

# County Council of Cuyahoga County, Ohio

## Resolution No. R2019-0004

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 2.10 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 December 12, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) 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)

Proposed New Classifications:

Exhibit A: Class Title: *Grants Supervisor*  
Number: 1052133  
Pay Grade: 12A/Exempt

Exhibit B: Class Title: *Security Analyst*  
Number: 1086121  
Pay Grade: 10B/Exempt

Exhibit C: Class Title: *Security Engineer*  
Number: 1086131  
Pay Grade: 13B/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Benefits Analyst*  
Class Number: 1053663  
Pay Grade: 9A/Exempt (No Change)  
\* Minimum qualifications were updated to be consistent with other classification into new format.

Exhibit E: Class Title: *Facility Project Manager*  
Class Number: 1063121  
Pay Grade: 12A/Exempt (No Change)  
\* PRC routine maintenance. Placed the classification into new format.

Exhibit F: Class Title: *Fleet Services Manager*  
Class Number: 1041114  
Pay Grade: 13A/Exempt (No Change)  
\* Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.

Exhibit G: Class Title: *Grants Coordinator*  
Class Number: 1052131  
Pay Grade: 6A/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5A to PG 6A.

- Exhibit H: Class Title: *Medical Records Technician*  
Class Number: 1053321  
Pay Grade: 6A/Non-Exempt (No change)  
\* PRC routine maintenance. Placed the classification into the new format.
- Exhibit I: Class Title: *Network Manager*  
Class Number: 1053113  
Pay Grade: 12B/Exempt  
\* PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
- Exhibit J: Class Title: *Senior Budget Management Analyst*  
Class Number: 1052212  
Pay Grade: 16A/Exempt  
\* Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
- Exhibit K: Class Title: *Senior Account Clerk*  
Class Number: 1013212  
Pay Grade: 4A/Non- Exempt (No change)  
\* PRC routine maintenance. Placed the classification into the new format.
- Exhibit L: Class Title: *Senior Facilities Superintendent*  
Class Number: 1042142  
Pay Grade: 14A/Non-Exempt (No change)  
\* PRC routine maintenance. Placed the classification into the new format.
- Exhibit M: Class Title: *Senior Grants Coordinator*  
Class Number: 1052132  
Pay Grade: 9A/Exempt  
\* PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
- Exhibit N: Class Title: *Sewer Maintenance Superintendent*  
Class Number: 1043123  
Pay Grade: 16A/Exempt  
\* Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.

**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 Mr. Schron, seconded by Ms. Brown, the foregoing Resolution was duly adopted.

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

Nays: None

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County Council President                      \_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive                                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council                                      \_\_\_\_\_  
Date

First Reading/Referred to Committee: January 8, 2019  
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: January 22, 2019

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February 12, 2019