

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0051

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.
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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, 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 February 6, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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: *Manager, Time & Attendance*
Number: 1053622
Pay Grade: 14A/Exempt

Exhibit B: Class Title: *Senior Talent Acquisition & Employment Specialist*
Number: 1053812
Pay Grade: 12A/Exempt

Exhibit C: Class Title: *Tax Collection Manager*
Number: 1055341
Pay Grade: 12A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Senior Development Finance Analyst (Economic & Community Development Program Specialist)*
Class Number: 1055232
Pay Grade: 13A/Exempt
* PRC routine maintenance. Classification last revised in 2005. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 12 to PG 13.

Exhibit E: Class Title: *Forensic Scientist 1-DNA*
Class Number: 1071221
Pay Grade: 10A/Exempt (No Change)
* Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.

Exhibit F: Class Title: *Forensic Scientist 2-DNA*
Class Number: 1071222
Pay Grade: 11A/Exempt (No Change)
* Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to

better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.

Exhibit G: Class Title: *Forensic Scientist 3- DNA*
Class Number: 1071223
Pay Grade: 13A/Exempt
* Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade from a 12A up to a 13A.

Exhibit H: Class Title: *HRIS Administrator*
Class Number: 1053625
Pay Grade: 11B/Exempt
* Classification was revised according to Department's request to accommodate changes due to ERP implementation. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated. Classification went from a PG 14B to a PG 11B. Classification Number changed from 1053625 to 1053631 to reflect removal from payroll series.

Exhibit I: Class Title: *Payroll Administrator (Time & Attendance Administrator 1053621)*
Class Number: 1053624
Pay Grade: 11A/Exempt (No Change)
* Revision request from HR. The revisions are needed by the department because the HRIS Administrator is being revised and this classification's duties will change. The title changed (Payroll Administrator to Time and Attendance Administrator) as well as the department changed from all departments to HR. The classification number changed from 1053624 to 1053621.

Proposed Deleted Classifications:

Exhibit J: Class Title: *Manager Database Administration*
Class Number: 1053104
Pay Grade: 15A/Exempt

* The classification is no longer administratively necessary. The duties of this classification have been redistributed to the Enterprise Data Architect IT Applications Administrator which is an unclassified position in the IT Dept.

Exhibit K: Class Title: *Senior Purchasing Agent*
Class Number: 1053512
Pay Grade: 9A/Non-Exempt

* The duties of the Senior Purchasing Agent were combined with the new Purchasing Agent specification because there was little to no difference between the duties being performed by the current incumbents of the two different classifications. This classification is vacant and is no longer administratively necessary.

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. Brady, the foregoing Resolution was duly adopted.

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

Nays: None

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2019

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

Committee Report/Second Reading: March 12, 2019

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