

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0102

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, 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 April 3, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) 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 Classification:

Exhibit A: Class Title: *Early Childhood Mental Health System Coordinator*
Number: 1056351
Pay Grade: 8A/Exempt

Proposed Revised Classification:

Exhibit B: Class Title: *Homeless Management Information System Analyst (Homeless Management Information System Administrator)*
Class Number: 1014151
Pay Grade: 11A/Exempt
* Classification revised at request of department. Title changed from HMIS Analyst to HMIS Administrator. The pay grade decreased from PG 12 to PG 11 due to the removal of direct supervisory responsibilities.

Proposed Deleted Classifications:

Exhibit C: Class Title: *Employee Relations Associate*
Class Number: 1053651
Pay Grade: 8A/Non-Exempt
* The classification has been vacant for several months and the duties have been assigned to other employees in the Labor & Employee Relations Division.

Exhibit D: Class Title: *Senior Employee Benefits Coordinator*
Class Number: 1053662
Pay Grade: 9A/Non-Exempt
* The benefits series of classifications was recently redesigned to include the duties performed by the Senior level into the new Benefits Analyst classification thereby making it unnecessary.

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 Ms. Conwell, the foregoing Resolution was duly adopted.

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

Nays: None


County Council President

5-15-19
Date


County Executive

5-15-19
Date


Clerk of Council

5/14/2019
Date

First Reading/Referred to Committee: April 23, 2019
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Amended in Committee: April 30, 2019

Journal CC034
May 14, 2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Mental Health System Coordinator	Class Number:	1056351
FLSA:	Exempt	Pay Grade:	8A
Dept:	Children and Family Services	EXHIBIT A	

Classification Function

The purpose of this classification is to manage the Early Childhood Mental Health Referral System by screening calls at a clinical level and providing direction, support, and referral information to callers.

Distinguishing Characteristics

This is a journey-level classification that is responsible for screening calls at a clinical level for the Early Childhood Mental Health (ECMH) population (children 0-6 years) to help navigate them within the ECMH continuum of care or provide appropriate referral information and support linking to an outside system. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%
- Manages the ECMH Referral System; screens calls to assess and determine appropriate level of care within the ECMH continuum of services and providers; triages calls and provides appropriate referrals to services outside of the ECMH continuum of care; provides support and guidance to families referred to an outside system to ensure efficient and smooth transition; provides follow-up and feedback to referents regarding treatment destination.
- 10% +/- 5%
- Researches, analyzes, and evaluates information collected through the ECMH referral system; makes recommendations to the ECMH system stakeholders, partners, and providers regarding impact and feasibility of proposed changes to the ECMH system and referral process; maintains knowledge of available community resources and services, best practices, and emerging ECMH research to ensure referrals are triaged appropriately.
- 10% +/- 5%
- Serves as a liaison to internal and external agencies to ensure that all parties are equipped with information for resources and care; maintains partnerships within the ECMH spectrum and serves as representative at required community meetings; participates in community outreach events to increase awareness of ECMH referral system.
- 5% +/- 2%
- Coordinates and maintains information regarding available openings and waiting lists within the ECMH provider network; prepares reports for stakeholders, partners, and providers regarding current system wait lists and impact on ECMH service delivery.

Early Childhood Mental Health System Coordinator

5% +/- 2%

- Prepares and delivers trainings for staff, caregivers, and other providers on various subjects regarding early childhood mental health and Cuyahoga County's ECMH delivery system; develops appropriate ECMH referral program resources and outreach materials.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, and other relevant information; completes monthly expense reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare or related field with three (3) years of experience in early childhood mental health intervention, child clinical counseling, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.

Proposed Date:

Early Childhood Mental Health System Coordinator

- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, weekly reports, annual reviews, referrals, expense reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling, basic medical, and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Homeless Management Information System Administrator	Class Number:	1014151
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services	EXHIBIT B	

Classification Function

The purpose of this classification is to plan, direct, and manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC), and provide technical support for related software.

Distinguishing Characteristics

This is a technical supervisory classification with responsibility for planning, directing, and managing the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care and providing technical support for HMIS software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

30% +/- 10%

- Plans, directs, and manages activities and operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC); manages all HMIS functions for local CoC HMIS software including system administration, project management, telecommunications support, software maintenance, procurement, and user support functions; ensures availability and reliable performance of the software application; facilitates system changes, updates, and upgrades and assures adherence to federal regulations; performs system configurations; manages system access and licenses; ensures compliance of data standards, system performance, and monitors utilization; troubleshoots software and hardware problems; communicates design and programming changes to vendor's development team; leads testing efforts and ensures issues are identified, tracked, reported, and resolved in a timely manner; leads efforts for system improvement and reporting; gathers requirements for new programs through document analysis and interviews; collaborates across multiple business areas to determine effective solutions in support of business requirements and strategic direction; identifies opportunities to streamline business processes and increase efficiencies; serves as IT/HMIS technical point of contact for vendors, business partners, HMIS agencies, researchers, consultants, and other government agencies.

