

# County Council of Cuyahoga County, Ohio

## Resolution No. R2017-0056

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

- Exhibit A: Class Title: *Building Maintenance Superintendent*  
Class Number: 1042115  
Pay Grade: 10  
\*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.
- Exhibit B: Class Title: *Building Maintenance Supervisor*  
Class Number: 1042112  
Pay Grade: 7  
\*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 C: Class Title: *Case Control Supervisor*  
Class Number: 1014413  
Pay Grade: 12  
\* 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 D: Class Title: *Electronic Technician Supervisor*  
Class Number: 1062511  
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 E: Class Title: *Financial Reporting Manager*  
Class Number: 1055115  
Pay Grade: 15  
\* Revised to remove CPA License from the minimum requirements.

- 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:

Exhibit M: Class Title: *Crime Analyst*  
Number: 1062471  
Pay Grade: 11

Exhibit N: Class Title: *Emergency Management Manager*  
Number: 1062423  
Pay Grade: 16

Exhibit O: Class Title: *Intelligence Analyst*  
Number: 1062461  
Pay Grade: 6

Exhibit P: Class Title: *Appraisal Manager – Residential/Agricultural*  
Number: 1057105  
Pay Grade: 16

Exhibit Q: Class Title: *ERP Information System Analyst -EAM*  
Number: 1083111  
Pay Grade: 15B

Exhibit R: Class Title: *ERP Information System Analyst - Fiscal*  
Number: 1084111  
Pay Grade: 15B

Exhibit S: Class Title: *ERP Information System Analyst - HRIS*  
Number: 1085111  
Pay Grade: 15B

Exhibit T: Class Title: *ERP Information System Analyst - Procurement*  
Number: 1086111  
Pay Grade: 15B

Exhibit U: Class Title: *Benefits Analyst*  
Number: 1053663  
Pay Grade: 9

Exhibit V: Class Title: *Employee Relations Associate*  
Number: 1053651  
Pay Grade: 8

Exhibit W: Class Title: *Human Resources Business Partner*  
Number: 1053712  
Pay Grade: 11

**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

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County Council President

\_\_\_\_\_  
Date

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County Executive

\_\_\_\_\_  
Date

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Clerk of Council

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Date

First Reading/Referred to Committee: March 28, 2017

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

Journal CC026

April 12, 2017