

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0038

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| Sponsored by: Councilmember Baker 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 2, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A) 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 Revised Classifications:

Exhibit A: Class Title: *Deputy Sheriff, Captain*
Class Number: 12031

Pay Grade: 17A/Exempt

* Update requested by the Sheriff and Human Resources. Updates were made to essential job functions, language, equipment aptitude and formatting. A Technology Requirements section was added. Pay Grade increased from 16A to 17A. No change to FLSA status.

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. Baker, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

Yeas: Stephens, Simon, Baker, Miller, Sweeney, Tuma, Schron, Conwell and Jones

Nays: None



County Council President

3/10/22
Date



County Executive

3-10-22
Date



Clerk of Council

3/10/22
Date

First Reading/Referred to Committee: February 22, 2022
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC045
March 8, 2022

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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|---------------------|-------------------------|----------------------|-------|
| Class Title: | Deputy Sheriff, Captain | Class Number: | 12031 |
| FLSA: | Exempt | Pay Grade: | 17A |
| Dept: | Sheriff's Department | EXHIBIT A | |

Classification Function

The purpose of this classification is to plan, direct, and coordinate the activities of a number of organizational divisions and units within the Sheriff's Department and to supervise assigned personnel.

Distinguishing Characteristics

This is a management level classification responsible for management, coordination, supervision, and control of a number of assigned divisions and units within the Sheriff's Department. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to functional areas within the assigned division(s). Responsibilities include multiple work sites and multiple budget units. The employee is expected to participate in development of objectives, priorities, and procedures, and preparation of division budgets. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Chief Deputy Sheriff in that the latter is the assistant Department Head that supports the Sheriff in overall responsibility for all Department programs and activities.

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.

35% +/- 10%

- Directs and manages the operation of divisions and a number of specialized units within larger divisions of the department directly and through their respective commanding officers (e.g., Physical Structure Specialists, Compliance Group, Civil Division, and Electronic Monitoring Unit); assumes the responsibility for jail access security for staff, visitors, and contractors into the security perimeter; works towards jail population reduction by expanding the number and type of court monitored releases; coordinates the work of the unit with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned divisions to ensure compliance with departmental policy and standards.

25% +/- 10%

- Reviews and revises existing policies and procedures; recommends, develops, and implements new, approved policies and procedures; conducts inspection of personnel and facilities; prepares or directs the preparation of administrative studies, reports, and recommendations.

25% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; assesses staffing requirements; recommends personnel actions including

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selection, promotion, transfer, discipline, or discharge; strategizes short- and long-term solutions to assist the corrections center with maintaining appropriate levels of personnel.

10% +/- 5%

- Represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearings, proceedings, and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high-quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information; resolves difficult public relations issues.

5% +/- 2%

- Reviews and submits bureau budget estimates; monitors bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares yearly reports and auditing.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice, social services, liberal arts, business administration, or related field and four (4) years of law enforcement experience in a civilian governmental law enforcement agency, which must include a minimum of two (2) years of experience in a position equivalent to Sheriff's Lieutenant; or an equivalent combination of education, training, and experience.
- Completion of Ohio Peace Officer Training Academy (OPATA) is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No additional license or certifications are required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to use a variety of law enforcement tools, equipment, and supplies.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and desktop publishing software (Adobe).

Supervisory Responsibilities

- Ability to schedule, assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to prepare employee performance evaluations.

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- Ability to recommend the transfer, promotion, or salary increase of other employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing 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 time sheets, invoices, training requests, grievances, disciplinary reports, forms, purchase orders, incident reports, public records requests, and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, training manuals, contracts, law books, and the Ohio Revised Code (ORC).
- Ability to prepare memos, budget reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, logs, equipment request, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, department directors, attorneys, union representatives, elected officials, law enforcement agencies, and the general public

Environmental Adaptability

- Work is primarily performed indoors but may also be performed outdoors.
- Work may involve exposure to temperature extremes, wildlife/animals, and toxic agents.

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.