

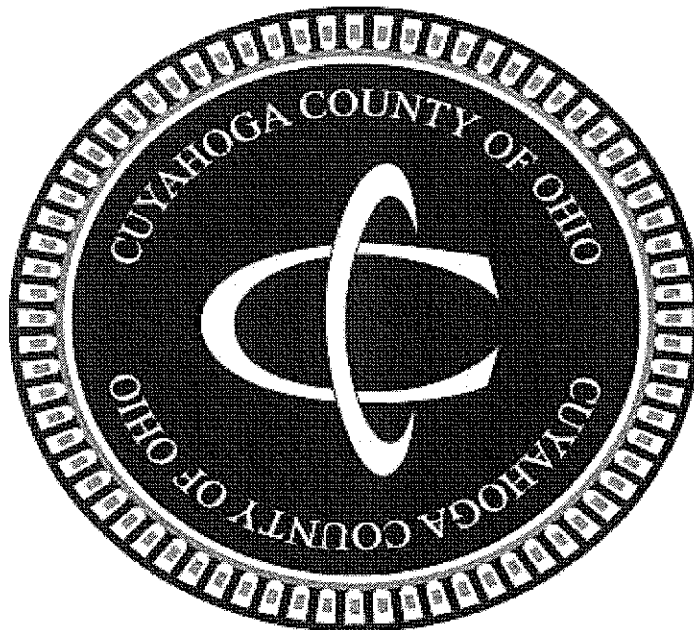
(DRAFT) AGENDA
Cuyahoga County Human Resources Commission
Wednesday, August 3, 2011
Cuyahoga County Administration Bldg.
Multi-purpose Room, 4th Floor
5:00 p.m

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF MINUTES from July 20, 2011
4. RULEMAKING:
 - a) Approval for submittal to Council - Human Resource Commission Rules (attached hereto as Appendix A)
 - b) Approval for submittal to Council – New Classification – *Human Resource Specialist* (attached hereto as Appendix B)
 - c) Approval for submittal to Council – New Classification – *Human Resource Analyst* (attached hereto as Appendix C)
 - d) Approval for submittal to Council – New Classification – *Recruitment and Retention Manager* (attached hereto as Appendix D)
 - e) Approval for submittal to Council – New Classification – *Training Manager* (attached hereto as Appendix E)
5. OTHER BUSINESS
6. ADJOURNMENT

APPENDIX A

Human Resource Commission Administrative Rules

Human Resource Commission Rules



Cuyahoga County Human Resource Commission

Initial Adoption: xx/xx/xxxx (Ordinance No XXXXXXX)

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Section 1

Definitions

1.01 Definitions

- (1) *Abolishment* – The permanent deletion of a position from the organization or structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.
- (2) *Appointment* – Placement of an employee in a position.
- (3) *Appointing Authority* – Means the same as defined in Section 9.04 of the Cuyahoga County Charter.
- (4) *Charter* – The Cuyahoga County Charter.
- (5) *Classification* – Means any one of the following:
 - a. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each;
 - b. The act of assigning a classification title to a position(s) based upon the duties performed.
- (6) *Commission* – The Cuyahoga County Human Resource Commission.
- (7) *County* – As defined in the Charter.
- (8) *County Executive* – The Cuyahoga County Executive.
- (9) *County Council* – The Cuyahoga County Council.
- (10) *Demotion* – The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower salary range than that of the classification the employee currently holds.
- (11) *Director* – The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive.
- (12) *Human Resources Department* – The Cuyahoga County Department of Human Resources.



- (13) *Layoff* – A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.
- (14) *Meeting* – Any prearranged discussion of the public business of the HRC by a majority of its members.
- (15) *Pay* – The annual, non-overtime compensation due an employee.
- (16) *Pay Range* – The pay grade assigned to a position or classification.
- (17) *Position* – The name that applies to a group of duties intended to be performed by an employee.
- (18) *Promotion* – The appointment of an employee to a different position assigned a higher pay range than the employee's previous position.
- (19) *Reassignment* – The assignment of an employee to a different classification.
- (20) *Reclassification* – The assignment of a different classification to a position.
- (21) *Reduction in Pay* – An action that diminishes an employee's pay. The ending of supplemental pay shall not be considered a reduction.
- (22) *Reduction in Position* – An action that diminishes an employee's duties or responsibilities to the extent an audit of the employee's position would result in a reclassification to a classification assigned a lower pay range.
- (23) *Removal* – Termination of an employee's employment.
- (24) *Suspension* – The interruption of an employee's employment and compensation for a fixed period of time.



