

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0105

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.

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 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) 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: *Compensation Analyst*

Class Number: 14121

Pay Grade: 13A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2017.

Updates were made to classification function, distinguishing characteristics, essential job functions, and general formatting and language. A technology requirement section was added. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Manager, Training (Manager, Training-HHS)*

Class Number: 14054

Pay Grade: 15A/Exempt

* PRC routine maintenance. Classification last revised in 2014.

The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker, Foster Parent training, and HHS employees. As a result, planning factors were increased. Pay grade changed from 14A to 15A

Proposed Deleted Classification:

Exhibit C: Class Title: *Business Analytics and Project Management Specialist*

Class Number: 14131

Pay Grade: 12A/Exempt

* The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.

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.

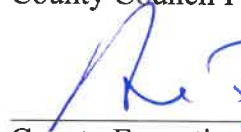
On a motion by Ms. Baker, seconded by Mr. Schron, the foregoing Resolution was duly adopted.

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

Nays: None


County Council President

5-25-22
Date


County Executive

5-25-22
Date


Clerk of Council

5-25-22
Date

First Reading/Referred to Committee: April 26, 2022

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

Committee Report/Second Reading: May 10, 2022

Journal CC046

May 24, 2022

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Compensation Analyst	Class Number:	14121
FLSA:	Exempt	Pay Grade:	13A
Dept:	Human Resources	EXHIBIT A	

Classification Function

The purpose of this classification is to assist management level staff with the creation and implementation of compensation programs, to develop job descriptions for unclassified and bargaining unit positions, and to evaluate classified, unclassified, and bargaining positions to assign appropriate employee pay by reviewing relevant factors.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing and leading county-wide compensation projects under a framework of policies, procedures, regulations, and guidelines. This position assists management level staff with making recommendations regarding compensation practices and related activities for classified, unclassified, and bargaining positions and ensuring that practices comply with legal standards. The incumbents exercise discretion in applying procedures to resolve issues.

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.

- 25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers, and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.

- 15% +/- 5%
- Evaluates classified and unclassified jobs to assign appropriate employee pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures, analyzes survey data, and develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs; reviews appropriate factors and recommends pay adjustments for individuals and employee groups; gathers, analyzes, and provides data for bargaining negotiations and advises agencies and Law Department.

- 10% +/- 5%
- Develops job descriptions for unclassified positions including the establishment of minimum requirements and related knowledge, skills, and abilities (KSAs); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions; submits job description to Law Department, engages in communications with Law Department and department management to assist with the determination of civil service status.

Compensation Analyst

10% +/- 5%

- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures, and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.

10% +/- 5%

- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

10% +/- 5%

- Manages and administers the Position Audit program; participates in the audit process including discussion with consultant and management, conducting desk audits, making a final determination, and compensation analysis; testifies as the county's expert witness in the event of an employee Appeal Hearing or arbitration.

10% +/- 5%

- Facilitates the HR process for Class Plan Maintenance with the PRC; works with PRC to gather employee and job duty information from agencies; advises and informs HR management of new, revised, and proposed deletion of non-bargaining classifications; moves employees into new or revised positions and reviews and sets salary.

5% +/- 2%

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures, and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

5% +/- 2%

- Performs salary survey analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, human relations, labor relations, or related field with four (4) years of administering and facilitating compensation program experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

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 personal computer, copier, calculator, and telephone.

Compensation Analyst

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), and electronic mail software (Microsoft Outlook), and database software (Microsoft Access, HRIS).

Supervisory Responsibilities

- No supervisory responsibilities required.

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 SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.
- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, 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, and to follow instructions.
- Ability to use and interpret compensation terminology.
- Ability to communicate effectively with HR staff, department management, other County employees, employees from external partner agencies, and outside vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Compensation Analyst

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:	Manager, Health and Human Services (HHS) Training	Class Number:	14054
FLSA:	Exempt	Pay Grade:	15A
Departments:	Health and Human Services	EXHIBIT B	

Classification Function

The purpose of this classification is to manage, coordinate and implement County-level and State-level training programs and initiatives for Health and Human Services (HHS) employees, Ohio Department of Jobs and Family Services (ODJFS) employees, foster families, and caregivers.

Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations, and the development and execution of training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower level HHS training supervisors, HHS Training Specialists, and other assigned personnel.

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.

- 60% +/- 10%
- Plans, directs, and coordinates North Central Ohio Regional Training Center (NCORTC) training programs and initiatives; meets with ODJFS managers and department heads to identify and determine training and development needs for staff ; develops and approves all training provided by the NCORTC; develops an annual calendar of training and development opportunities including references to external opportunities; develops and maintains training procedures, materials, and manuals for trainings; plan and schedules the new-hire training for HHS employees; ensures that statutory training requirements are met; amends and revises training programs as needed; develops and maintains training budget; prepares training budget reports; prepares annual training reports for department; coordinates the upkeep to ensure the NCORTC (Westshore) building is functional and safe; reports any issues and need for repairs with the NCORTC (Westshore) building to HHS staff person responsible with communicating with building owner.
- 30% +/- 10%
- Supervises and directs the work of HHS Training Specialist, new HHS staff, social work interns, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, HHS Training

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in education or human resources with nine (9) years of training experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

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 machines and equipment including a computer, multifunction printer, and audio-visual equipment.

Technology Requirements

- Ability to operate a variety of software and databases including course management system software (E-Track), electronic mail systems (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to evaluate the performance of assigned employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Manager, HHS Training

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 employment job audit forms, needs analyses, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

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:	Business Analytics and Project Management Specialist	Class Number:	14131
FLSA:	Exempt	Pay Grade:	12
Dept:	Human Resources	EXHIBIT C	

Classification Function

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

Distinguishing Characteristics

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

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.

- 25% +/- 10%
- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.
- 25% +/- 10%
- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.
- 25% +/- 10%
- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

Business Analytics and Project Management Specialist

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field; or an equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

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, calculate decimals and percentages, and perform routine and advanced 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 metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Business Analytics and Project Management Specialist

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

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