County Council of Cuyahoga County, Ohio

Resolution No. R2017-0056

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

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, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. 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 Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

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

WHEREAS, on March 15, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommends 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:
Modification of the following Classifications: (See Attached Classification Specifications)

**Proposed Revised Classifications:**

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Class Title</th>
<th>Class Number</th>
<th>Pay Grade</th>
<th>Revised Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Building Maintenance Superintendent</td>
<td>1042115</td>
<td>10</td>
<td>*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.</td>
</tr>
<tr>
<td>B</td>
<td>Building Maintenance Supervisor</td>
<td>1042112</td>
<td>7</td>
<td>*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.</td>
</tr>
<tr>
<td>C</td>
<td>Case Control Supervisor</td>
<td>1014413</td>
<td>12</td>
<td>*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.</td>
</tr>
<tr>
<td>D</td>
<td>Electronic Technician Supervisor</td>
<td>1062511</td>
<td>8</td>
<td>*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.</td>
</tr>
<tr>
<td>E</td>
<td>Financial Reporting Manager</td>
<td>1055115</td>
<td>15</td>
<td>*Revised to remove CPA License from the minimum requirements.</td>
</tr>
</tbody>
</table>
Exhibit F: Class Title: *Records Management Officer*
Class Number: 1052221
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit G: Class Title: *Senior Budget Management Analyst*
Class Number: 1052212
Pay Grade: 15
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit H: Class Title: *Senior Justice System Advocate*
Class Number: 1056532
Pay Grade: 8
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit I: Class Title: *Employee Benefits Manager*
Class Number: 1053664
Pay Grade: 15
* Changed Classification number.

Exhibit J: Class Title: *Employee Relations Specialist 1*
Class Number: 1053652
Pay Grade: 13
* Changed Classification number.

Exhibit K: Class Title: *Employee Relations Specialist 2*
Class Number: 1053653
Pay Grade: 14
* Changed Classification number.

Exhibit L: Class Title: *Human Resources Specialist*
Class Number: 1053713
Pay Grade: 14
* Changed Classification number.
**Proposed New Classifications:**

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Class Title</th>
<th>Number</th>
<th>Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td><em>Crime Analyst</em></td>
<td>1062471</td>
<td>11</td>
</tr>
<tr>
<td>N</td>
<td><em>Emergency Management Manager</em></td>
<td>1062423</td>
<td>16</td>
</tr>
<tr>
<td>O</td>
<td><em>Intelligence Analyst</em></td>
<td>1062461</td>
<td>6</td>
</tr>
<tr>
<td>P</td>
<td><em>Appraisal Manager – Residential/Agricultural</em></td>
<td>1057105</td>
<td>16</td>
</tr>
<tr>
<td>Q</td>
<td><em>ERP Information System Analyst -EAM</em></td>
<td>1083111</td>
<td>15B</td>
</tr>
<tr>
<td>R</td>
<td><em>ERP Information System Analyst - Fiscal</em></td>
<td>1084111</td>
<td>15B</td>
</tr>
<tr>
<td>S</td>
<td><em>ERP Information System Analyst - HRIS</em></td>
<td>1085111</td>
<td>15B</td>
</tr>
<tr>
<td>T</td>
<td><em>ERP Information System Analyst - Procurement</em></td>
<td>1086111</td>
<td>15B</td>
</tr>
<tr>
<td>U</td>
<td><em>Benefits Analyst</em></td>
<td>1053663</td>
<td>9</td>
</tr>
<tr>
<td>V</td>
<td><em>Employee Relations Associate</em></td>
<td>1053651</td>
<td>8</td>
</tr>
<tr>
<td>W</td>
<td><em>Human Resources Business Partner</em></td>
<td>1053712</td>
<td>11</td>
</tr>
</tbody>
</table>
SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

On a motion by Ms. Brown, seconded by Mr. Hairston, the foregoing Resolution was duly adopted.

Yeas: Simon, Baker, Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Hairston and Brady

Nays: None

County Council President __________________________ Date ________________

County Executive __________________________ Date ________________

Clerk of Council __________________________ Date ________________

First Reading/Referred to Committee: March 28, 2017
Committee(s) Assigned: Human Resources, Appointments & Equity

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