Section 2

Purpose and Authority

2.01 Origin

On November 3, 2009, the citizens of Cuyahoga County, Ohio, adopted a County Charter pursuant to the authority granted to them in Article 10, Section 3 of the Ohio Constitution. Section 9.01 of the Charter requires the creation of a Human Resource Commission:

The County Executive, subject to confirmation by the Council, shall appoint the members of a Human Resource Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations

[Reference – Charter §9.01]

2.02 Purpose

Pursuant to Section 9.01 of the Charter, the Commission (“the Commission”) is responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness.

[Reference – Charter §9.01]

2.03 Authority / Jurisdiction

Pursuant to Section 9.02 of the Charter, the Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review;
- (2) Responsibility for administration of countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws;



(3) Authority to ensure:

- a. Pay equity for like positions;
- b. Standardization of benefits;
- c. Approval of qualifications;
- d. Consistent discipline;
- e. Training of management in personnel practices;
- f. Training of employees in job functions;
- g. Training for total quality management;
- h. Consistent administration of performance management system;
- i. Coordination of recruitment;
- j. Compliance with ethics resolutions or ordinances as passed by the Council; and

(4) Such other functions as may be deemed necessary by the Council for the Commission to carry out its mission and purpose.

[Reference – Charter §9 02]

2.04 Relationship to Collective Bargaining Agreements

If an employee's collective bargaining agreement provides for a final and binding arbitration of grievances, such employee and union are subject solely to that grievance procedures and the Commission shall have no jurisdiction to receive and determine any appeals relating to matters that were the subject of a final and binding grievance procedure.

[Reference – O.R.C. §4117.08(B) & §4117.10]



Section 3

Powers and Duties of the Commission

3.01 General Powers

The Commission shall exercise the powers designated to them by the Charter and any ordinances or resolutions adopted by County Council.

3.02 Appellate Powers and Duties

The Commission shall hear appeals of employees in the classified service of the County from final decisions of Appointing Authorities, the County Executive or the Director relative to the following employment actions:

- (1) Reduction in pay or position;
- (2) Job abolishment / layoff;
- (3) Suspension of more than forty (40) work hours for FLSA exempt employees;
- (4) Suspension of more than twenty four (24) work hours for FLSA non-exempt employees;
- (5) Discharge (removal from employment);
- (6) Assignment or reassignment to a new or different position classification;
- (7) Refusal of the Director to reassign an employee to another classification or to reclassify the employee's position with or without a position audit.
- (8) Other appeals as provided for by Council ordinance.

For purposes of this section, "discharge" includes disability separations.

Determination of the classified or unclassified status of an employee shall be done in accordance with general law.



The Commission may affirm, disaffirm, or modify the decision of the Appointing Authority, County Executive or the Director, as the case may be, and its decision is final. The decisions of the Commission shall be consistent with the applicable classification specifications.

The Commission has authority to appoint hearing officers to hear such employee appeals.
[Reference – Charter §9.02(1), O.R.C. 124.03 & 124.34]

3.03 Classification Plans

The Commission shall administer a clear, countywide classification and salary administration system in accordance with the requirements set forth in the Charter.
[Reference – Charter §9.03]

3.04 Subpoena Powers

The Commission has authority to subpoena and require the attendance and testimony of witnesses and the production of books, papers, public records, and other documentary evidence pertinent to any matter it has authority to investigate, inquire into, or hear.

All officers in the civil service of the County shall attend and testify when summoned to do so by the Commission. Depositions of witnesses may be taken by the Commission or designee, or any member of the Commission, in the manner prescribed by law for like depositions in civil actions in the courts of common pleas. In case any person, in disobedience to any subpoena issued by the Commission, or any member of the Commission, fails or refuses to attend and testify to any matter regarding which the person may be lawfully interrogated, or produce any documentary evidence pertinent to any investigation, inquiry, or hearing, the court of common pleas of any county, or any judge of the court of common pleas of any county, where the disobedience, failure, or refusal occurs, upon application of Commission, or any member of the Commission, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the court or a refusal to testify in the court.

