

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0376

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 October 5, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S) 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: *Business Services Assistant*
 Number: 10241

- Pay Grade: 5A/Non-Exempt
- Exhibit B: Class Title: *Developer 4*
 Number: 16184
 Pay Grade: 16B/Exempt
- Exhibit C: Class Title: *Manager, GIS-Planning Commission*
 Number: 16481
 Pay Grade: 15B/Exempt
- Exhibit D: Class Title: *Manager, Health & Human Services Training*
 Number: 13241
 Pay Grade: 15A/Exempt
- Exhibit E: Class Title: *Manager, Planning Initiatives*
 Number: 21081
 Pay Grade: 15A/Exempt
- Exhibit F: Class Title: *Manager, Planning Services*
 Number: 21074
 Pay Grade: 15A/Exempt
- Exhibit G: Class Title: *Planner*
 Number: 20171
 Pay Grade: 8A/Non-Exempt
- Exhibit H: Class Title: *Planning Initiatives Specialist*
 Number: 21091
 Pay Grade: 11A/Exempt
- Exhibit I: Class Title: *Principle Planner*
 Number: 20173
 Pay Grade: 13A/Exempt
- Exhibit J: Class Title: *Senior Planner*
 Number: 20172
 Pay Grade: 11A/Exempt

Proposed Revised Classifications:

- Exhibit K: Class Title: *Associate Warden*
 Class Number: 12021
 Pay Grade: 15A/Exempt (No change)
 * PRC routine maintenance. Classification last revised in 2018.
 Changes were made to distinguishing characteristics, essential job functions, language and formatting, and additional requirements.

A technology section was added. No change to pay grade or FLSA status.

- Exhibit L: Class Title: *C.A.D. Technician 1*
Class Number: 18021
Pay Grade: 5A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Changes were made to classification function, distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit M: Class Title: *Developer 1*
Class Number: 16181
Pay Grade: 12B/Exempt (No change)
* Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
- Exhibit N: Class Title: *Developer 2*
Class Number: 16182
Pay Grade: 13B/Exempt (No change)
* Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
- Exhibit O: Class Title: *Developer 3*
Class Number: 16183
Pay Grade: 15B/Exempt (No change)
* Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
- Exhibit P: Class Title: *Supervisor, Examiner*

Class Number: 11073
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions, language and formatting, and environmental adaptability. A technology section was added. No change to pay grade or FLSA status.

Exhibit Q: Class Title: *Supervisor, Support Specialist*
Class Number: 13001
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018.
Changes were made to essential job functions and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit R: Class Title: *Data Control Technician*
Class Number: 16001
Pay Grade: 4A/Non-Exempt
* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

Exhibit S: Class Title: *Employment Contract Negotiator/Evaluator*
Class Number: 19001
Pay Grade: 8A/Exempt
* The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by other classifications in the department.

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. Turner, the forgoing Resolution was duly adopted.

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

Nays: None



County Council President

11/17/22
Date



County Executive

11-17-22
Date



Clerk of Council

11/16/22
Date

First Reading/Referred to Committee: October 25, 2022

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

Journal CC048

November 9, 2022