, and maintains a variety of environmental testing equipment. Prepares reports and documents detailing environmental conditions.

10% +/- 5%

- Prepares and reviews technical specifications for bids and contracts related to the remediation of asbestos, hazardous/non-hazardous waste materials, lead, indoor air quality, and mold; reviews scope of work from consulting engineers for conformance to laws and standards for removal of asbestos and hazardous materials; interprets air and bulk reviews; manages assigned safety contracts; approves contractor invoices and payment applications.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with development of health and safety policies and procedures; responds to inquiries concerning regulations for assigned areas or requests for information; communicates with various County departments as well as outside agencies regarding safety matters; stays up to date on changes and development with occupational safety, health, and environmental laws and regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in environmental, Health, and Safety or related field ____with three (3) years of occupational safety, environmental, health and compliance, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain course licenses or certification in the following within 6 months of employment - CPR Instructor, Occupational Safety and Health Administration (OSHA) 30-Hour Safety, Hazardous Waste Operations, and Asbestos Awareness.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer. Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of industrial hygiene and environmental equipment and tools such as air quality meter, asbestos sampling tools, respirators, combustible gas meter, fit testing equipment, CPR dummies, etc.
- Ability to stand and walk for a prolonged period and ability to lift to 25lbs.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), and electronic mail software (Microsoft Outlook).

Environmental Health and Safety Specialist

Supervisory Responsibilities

- No supervisory responsibilities required.

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 comprehend a variety of informational documents including lab results, accident investigation reports, work repair reports, vehicle inspection reports, safety equipment reports, certifications, ADA accommodations, surveys, bid specifications, proposals, billing invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, OSHA regulations, EPA Building Regulations, Ohio Environmental Law Handbook, Ohio Revised Code, Ohio Administrative Code, and Ohio Environmental Law Handbook.
- Ability to prepare requests for bids and proposals, accident reports, activity reports, training reports, vehicle cost reports, environmental reports, notifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to conduct and/or recommend training of Cuyahoga County Employees in environmental health and safety fields including Respiratory Protection, Confined Spaces, Traffic Control, Tool & Equipment Safety, Trenching & Excavation, Bedbug Awareness, Integrated Pest Management, Mold Awareness, and Asbestos Awareness.
- Ability to convince and influence others, record, and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret safety, mechanical, environmental, and related legal terminology and language.
- Ability to communicate effectively with supervisor, directors, field personnel, consultants, representatives from other government agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke/dust/pollen, wetness/humidity, bright lights, noise extremes, vibrations, and machinery.

Environmental Health and Safety Specialist

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Contract Compliance Officer	Class Number:	21062
FLSA:	Exempt	Pay Grade:	11A
Dept:	Department of Equity and Inclusion EXHIBIT F		

Classification Function

The purpose of this classification is to manage the process of enhancing equity in program and policy development within County government in the areas of supplier diversity, workforce equity, and policy/programming, and to manage the process of vendor certification/re-certification for Cuyahoga County's various diversity and inclusion programs, and to monitor contracts for compliance.

Distinguishing Characteristics

This is a supervisor level classification responsible for supervising the work of Contract Compliance Officers and for planning, organizing, coordinating, and supervising activities that facilitate the County's various diversity, equity, and inclusion programs. This class works under general direction and the incumbent evaluates and recommends changes to, or develops new policies and procedures for operations of the assigned functional areas within required standards and regulations. The incumbent 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.

- 50% +/- 10%
- Supervises Contract Compliance Officers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 10% +/- 5%
- Manages the certification and re-certifications process for determining eligibility for County diversity and inclusion programs; reviews applications for becoming a certified or re-certified diversity business; verifies that the business owner listed on the application is the true business owner; reviews and verifies business information and activity (i.e., license agreements, tax returns, insurance, payroll documentation, ownership documentation, etc.); reviews and critiques financial statements; conducts on-site interviews to verify accuracy of reported business information in the application; reviews past contracts; researches business relationships to ensure that business owner is not improperly connected to the owners of another business.