Fees and mileage shall be allowed to witnesses and, on their certificate, duly audited, shall be paid by the Cuyahoga County Treasurer.
[Reference – O.R.C. 124.03(A)(7) & O.R.C. 124.09(G)]

3.05 Recordkeeping

The Commission shall maintain a record that shall be open to public inspection, in which it shall keep records of all of its proceedings and of the vote of each of its members upon every action taken by it.



The Commission shall properly adopt a records retention schedule in accordance with Chapter 149 of the Ohio Revised Code. All records described above shall be retained in accordance with the retention schedule.

[*Reference – O.R.C. §124.03(5)*]

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Section 4: Meetings / Rule Making

4.01 Public Meetings

The Commission shall hold meetings as often as necessary to complete Commission business. All meetings of the Commission shall be public meetings open to the public.

All meetings shall include time at the beginning of the meeting for public comment related to the agenda for that day's meeting. Every such meeting shall also include time for public comment related to that meeting's purposes but not related to that day's agenda. Such comments may be heard either at the same time as comment related to that day's agenda or at a later time during the meeting.

The Commission's conducting of quasi-judicial hearings and its deliberations when acting in its quasi-judicial capacity are not "meetings" for purposes of this Section or Section 121 22 of the Ohio Revised Code.

[Reference – O.R.C. §121 22, *TBC Westlake, Inc. v. Hamilton County Board of Revision* (1997), 81 Ohio St 3d 58]

4.02 Notice

The schedule for regular meetings shall be posted under the "Public Notices" section of Cuyahoga County's main webpage (<http://www.cuyahogacounty.us>). In addition, notices of meetings, meeting agendas and minutes shall be posted on the Commission's webpage (<http://executive.cuyahogacounty.us/en-US/Human-Resource-Commission.aspx>). The Commission may also choose to post notices in any additional manner that it deems will further allow the public to determine the time and place of meetings.

Notices of special meetings shall be posted in the manner described above. When a special meeting is held to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and only those issues may be discussed at that meeting. The Commission shall not hold a special meeting unless it gives at least twenty-four (24) hours advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members of the Commission calling the meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the meeting.



Any person, upon written request to the Commission and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.

[Reference – O.R.C. §121.22, *Jones v Brookfield Twp. Tr* (June 30, 1995), 11th Dist. No. 92-T-4692]

4.03 Quorum

The physical presence of two members of the Commission at any scheduled meeting constitutes a quorum. The Commission cannot act without a quorum.

[Reference – O.R.C. §121.22]

4.04 Executive Session

The members of the Commission may hold an executive session only after a majority of a quorum of the Commission determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the purpose of considering one of the authorized matters provided in Section 121.22 of the Ohio Revised Code. The motion and roll call vote to hold the executive session shall state which one or more of the approved matters are to be considered at the executive session and the vote must be recorded in the minutes. The Commission may not take any formal action in an executive session.

[Reference – O.R.C. §121.22]

4.05 Minutes

The minutes of any meeting of the Commission shall be promptly prepared, filed, and maintained and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions.

[Reference – O.R.C. §121.22]

4.06 Rule Making Procedure

For purposes of this Section, “rule change” includes addition of a new rule, or rescission or amendment of an existing rule. In addition, for purposes of this Section, the word “rule” includes HRC Administrative Rules, Cuyahoga County Administrative Rules, and employee classifications.

Rule changes may be proposed to the Commission by the Director or by an individual Commission member. Proposed rule changes shall be provided to the Commission at least



twenty (20) days prior to the date of the Commission meeting where the rule changes will be heard. Proposed rule changes shall be submitted with a coversheet containing the following information:

- (1) A statement declaring the intention to consider adopting, amending or rescinding the a rule;
- (2) A synopsis of the proposed rule change a general statement of the subject matter to which the proposed rule change relates; and
- (3) A statement of the reason or purpose for the rule change

Upon receipt, the Commission shall post the proposed rule changes and the coversheet on its webpage (<http://executive.cuyahogacounty.us/en-US/Human-Resource-Commission.aspx>).

The posting should include the date, time and place of the Commission meeting where the proposed rule change will be heard.

The agenda for any Commission meeting where a rule change will be presented shall clearly designate a portion of the meeting for consideration of the proposed rule changes. During this portion of the meeting, the Commission shall read the synopsis for each proposed rule change. The public shall then be permitted to comment in accordance with Section 4.01 of these Rules.

