

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0090

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 April 22, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through P) 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: *Compliance Coordinator*
Number: 14211
Pay Grade: 12A/Exempt

Exhibit B: Class Title: *Loan Portfolio Analyst*
Class Number: 21001
Pay Grade: 13A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Chief Investigator*
Class Number: 12223
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
An ABMDI certification is now required for the position, so that the individual is considered an expert-witness in court. Language was changed to better reflect the responsibilities of the position.

Exhibit D: Class Title: *Corrections Officer Lieutenant*
Class Number: 12351
Pay Grade: 12A/Non-Exempt
* At the request of HR and the Sheriff's Dept., the classification was updated and re-evaluated for pay grade and FLSA status due to challenges in recruiting qualified candidates. This resulted in a change in pay grade and over-time status.

Exhibit E: Class Title: *Director, Parentage Quality Assurance Manager 7 Training*
Class Number: 12321
Pay Grade: 21A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit F: Class Title: *HRIS Administrator (ERP Business Systems Administrator)*
Class Number: 14041/16451
Pay Grade: 15B/Exempt
* The classification was expanded to be used in other departments. As a result, the wording of the document was changed to be broader even though the responsibilities remain the same. The pay grade increased due to higher minimum qualifications for the position.

- Exhibit G: Class Title: *Manager, Morgue Operations (Manager, Morgue Operations and Investigations)*
Class Number: 12301
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Title was changed. Wording was changed to better reflect the responsibilities of the position.
- Exhibit H: Class Title: *Pathology Assistant*
Class Number: 17001
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Senior Superintendent, Facilities*
Class Number: 15092
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Wording was changed to better reflect the responsibilities of the position. Updated the certifications required for the position.
- Exhibit J: Class Title: *Superintendent, Facilities*
Class Number: 15091
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019.
Wording was changed to better reflect the responsibilities of the position.
- Exhibit K: Class Title: *Supervisor, Pathology Assistant*
Class Number: 17002
Pay Grade: 10A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit L: Class Title: *Workers' Compensation Coordinator*
Class Number: 14091
Pay Grade: 11A/Exempt (No change)
* Revision was requested by department to update the essential job functions. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

- Exhibit M: Class Title: *Domestic Relations Mediator*
Class Number: 13211
Pay Grade: 10A/Exempt
* The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification.
- Exhibit N: Class Title: *Environmental Specialist*
Class Number: 12081
Pay Grade: 5A/Non-Exempt
* The duties have been redistributed to other classifications in the department. There are no incumbents in this classification.
- Exhibit O: Class Title: *Manager, Mediation*
Class Number: 13212
Pay Grade: 16A/Exempt
* The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification.
- Exhibit P: Class Title: *Security Systems Compliance Coordinator*
Class Number: 16111
Pay Grade: 8A/Non-Exempt
* The County does not perform these responsibilities as PSJS no longer serves in an administrative service role between Ohio Highway Patrol LEADS system and our local police departments. There are no incumbents.

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. Brady, seconded by Mr. Gallagher, the foregoing Resolution was duly adopted.

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

Nays: None

First Reading/Referred to Committee: May 12, 2020

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

Legislation Amended in Committee: May 19, 2020

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May 26, 2020

[Clerk's Note: Electronic signatures affixed in accordance with Cuyahoga County Code Chapter 110]