- 10% +/- 5%
- Monitors contracts for compliance and investigates alleged violations; reviews submitted proposals to ensure diversity goals will be met; reviews and calculates tabulations sheets; monitors contracts for compliance with established diversity/inclusion participation goals, policies, and procedures; reviews and evaluates cancelled checks, invoices, and AIA statements by prime contractors for the

Senior Contract Compliance Officer

small companies; conducts on-site audits to verify to verify compliance with contract terms; reviews reports from contractors to confirm that the work in the contract is paid for; collects and enters payroll information of pertinent projects being monitored; collects and enters payments made to certified vendors from the prime contractor; attends pre-bid conferences with contractors; provides technical support to all bidders on the identification of certified vendors of the County's diversity and inclusion programs.

5% +/- 2%

- Coordinates and promotes the County's various equity, diversity and inclusion programs; provides information and outreach to the local business community about the purpose and benefits of the programs; offers orientation and guidance to businesses on how to get certified with the programs; attends and plans outreach events; prepares and gives presentations to explain diversity goals and requirements to potential contractors or organizations; updates promotional materials.

15% +/- 5%

- Supports leadership in the development and implementation of organizational initiatives, objectives, and strategies related to the advancement of diversity, equity and inclusion; works with the Human Resources Department to develop and implement programs, training, and assessments to build a culture of equity with respect to race, gender and sexual orientation throughout County government; models the use of equity strategies and tools to evaluate programs, policies, and practices with County staff and key community partners in order to improve service delivery; supports County departments with the design and implementation of diversity, equity, and inclusion initiatives; serves as a liaison to County departments and key stakeholders during decision-making and other processes to adapt policies and services to meet the needs of various groups; manages correspondence and communicates the County's equity-related goals to different audiences, including County employees across departments, key community stakeholders, and others; assists in the collection and analysis of data to inform strategies and tactics for increased diversity, equity, and inclusion in County programs and services.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and submits annual reports; reviews database to ensure information is entered in accordance with County policies and procedures; reviews diversity tab sheets for Requests for Proposals (RFPs) and Requests for Qualification (RFQs); prepares contract awarded letters; coordinates and prepares materials for the SBE, WBE, and MBE Grievance hearings and rejection appeal hearings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, marketing, or related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (Access).

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 the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) certification and recertification applications, tax reports, financial statements, Articles of Incorporation, Corporate by-laws, Partnership or LLC agreements, leases, certified payrolls, bid specifications, tab sheets, BOC and Council approvals, Cuyahoga County Business Based/Cuyahoga County Business Economic Inclusion Preference (CCBB/CCBEIP) applications, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, software manuals, and the Ohio Revised Code.
- Ability to prepare determination forms, SBE participation reports, site visit reports, bid tabulation sheets, SBE database and spreadsheets, Certificates for CCBB Program, prepare mileage report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the department when dealing with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and marketing terminology and language.

Senior Contract Compliance Officer

- Ability to communicate with the Director, SBE owners, community representatives, other County employees, large companies, consultants, contractors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and various off-site visits to business seeking certification.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Principal Support Officer	Class Number:	13191
FLSA:	Exempt	Pay Grade:	13A
Department:	Job and Family Services	EXHIBIT G	

Classification Function

The purpose of this classification is to supervise Support Officers and clerical support employees who provide case management services to customers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Support Officers and other assigned staff and overseeing case management service activities including establishing paternity and child support orders, collecting regular and consistent current child support, collecting child support arrears, modifying child support orders, providing findings and recommendations for termination of support, and conducting investigations to locate individuals, assets, and income sources. This position works under general supervision from a management-level position. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely, accurate, and efficient manner.