Upon closing of the public comment, the Commission shall have an opportunity to discuss the matter. The Commission may submit amendments to the proposed rule change during this meeting, so long as the final rule change is consistent with the synopsis that was posted prior to the meeting. The Commission shall then either (1) vote to table the matter to a subsequent meeting, or (2) vote whether to recommend the proposed rule change be submitted to County Council for approval. If a majority of the members of the Commission vote in the affirmative, the proposed rule(s) will be referred to County Council as an ordinance. A vote to reject the proposed rule change(s) does not preclude resubmittal of all or part of the rule change(s) at a subsequent meeting.



Section 5:

Administrative Functions

5.01 Delegation of Administrative Functions

The Commission delegates the following administrative functions to the Human Resources Department, which shall serve under the day-to-day direction of the Director:

- (1) Administration of efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;
- (2) Administration of Countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws; and
- (3) Administration of policies and systems designed to ensure:
 - a. Pay equity for like positions;
 - b. Standardization of benefits;
 - c. Approval of qualifications;
 - d. Consistent discipline;
 - e. Training of management in personnel practices;
 - f. Training of employees in job functions;
 - g. Training for total quality management;
 - h. Consistent administration of performance management system; and
 - i. Coordination of recruitment.

The Commission may also delegate additional administrative functions that are assigned by County Council to the Commission. Such assignment may be made through motion by the Commission.

The Commission shall retain an oversight role regarding all powers and duties delegated under this Section.

[Reference - Charter §9.02, §9.05]



5.02

Ethics

Pursuant to Section 9.02 of the Charter, the Commission shall have the authority to ensure compliance with ethics resolution as passed by County Council. Pursuant to Section 1 of Article VIII of the Cuyahoga County Ethics Code ("the Ethics Code"), the Commission shall be the ethics compliance and training body for the County pertaining to the Ethics Code. More specifically, the Commission shall:

- 1) Provide copies to all employees of Ohio and County laws relating to ethics and related policies and manuals in accordance with Section 14 of Article 2 and Section 3 of Article 7 of the Ethics Code;
- 2) Ensure that employees acknowledge in writing that they have received the materials provided for in the above paragraph;
- 3) Conduct ethics training programs and classes for County employees, lobbyists and contractors; and
- 4) Take other actions necessary to perform its responsibilities for ethics compliance and training for the County pertaining to the Ethics Code, except for actions specifically assigned to another unit of Cuyahoga County government.

Within fifteen (15) days of a public official's or employee's, lobbyist's or contractor's initial date of service, reappointment, reelection, rehire or re-registration, whichever is applicable and annually, the Commission shall furnish the public official, employee, lobbyist or contractor with a copy of all current Ohio and County laws and policies relating to ethics. In addition, all public officials and employees shall personally attend ethics training programs and classes. The public official or employee shall sign an ethics statement indicating that they have read, understood and agreed to the Ethics Code and acknowledge their receipt of materials and attendance to all programs and classes in writing to the Commission.

In addition to the above cited duties, Section 2 of Article VIII of the Ethics Code grants the Commission the authority to write and send letters of notification, admonition, and censure regarding ethics law violations, when applicable. The Commission, however, shall not exercise this authority unless one of the following occurs:

- The Inspector General requests assistance from the Commission due to a conflict of interest;
- The Commission, by a majority vote, determines that it is necessary to exercise this authority.

In accordance with Section 21 of Article VII of the Ethics Code, the Commission shall ensure that the whistleblower provisions of the Ethics Code are posted on the Cuyahoga County website and in all physical locations where other human resources policies are posted.



Section 6:

Employer Requirements

6.01 Notice Requirements

Any action taken by an Appointing Authority, the County Executive or the Director (collectively referred to as “the Employer” for purposes of this Section) that creates a right of appeal for an employee shall be done in the following manner:

- In writing and signed by the Employer or designee;
- The original or a copy of the action shall be served upon the employee on, before or as soon as practicable after the effective date of the action;
- The document should, on its face, indicate the particulars that form the basis for the action; and
- The document should specifically describe the procedures required for the employee to exercise their appellate rights.

The notice document shall be “served upon the employee” when:

- It is personally served upon the employee;
- It is received by the employee at the employee’s last known address, by certified mail, return receipt requested; or
- It is left at the usual place of residence, or last known address of the affected employee, with an adult residing therein.

