

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2011-0038

Sponsored by: <b>County Executive FitzGerald/Human Resource Commission</b>	<b>An Ordinance</b> providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS; Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinance Nos. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, on August 3, 2011, the Human Resource Commission adopted a motion recommending that the classification changes attached as Exhibits A through D to this Ordinance be submitted to County Council for approval; 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 agency.

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

**SECTION 1.** Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

New Classifications

Exhibit A: Class Title: *Human Resource Specialist*  
Number: 1053712  
Pay Grade: 14

Exhibit B: Class Title: *Human Resource Analyst*  
Number: 1053711  
Pay Grade: 9

Exhibit C: Class Title: *Recruitment and Retention Manager*  
Number: 1053634  
Pay Grade: 16

Exhibit D: Class Title: *Training Manager*  
Number: 1053645  
Pay Grade: 14

**SECTION 2.** It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**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.

On a motion by Mr. Rogers, seconded by Ms. Conwell, the foregoing Ordinance was duly enacted.

Yeas: Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers and Connally

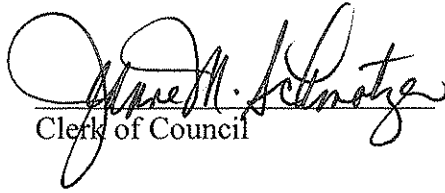
Nays: None

  
County Council President

9-14-11  
Date

  
County Executive

9/14/11  
Date

  
Clerk of Council

9/13/2011  
Date

First Reading/Referred to Committee: August 9, 2011  
Committee(s) Assigned: Human Resources, Appointments & Equity

Second Reading/Referred to Committee: August 23, 2011  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC003  
September 13, 2011

**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Human Resource Specialist	<b>Class Number:</b>	1053712
		<b>Pay Grade:</b>	14

<b>Departments:</b>	Human Resource Department, only
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**Classification Function**

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

**Essential Job Functions**

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

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

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

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

**Additional Requirements**

SPHR Certification is required upon hire

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

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

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

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

**Environmental Adaptability**

- Work is typically performed in an office environment

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

**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Human Resource Analyst	<b>Class Number:</b>	1053711
		<b>Pay Grade:</b>	9

<b>Departments:</b>	Office of Human Resources, only
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**Classification Function**

The purpose of this classification is to provide comprehensive personnel services for County departments in the area of employment, benefits, personnel policy administration, labor and employee relations and training and development.

**Essential Job Functions**

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

- Provides human resource services for assigned County department in the area of employment and benefits (e.g. - works collaboratively with each department to assist with recruitment for employees including reviewing and screening applications and resumes, contacting references, conducting initial screening interviews and coordinating follow up interviews as needed; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; communicates with staff on employment benefit programs and answers questions as needed)
- Provides analysis, advice and counsel to managers, supervisors and employees regarding work issues, development plans, operational strategies, and human resource policies and procedures and indicate suggestive corrective action to resolve problem areas
- Assists with employee discipline process (e.g. - gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned by lead worker or manager)
- Provides reports requested by department directors or managers (e.g. - provides staffing level reports; provides Family Medical Leave Act usage reports, etc.)
- Functions as a proficient user of Human Resource Information System (HRIS) (e.g. - works proficiently in HRIS (SAP); provides system guidance; may enter non-routine changes)
- Represents departments at meetings; serves as liaison to Ohio Public Employee's Retirement System
- Performs miscellaneous duties (e.g. - processes FMLA paperwork; processes personnel actions in HRIS; prepares AWOL reports using HRIS; updates organizational charts using HRIS)

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

Bachelor's degree in human resources with five years of human resource experience; or any equivalent combination of training and experience

**Additional Requirements**

PHR Certification is preferred

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, copier

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including employment applications, resumes, personnel action forms, classification specifications, position descriptions, grievances, personnel files and other reports and records
- Ability to comprehend a variety of reference books and manuals including software manuals, Ohio Revised Code, and personnel policy manuals
- Ability to prepare personnel actions, tables of organization, performance evaluations, various human resource reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style
- Ability to counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret human resource terminology and language
- Ability to communicate with County employees, Human Resource Director, and the general public