Essential Job Functions

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

40% +/- 10%

- Oversees and coordinates delivery of child and family support services to clients and oversees related data management activities; prioritizes and delegates unit work; monitors and manages maintenance and updates of data tracking and filing systems; manages, reviews, completes and/or processes case management documentation and information through case management systems, databases, trackers, logs, and forms; reviews, sorts, and processes incoming and outgoing documents and ensures proper distribution to the appropriate destination; shares and re-routes case documentation for internal/external departmental review; reviews staff work product and supporting documentation for accuracy and approves appropriate next administrative, civil, or criminal actions based upon individual case circumstances; compiles data and creates, updates, and analyzes reports; ensures daily operations, case management, and data management are in compliance with County, state, and federal guidelines; ensures work is completed by the required deadlines; assists other agency staff and supervisors with issues regarding case management services, data management, and auditing; mediates and de-escalates difficult situations and problems with internal staff and clients; provides recommendations to court officials upon request to proceed with judicial action; provides testimony at civil and criminal court proceedings upon request.

30% +/- 10%

- Supervises a unit of employees responsible for providing child support case management services to customers; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards;

Effective Date: 07.01.2009
Last Modified: 03.29.2018

Supervisor, Principal Support Officer

monitors and provides for employee training needs; meets with employees individually and as a unit; facilitates grievance meetings with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Monitors and evaluates unit operations, policies, and procedures to identify areas for improvement; analyzes operations and researches methods, special projects, and initiatives to improve operations or policies; gathers, maintains, and analyzes data for department reporting requirements and policy and procedure updates; interprets federal and state rules, regulations, laws, and requirements to assess impact on local policy and procedures and existing operations; develops, drafts, and recommends new and/or updated policies and procedures and develops plans for implementation; coordinates with management and other agency departments to coordinate work flows, develop and implement policies and procedures, and clarify issues.

10% +/- 5%

- Acts as a liaison for the department; receives and responds to requests for information from various agencies, court personnel, upper management, and the general public; coordinates services with community agencies and local organizations; conducts face-to-face interviews for walk-in clients; provides agency outreach services and information to clients and other agencies; participates in community education and makes presentations to various groups.

10% +/- 5%

- Participates in development and presentation of training materials; conducts training via in-person or video conference for unit, new hires, agency members, partner agencies, and external customers; attends and presents at meetings and conferences.

5% +/- 2%

- Participates in the development and implementation of initiatives and programs; researches, tests, and plans new services and programs; coordinates work with internal groups and develops reports and plans for service and program implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with five (5) years of human services experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Access), database software (SETS), presentation and

Supervisor, Principal Support Officer

publishing software (Microsoft PowerPoint), and business communication platform (Microsoft TEAMS).

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 the discipline or discharge of other employees.

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 comprehend a variety of informational documents including agency data reports, Control-D and Web Reports, agency department statistics, legislative documents (i.e., code, law, rule descriptions), legal documents (i.e., court orders, affidavits), workflows, flowcharts, time sheets, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, the Employee Handbook, agency policies and procedures, state and federal Child Support Enforcement Manuals, County codes and regulations, and union contracts.
- Ability to prepare special project reports, monthly stats reports, unit meeting minutes, support order enforcement documents (i.e., state forms, agency documents, court documents), monthly reports, logs, supply requisitions, expense reports, case tracking reports, court related documents, training materials, performance evaluations, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret relevant legal and counseling related terminology and language.
- Ability to communicate effectively with managers, executive leadership, subordinates, clients, Court personnel, union representatives, State systems personnel, public service agencies, law enforcement personnel, contracted partners, other County employees, and the general public.

Supervisor, Principal Support Officer

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works	EXHIBIT H	

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Department of Public Works.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Department of Public Works. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.

- 20% +/- 10%
- Supervises Sign Shop personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 20% +/- 10%
- Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to operate a variety of sign construction equipment including auger, hammer drill, band saw, pain striper, utility truck, and drill punch.
- Ability to stand, walk, climb and balance, bend and twist, and push, pull, and lift up to 50 pounds.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (EAM).