If the service by certified mail under this Section is returned with an endorsement showing the service was refused or unclaimed, then the notice may be sent by ordinary mail, evidenced by a certificate of mailing (or employee affidavit). Such notice shall be deemed “served” on the third calendar day after the order is mailed.

An action will not be disaffirmed based upon failure of service where the employee has failed to notify the Employer of a change address. The burden is on the employee to prove the Employer was notified of a change in the employee’s address.



6.02 Laches

Employees shall not be disciplined for acts that have been known or should have been known to the Employer more than two years prior to the effective date of the disciplinary action.

This rule does not bar discipline based upon a criminal conviction, less than two years old, although the incidents giving rise to such conviction occurred more than two years prior to the imposition of discipline.

6.03 Merger and Bar

All incidents that occurred prior to the incident for which a non-oral disciplinary action is being imposed, of which the Employer has knowledge and for which an employee could be disciplined, are merged into the non-oral discipline imposed by the appointing authority. Incidents occurring after the incident for which a non-oral disciplinary action is being imposed, but prior to the issuance of the non-oral disciplinary order, are not merged and may form the basis for subsequent discipline.



Section 7:

Appellate Procedure

7.01 Manner of Filing Appeals

All appeals to the Commission shall be in writing and shall include the following information:

- The Employee's name;
- The Employee's address and telephone number;
- Employee's Appointing Authority (Department); and
- A copy of the action being appealed or a brief summary of the subject of the appeal.

Appeals shall be filed with the Human Resources Commission at the following location:

Human Resources Commission
County Administration Building
1219 Ontario Street
Cleveland, Ohio 44113

7.02 Time for Filing Appeals

All appeals shall be filed with the Commission within ten (10) calendar days of the date on which the employee was served with the action in question. The date the employee receives the notice is not counted as part of the 10 days. Appeals filed after that date will not be considered.

An appeal shall be deemed to be "filed" when one of the following occurs:

- The appeal is received in person and date stamped by the Commission;
- The appeal is postmarked; or
- The appeal is received by facsimile or e-mail (date of filing shall be the date marked on the appeal by the Commission's facsimile machine or e-mail system).

7.03 Interim Appeals

The Commission retains jurisdiction over all applicable employment actions that were taken during the time period from January 1, 2011 through the effective date of these Rules. All employees who properly perfected appeals in accordance with the instruction provided by the Human Resources Department shall be considered to have met all of the filing requirements of this section. Employees who did not properly perfect appeals in accordance with the instruction provided by the Human Resources Department shall be deemed to have waived their right to appeal the underlying employment action.



7.04 Docketing

Upon receipt of an appeal, the Commission shall conduct a preliminary review to determine the following:

- Whether the appeal was properly perfected in accordance with these Rules; and
- Whether the Commission has jurisdiction to hear the appeal.

Should the Commission determine that the appeal was not properly perfected or the Commission lacks jurisdiction to hear the appeal, the Commission may issue a final order dismissing the appeal. In addition, the Commission may choose to schedule a hearing on either of the above issues.

Once the Commission determines that an appeal shall go forward for hearing, it shall either:

- Assign the appeal to a Hearing Officer for hearing; or
- Retain matter for hearing by full Commission.

When assigning a matter to a Hearing Officer for hearing, the Commission shall transmit a docketing statement to the Hearing Officer that includes the following information:

- Name and contact information for appellant;
- Appellant's Appointing Authority;
- Summary of basis of appeal; and
- Timeframe for completion of hearing and report.

7.05 Hearings

Scheduling

The Commission (or Hearing Officer) shall notify all parties and known representatives of the time, date, and place of any evidentiary hearing at least twenty-one (21) calendar days in advance of the hearing. Continuances may be granted, upon written motion and for good cause shown.

Discovery/Subpoenas

Prior to the hearing, the parties may make requests to the Commission (or Hearing Officer) to issue procedural orders commanding the opposing party to disclose certain documentation and/or information. The Commission (or Hearing Officer) in their sole discretion may either issue the requested procedural order, issue a modified procedural order or reject the request. If a party fails to comply with a procedural order, the Commission may dismiss the appeal or grant other appropriate relief to the opposing party.

