

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0029

Sponsored by: <b>Councilmembers Connally and Conwell on behalf of Personnel Review Commission</b>	<b>An Ordinance</b> codifying the powers and duties of the Personnel Review Commission and authorizing the Personnel Review Commission to adopt administrative rules in accordance with the Charter and the Cuyahoga County Code, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations; and,

WHEREAS, Section 9.02(4) of the Charter grants the Personnel Review Commission with “[r]esponsibility for creation of rules and policies related to the Personnel Review Commission’s authority set forth in this Charter in accordance with the human resources policies established by ordinance;” and,

WHEREAS, the Personnel Review Commission has determined to amend and adopt administrative rules that were previously adopted pursuant to Chapter 301.01 of the Cuyahoga County Code; and,

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, the Council intends to codify the powers and duties of the Personnel Review Commission in the Cuyahoga County Code, and to authorize the Personnel Review Commission to adopt administrative rules in accordance with the Charter and the County Code; 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 the Personnel Review Commission.

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

**SECTION 1.** Chapter 301 of the Cuyahoga County Code is hereby enacted as follows:

**Chapter 301: Personnel Review Commission**

**Section 301.01 Powers and Duties**

Pursuant to Article IX of the County Charter, the Personnel Review Commission shall have the following functions:

- A. Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender;
- B. Responsibility for administration of countywide compliance with federal and state laws regarding personnel matters within the County Executive's organization and departments;
- C. For the County Executive's organization and departments, authority to ensure:
  - 1. Pay equity for like positions;
  - 2. Standardization of benefits;
  - 3. Approval of qualifications;
  - 4. Consistent discipline;
  - 5. Training of management in personnel practices;
  - 6. Training of employees in job functions;
  - 7. Training for total quality management;
  - 8. Consistent administration of performance management system;
  - 9. Coordination of recruitment;
  - 10. Compliance with ethics resolutions or ordinances as passed by the Council.
- D. Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in the Charter in accordance with the human resources policies established in the County Code;
- E. Responsibility for administering a clear, countywide classification and salary administration system;
- F. Such other functions as may be deemed necessary by the Council for the Commission to carry out its mission and purpose, as provided in other provisions of this Code.

**Section 301.02 Administrative Rules**

The Personnel Review Commission may, in accordance with the policies and procedures set forth in this Code, adopt administrative rules and procedures to carry out its powers and duties as set forth in the County Charter and this Chapter.

**SECTION 2.** The existing provisions of Chapter 301 of the Cuyahoga County Code, to the extent that they are inconsistent herewith, are hereby repealed.

**SECTION 3.** It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this 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 Ms. Conwell, seconded by Mr. Germana, the foregoing Ordinance was duly enacted.

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

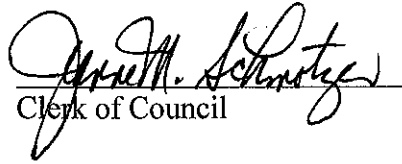
Nays: None

  
County Council President

10-14-14  
Date

  
County Executive

10/15/14  
Date

  
Clerk of Council

10/14/2014  
Date

First Reading/Referred to Committee: September 23, 2014  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC016  
October 14, 2014