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 solve and act on employee problems.

Effective Date: 07.10.2012
Last Modified: 10.23.2019

Supervisor, Sign Shop

- 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 and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, Harvard Standard Operating Procedure manual, OSHA rules, standards, and specifications.
- Ability to prepare memos, performance appraisals, correspondence, plans, work orders, 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, and to follow instructions.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, municipalities personnel, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Corrections Food Service	Class Number:	12001
FLSA:	Exempt	Pay Grade:	10A
Dept:	Sheriff's Office	EXHIBIT I	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 35% +/- 10%
- Coordinates and organizes food service operations; ensures that dining service, food preparation areas, and equipment are maintained in a clean and sanitary manner; assists in establishing food service regulations, procedures, and standards; inspects incoming food products to determine that they meet purchase order specifications; inspects food for quality and temperature and ensures appropriate storage procedures; conducts inventory of products and supplies for cooking operations; monitors compliance with sanitation, safety, and health laws and regulations.

- 35% +/- 5%
- Supervises staff and inmate workers; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction in the operation of kitchen equipment, sanitation, and food preparation; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; conducts investigations into employee misconduct; assesses staffing requirements; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards.

- 25% +/- 10%
- Calculates monthly, quarterly, semi-annual, and annual food budget requirements; estimates and plans for needed supplies and food items for the preparation of meals; prepares and approves requisitions for food items, supplies, and equipment; completes related documents and reports.

- 5% +/- 2%
- Determines, recommends, and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment; make recommendations for process flow improvement and implementation.

Effective Date: 04.11.2019
Last Modified: 04.11.2019

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in food services or related field with four (4) years of experience in institutional food preparation, commercial food service operations, or food services management including two years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

- Must obtain ServSafe Certification within one year after hire date.

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 food service and sanitation 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 and training to other employees.
- Ability to solve and act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, time sheets, budgets, disciplinary reports, and incident reports.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, OSHA standards, FDA Food Code, safety and sanitation manuals, menus, and food service hygiene standards.

Manager, Corrections Food Service

- Ability to prepare billing statements, monthly and annual reports, performance appraisals, schedules, assignments, tracking sheets, menus, 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 communicate with management, subordinates, inmates, and Metrohealth staff.

Environmental Adaptability

- Work is performed indoors.
- Work may involve exposure to strong odors, smoke, dust, violence, and machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Security	Class Number:	12331
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office	EXHIBIT J	

Classification Function

The purpose of this classification is to manage, coordinate, supervise, assign, control, and review the work of security personnel in the Protective Services division and to assist the Sheriff with the Protective Services division in the overall planning and organizing of the unit.

Distinguishing Characteristics

This is a management level classification responsible for planning, coordinating, and supervising the Protective Services division of the Sheriff's Department directly and through subordinate supervisors. This class works under direction and the incumbents are expected to study, evaluate, and recommend changes to, or to develop of new policies and procedures for the division's operations. 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. This position remains on call to assist in emergency situations.

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%

- Manages, coordinates, and evaluates the activities of the Protective Services division; analyzes, plans, and directs a comprehensive security program; coordinates with Agency Directors to ensure agencies' security needs are met; assesses division's efficiency and effectiveness; develops and updates security policies and procedures; confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the division; conducts daily security inspections of facilities and grounds; oversees installation of new equipment; coordinates and oversees inspection and maintenance of equipment.

35% +/- 10%

- Supervises the division's functions through subordinate supervisors; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Stays abreast of new trends, requirements, technology, and innovations in the field; implements and maximizes the use of technology to ensure effective and efficient use of resources.

10% +/- 5%

- Performs related ancillary responsibilities; represents the department by attending and participating in meetings, seminars, and training; assists other departments and personnel with security needs through consultative review and recommendations; prepares the division budget and coordinates fiscal affairs.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice, industrial security or related field and five (5) years of security experience including two (2) years of experience in a supervisory capacity; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and audio-visual equipment.
- Ability to use a variety of law enforcement tools and equipment including various restraining devices.