Upon the request of either party made on or before the tenth (10th) calendar day prior to hearing, the Hearing Officer or the Commission may, in its own discretion, issue subpoenas for such persons, documents, and attendance of witnesses as the requesting party deems necessary. Such subpoenas shall be served in the manner described in Section 3.04 of these Rules.



Evidence

The parties may offer such evidence as is relevant and material to the appeal. The Hearing Officer or the Commission shall be the judge of the relevancy and materiality of the evidence offered. Conformity to legal rules of evidence shall not be necessary. The Commission may request offers of proof, and may disregard evidence deemed to be unreliable, and reject evidence deemed to be cumulative, unnecessary, or of slight value.

Burdens of Proof

With regard to a disciplinary action, the Employer is required to prove by a preponderance of the evidence:

- That the Employer has substantially complied with the procedural requirements detailed in Section 6 of these Rules; and
- That the employee committed a sufficient disciplinary offense(s) to justify the discipline received.

With regard to a job abolishment, the Employer shall demonstrate by a preponderance of the evidence:

- That the Employer substantially complied with the procedural requirements associated with the job abolishment; and
- That the job abolishment was undertaken due to a lack of a continuing need for the position based on: a reorganization for the efficient operation of the appointing authority; reasons of economy; or a lack of work expected to last one year or longer. Certification of lack of funds or lack of work is not required for job abolishments.

With regard to a layoff, the Employer shall demonstrate by a preponderance of the evidence

- That the Employer substantially complied with the procedural requirements associated with the layoff; and
- That a layoff was undertaken due to a lack of work or lack of funds.

Job abolishments and layoffs shall also be disaffirmed if the Commission determines that the action was taken in bad faith. The employee is required to prove the Employer's bad faith by a preponderance of the evidence.

The standard of proof for all other appeals before the commission shall be a preponderance of the evidence.

Official Record

All hearings shall be recorded either by stenographic means or by the use of audio electronic recording devices, as the Commission determines. The stenographic or audio record is the official record and shall be maintained/destroyed in accordance with the Board's record retention schedule.



Post-Hearing Briefs

The Hearing Officer or Commission, in its own discretion, may allow the parties to a hearing to submit post-hearing briefs. A reasonable briefing schedule shall be established by the Hearing Officer or Commission in such cases. The official record shall be held open in such cases until the time for submittal of the briefs has passed. Any brief submitted within this time period shall be included as part of the official record.

Reports and Recommendations

After the official record has been closed, the Hearing Officer or the Commission will consider all evidence and submissions and issue a Report and Recommendation making findings of fact and conclusions of law. The Report and Recommendation shall be sent by regular mail to the last known post office address of all interested parties.

Either party may file with written objections to the Report and Recommendation with the Commission within fourteen (14) calendar days after the date on which the Report and Recommendation was mailed. For purposes of filing the objection, the written objection must actually be received by the Commission within the fourteen (14) day period. A party filing a written objection must also serve a copy of the objections on the opposing party. The opposing party shall have seven (7) calendar days from receipt of the objections to file a written response to the objections. The response to objections must be actually received by the Commission within this seven (7) day period.

7.06 Decisions of the Human Resource Commission

At the first regular meeting of the Commission following the receipt of objections or responses, if appropriate, the Commission will, as a regular item of business, shall perform one of the following actions on pending Reports and Recommendations:

- Vote to affirm the Report and Recommendation as written;
- Vote to disaffirm the Report and Recommendation and submit new decision;
- Vote to modify the Report and Recommendation;
- Vote to remand the matter back to the Hearing Officer to reopen official record for additional evidence.

All votes taken under this Section shall be done by roll call vote and recorded in the minutes. The Commission shall notify the parties in writing of its decision. The notification shall also inform the parties of their rights (if any) to appeal to Common Pleas Court.

7.07 Appeals to the Court of Common Pleas

The decision of the Board shall be a final order, and may be appealed by either the Appellant or by the County, as provided by general law.



APPENDIX B

Classification Specification: *Human Resource Specialist*

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resource Specialist	Class Number:	1053712
		Pay Grade:	14

Departments:	Human Resource Department, only
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Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development

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.

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g. - assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development.
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g. - plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g. - assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA
- May coordinate special projects (e.g. - establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner)
- Performs miscellaneous duties (e.g. - maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personnel computer, printer, and copier

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees
- Ability to provide instruction to other employees
- Ability to recommend the discipline or discharge of other employees

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, 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.