HMIS Administrator

25% +/- 10%

- Conducts research, data analysis, and strategic planning; performs needs assessments; manages project design, data collection, workflow, service delivery, and reporting; develops and documents project forms, workflows, and their associated procedures; transforms technical releases and other high-level information into detailed specifications; recommends acquisition of new tools and software applications; develops and assists with writing complex reports to meet the expanding needs of the CoC.

25% +/- 10%

- Manages local, state, and federal HMIS reporting; creates standardized reporting process for HMIS participating agencies; works with users to define data definitions, concepts, and processes; monitors timeliness and quality of data collection; ensures data quality and compliance; determines timelines and defines project performance; enforces deadlines and schedules; implements corrective action procedures for participating agencies.

10% +/- 5%

- Provides site-based training and development to users; develops training content and materials; responds to user questions, concerns, and problems.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; may assign work to other personnel related to HMIS functions; responds to emails and phone calls; attends various trainings, workshops, and meetings; keeps up to date on professional knowledge, new business trends, and changes in policies; prepares and delivers public presentations; establishes and updates local HMIS Policies and Procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or related field with five (5) years of computer information systems, relational database and project management, or related experience with two (2) years of experience working with a HMIS; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain training and/or certifications as required by the HMIS Software Vendor.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

- No supervisory responsibilities.

HMIS Administrator

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring management of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, database sets, configuration specifications, software specifications, source materials, request for proposals, computer periodicals, federal agency flow charts and diagrams, training documents, vendor release forms, system generated reports, help desk tickets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare system reports and presentations; project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal, basic medical, and computer system terminology and computer programming languages.
- Ability to prepare and deliver presentations, communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Associate	Class Number:	1053651
FLSA:	Non-Exempt	Pay Grade:	8
Department:	Human Resources	EXHIBIT C	

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 40% +/- 10%
- Assists with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board ("SERB") personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County's position during mediation, arbitration, negotiations, or SERB proceedings.

- 30% +/- 10%
- Addresses basic employee and labor relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.

- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employee Benefits Coordinator	Class Number:	1053662
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources, only	EXHIBIT D	

Classification Function

The purpose of this classification is to facilitate the configuration of benefits for County employees and regionalized entities. This classification assists with open enrollment and ensures that employee benefits concerns are addressed.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring accuracy of employee benefits within the HRIS. The employee works under a framework of well established policies and procedures. The incumbent identifies benefits discrepancies for medical insurance providers. This class requires a higher level of experience than the entry level Employee Benefits Coordinator class and is responsible for preparing various departmental reports.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 45% +/- 15%
- Updates employee benefits information to carriers; addresses discrepancy reports for medical providers; prepares queries; addresses TSO report issues; updates Ceridian/COBRA participants; calculates retroactivity.
- 15% +/- 5%
- Receives and responds to numerous emails regarding employee benefits issues; responds to numerous voice mails regarding employee benefits issues;
- 10% +/- 5%
- Prepares various reports including the Flexible Spending Account Report and the COBRA Report.
- 10% +/- 5%
- Configures in HRIS and other systems all new regional entities joining County benefit plans; configures in HRIS and other systems all new medical, supplemental and life insurance plans.
- 10% +/- 10%
- Configures and conducts Open Enrollment for County employees and all regionalized entities; configures and conducts Open Enrollment for transitioning unions.
- 10% +/- 5%
- Writes and reviews HRIS scripts; writes and reviews HRIS design specifications; conducts HRIS integration testing; updates HRIS for County employees; performs various administrative support tasks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, business administration or related field with three (3) years of benefits experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computers and peripheral equipment.

Supervisory Responsibilities

- Ability to review and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including medical carrier discrepancy reports, benefit deduction reports, employee benefit update documents and benefits records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, functional design specifications, HRIS configuration manual, medical provider manuals and County policies and procedures.
- Ability to prepare COBRA Report, Flexible Spending Account Report, queries and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret benefits and general medical terminology and language.
- Ability to communicate with co-workers, supervisor, staff, medical insurance providers, other County employees

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.