Supervisory Responsibilities

- Ability to schedule, 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, and divide, and to 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 impact and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, safety violations, shift reports, invoices, attendance reports, disciplinary reports, grievances, proposals, vacation requests, and video recordings.

Manager, Security

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental and county policy manual, manuals, websites, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and 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 legal and security related terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies and departments/divisions, and the general public.

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to emergency situations and may involve exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office	EXHIBIT K	

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

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.

70% +/- 10%

- Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities

20% +/- 10%

- Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.

10% +/- 5%

- Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails 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.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake Specialist

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.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0133

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Debra Rex to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 205.10 establishes an “advisory committee on children services” of Cuyahoga County; and

WHEREAS, the Division of Children and Family Services (DCFS) Advisory Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; 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, pursuant to the Ohio Revised Code Section 205.10, the Division of Children and Family Services (DCFS) Advisory Board shall consist of ten (10) appointed members; and

WHEREAS, members of the Division of Children and Family Services (DCFS) Advisory Board shall be appointed to serve a four-year term; and

WHEREAS, the County Executive has nominated Debra Rex to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and

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 Debra Rex to serve on the Division of Children and Family Services (DCFS) Board for the term 3/1/2023 – 2/28/2027.



Chris Ronayne
Cuyahoga County Executive

April 11, 2023

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Jones:

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Debra Rex, 4-year term: 3/1/2023 - 2/28/2027**

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 4 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
Cuyahoga County Executive

Debra Rex George



Professional Summary

Retired from a 40-year career of executive leadership of non-profit organizations and volunteer service as on boards of nonprofits. Currently, Advisor/Coach/Child Advocate. Achieved local, state and national recognition for leadership.

Professional Skills

- Leading teams and boards in strategic thinking to refine mission, set bold vision.
- Working with CEOs/ Executive Directors and board leaders to develop and implement frameworks to align the organization activity with its strategy and track performance.
- Leading strategic organizational change using an organizational learning model.
- Leading and executing strategic positioning, including merger/acquisition.
- Assessing organization's operational alignment with strategy, making recommendations, and coaching executive management in implementation.
- Leading executives and teams in strategic or performance problem identification and developing approaches to course correct.
- Establishing and maintaining excellent relationships with public officials, community influencers, philanthropists and donors.
- Leading the development or change of organizational, board, unit, or team culture to achieve results. Excellent relationship builder with staff at all levels and with diverse boards of directors.
- Facilitating effective meetings and retreats.
- Training and developing Boards of Directors.
- Leading both strong growth and downsizing.

Positions Held

- Executive Advisor / Coach / Organizational Behavior Consultant (Privately employed)
- Beech Brook:
 - President / CEO
 - Executive Vice President and COO
 - VP Advancement
- Bellflower Center for Prevention of Child Abuse
 - Executive Director
- Baldwin Wallace Upward Bound Program
 - Director
 - Associate Director

Selected Volunteer Board positions

- Cuyahoga County Dept of Children and Family Services Advisory Com (current)

- Secretary
- Literary Cleveland (current)
 - Vice President, Co-Chair governance
- OHIO Children's Alliance (2009-2019)
 - Secretary
 - Vice President
- The Free Clinic of Greater Cleveland (now Circle Health) (2010-2018)
 - Secretary
 - Vice President
 - President

Selected Volunteer Affiliations:

- United Way Council of Agency Execs, various roles
- Fund First (a donor designated giving circle)
- Cleveland Rape Crisis Center
- Governor's Task Force on Medicaid Reform of Behavioral Health
- Governor's Task Force on Foster Care
- Western Reserve Hospice Advisory Board
- Centers for Children and Families Circle Health, life trustee
- Committee to set National Standards in Leadership and Governance, Child Welfare League of America