**Environmental Adaptability**

- Work is typically performed in an office environment

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Recruitment & Retention Manager	<b>Class Number:</b>	1053634
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Human Resources, only		

**Classification Function**

The purpose of this classification is to manage the County's recruitment and retention program

**Essential Job Functions**

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

- Manages the County's recruiting program (e.g. - manages the design, development and implementation of processes required to attract and place employees; works with departments to develop an understanding of their staffing needs; coordinates recruiting and timeline for each vacancy; coordinates job posting; oversees applicant tracking system to identify and track a qualified pool of candidates)
- Manages County's classification and compensation plan (e.g. - develops and manages the implementation of the County's classification and compensation plan; manages administrative rules governing the classification and compensation plan; manages the integration of additional organizations into the County's plan; safeguards the integrity of the job evaluation process; reviews job audit findings and assigns employees to proper classifications; responds to job audit questions and develops job audit finding communication; confers with and reviews departmental reorganization plans; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates salary surveys and pay structure revisions; manages development and revision of classification specifications; responds to ensures consistency of minimum qualifications among classifications; presents findings and recommendations to the Human Resource Commission; confers on complex work problems)
- Assists the County Human Resource Director in administration of all County human resource services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g. - assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; interprets personnel policies and procedures)
- May supervise lower level human resource staff (e.g. - plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave)

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

Bachelor's degree in personnel administration, human resources or related field with ten years of human resource experience including three years in a supervisory capacity; or any equivalent combination of training and experience

**Additional Requirements**

No special license or certification is required



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

- Ability to operate a variety of automated office machines including personal computer, printer, copier and fax machine

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including employment applications, résumés, classification specifications, job audit forms, performance evaluations, requests for leave and other reports and records
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, classification specifications, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret human resource terminology and language
- Ability to communicate with the County Executive, County Human Resource Director, directors, managers, supervisors, Human Resource Commission, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials and the general public

**Environmental Adaptability**

- Work is typically performed in an office environment

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# EXHIBIT D

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Training Manager	<b>Class Number:</b>	1053645
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Human Resources, only		

### Classification Function

The purpose of this classification is to manage, coordinate and implement County training programs and initiatives

### Essential Job Functions

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

- Manages County training programs and initiatives (e.g - develops and coordinates training and educational development programs; coordinates and facilitates training programs such as new employee orientation, sexual harassment, ethics, etc ; develops an annual calendar of training and development opportunities including references to external opportunities; maintains training materials; produces training materials and manuals; organizes the use of training materials including e-learning; manages training materials; ensures that statutory training requirements are met; conducts training needs assignments; amends and revises training programs as needed; helps line managers or solve specific training problems, either one-to-one or in groups; develops and maintains training budget)
- Administers training program activities (e.g - identifies and determines training and development needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to supervisor)
- Develops and manages County performance appraisal process
- Manages, leads and motivates lower-level training personnel (e.g - assigns and reviews work; evaluates employee performance; responds to employee complaints; provides instruction and feedback; trains instructors and supervisors in techniques and skills for training and dealing with employees)
- Performs public relations duties (e.g - represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence)

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

Bachelor's degree in education or human resources with nine years of training experience including three years in a supervisory capacity; or any equivalent combination of training and experience

#### Additional Requirements

No special license or certification is required

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, fax, printer, calculator, copier, etc

- Ability to operate audio-visual equipment

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including employment applications, résumés, job audit forms, classification specifications, training literature, training plans, performance evaluations and other reports and records
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style
- Ability to manage people and programs, to 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 education, legal, counseling and personnel terminology and language
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public

**Environmental Adaptability**

- Work is typically performed in an office environment

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