Education

- MEd Counseling, Cleveland State University
- MA Communications/ Business Management, Bowling Green State University
- BA Interpersonal/Organizational Communications, Cleveland State University

Selected Continuing Education:

- Harvard Kennedy School Certificate in Child Welfare Management
- Certificates in Leading Learning Organizations and Systems Thinking, Innovation Associates
- Multiple organizational management courses, Gestalt Institute of Cleveland
- Leadership Shaker Hts (OH)

Selected Awards

- Annual Award for Excellence in Nonprofit Leadership, National Alliance for Children, Families and Communities
- Annual Leadership Award, Ohio Children's Alliance
- Suzanne Brookhart Harrison Award for Outstanding Service to Children, Beech Brook

Personal

- Married

- **Two adult children**
- **Enjoy reading, writing, exercise, live music, theatre, involvement in social justice and other current affairs affecting quality of life, especially for the less fortunate.**

County Council of Cuyahoga County, Ohio

Ordinance No. O2023-0011

Sponsored by: Cuyahoga County Executive Ronayne/Department of Human Resources	An Ordinance providing for modifications to and adoption of Section 11.01 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive has reviewed the current Employee Handbook and, in consultation with the Cuyahoga County Department of Law, determined that various amendments are required; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Employee Handbook which is amended herein and may be amended in the future by Council; and

WHEREAS, it is necessary that this Ordinance 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 ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Adoption of Revised Employee Handbook: Council hereby adopts amended section 11.01 of the County's Employee Handbook as set forth in Exhibit A attached hereto, to remain in full force and effect, to be applicable to all non-bargaining County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended handbook to all employees subject to the handbook, in accordance with the Department's usual method of dissemination.

SECTION 2. Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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.

EXHIBIT A

11.01 Paid Vacation Leave

The County provides paid vacation leave to full-time and part-time benefits-eligible employees. Vacation accrual is based on years of service and begins on the first day of employment with the County. Employees who have previous service with any political subdivision of the State of Ohio may receive service credit for vacation accrual. To receive service credit, employees must provide Human Resources with a signed letter from the former employer(s), on each employer's letterhead, with qualifying start and end dates of employment, number of days worked if any of the service was less than a full year, number of hours worked if any of the service was less than full-time, and verification of any unused accumulated sick leave. Employees must provide the required documentation within sixty (60) days of their date of hire. Forms received after sixty (60) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the form is received. An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio shall not have prior service that was completed prior to retirement considered for the purpose of computing vacation leave.

Eligible full-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	3.1 hours	80 hours/10 days	240 hours/30 days
5 to less than 15	4.6 hours	120 hours/15 days	360 hours/45 days
15 to less than 25	6.2 hours	160 hours/20 days	480 hours/60 days
25 or more	7.7 hours	200 hours/25 days	600 hours/75 days

Eligible part-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	2.47 hours	64 hours/8 days	192 hours/24 days
5 to less than 15	3.70 hours	96 hours/12 days	288 hours/36 days
15 to less than 25	4.93 hours	128 hours/16 days	384 hours/48 days
25 or more	6.16 hours	160 hours/20 days	480 hours/60 days

Once an employee's vacation leave balance reaches the maximum accrual allowance, no further vacation leave will accrue until the balance drops below the maximum amount.

There is no waiting period after an employee is hired or promoted before vacation time can be used. Employees must have their supervisor's approval to use vacation leave.

An employee separating from the County is eligible for payout of their accrued vacation leave balance, minus any fees, charges or outstanding financial obligations the employee may have to the County.

When considering the total compensation for any non-bargaining position, whether in hiring or retaining, the Director of Human Resources, in consultation with the County Executive, may consider prior years of service in the public sector or in the private-sector where the prior years of service are in a position substantially similar to the County non-bargaining position under consideration when determining years-of-service accrual for purposes of this Section.