APPENDIX C

Classification Specification: *Human Resource Analyst*

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resource Analyst	Class Number:	1053711
		Pay Grade:	9

Departments:	Office of Human Resources, only
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Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in the area of employment, benefits, personnel policy administration, labor and employee relations and training and development.

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.

- Provides human resource services for assigned County department in the area of employment and benefits (e.g. -works collaboratively with each department to assist with recruitment for employees including reviewing and screening applications and resumes, contacting references, conducting initial screening interviews and coordinating follow up interviews as needed; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; communicates with staff on employment benefit programs and answers questions as needed)
- Provides analysis, advice and counsel to managers, supervisors and employees regarding work issues, development plans, operational strategies, and human resource policies and procedures and indicate suggestive corrective action to resolve problem areas
- Assists with employee discipline process (e.g. - gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned by lead worker or manager)
- Provides reports requested by department directors or managers (e.g. - provides staffing level reports; provides Family Medical Leave Act usage reports, etc.)
- Functions as a proficient user of Human Resource Information System (HRIS) (e.g. - works proficiently in HRIS (SAP); provides system guidance; may enter non-routine changes)
- Represents departments at meetings; serves as liaison to Ohio Public Employee's Retirement System.
- Performs miscellaneous duties (e.g. - processes FMLA paperwork; processes personnel actions in HRIS; prepares AWOL reports using HRIS; updates organizational charts using HRIS).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources with five years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

PHR Certification is preferred

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, printer, copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, resumes, personnel action forms, classification specifications, position descriptions, grievances, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, Ohio Revised Code, and personnel policy manuals
- Ability to prepare personnel actions, tables of organization, performance evaluations, various human resource reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with County employees, Human Resource Director, 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.

APPENDIX D

Classification Specification: ***Recruitment & Retention Manager***

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Recruitment & Retention Manager	Class Number:	1053634
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's recruitment and retention program

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.

- Manages the County's recruiting program (e.g. - manages the design, development and implementation of processes required to attract and place employees; works with departments to develop an understanding of their staffing needs; coordinates recruiting and timeline for each vacancy; coordinates job posting; oversees applicant tracking system to identify and track a qualified pool of candidates)
- Manages County's classification and compensation plan (e.g. - develops and manages the implementation of the County's classification and compensation plan; manages administrative rules governing the classification and compensation plan; manages the integration of additional organizations into the County's plan; safeguards the integrity of the job evaluation process; reviews job audit findings and assigns employees to proper classifications; responds to job audit questions and develops job audit finding communication; confers with and reviews departmental reorganization plans; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates salary surveys and pay structure revisions; manages development and revision of classification specifications; responds to ensures consistency of minimum qualifications among classifications; presents findings and recommendations to the Human Resource Commission; confers on complex work problems)
- Assists the County Human Resource Director in administration of all County human resource services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g. - assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; interprets personnel policies and procedures)
- May supervises lower level human resource staff (e.g. - plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave)

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of human resource experience including three years in a supervisory capacity; or any equivalent combination of training and experience

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, printer, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees
- Ability to provide instruction to other 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 and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, classification specifications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, classification specifications, position descriptions, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret human resource terminology and language
- Ability to communicate with the County Executive, County Human Resource Director, directors, managers, supervisors, Human Resource Commission, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials 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.

APPENDIX E

Classification Specification: *Training Manager*

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Manager	Class Number:	1053645
FLSA:	Exempt	Pay Grade:	14
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage, coordinate and implement County training programs and initiatives.

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.

- Manages County training programs and initiatives (e.g - develops and coordinates training and educational development programs; coordinates and facilitates training programs such as new employee orientation, sexual harassment, ethics, etc.; develops an annual calendar of training and development opportunities including references to external opportunities; maintains training materials; produces training materials and manuals; organizes the use of training materials including e-learning; manages training materials; ensures that statutory training requirements are met; conducts training needs assignments; amends and revises training programs as needed; helps line managers or solve specific training problems, either one-to-one or in groups; develops and maintains training budget)
- Administers training program activities (e.g.- identifies and determines training and development needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to supervisor).
- Develops and manages County performance appraisal process.
- Manages, leads and motivates lower-level training personnel (e.g. – assigns and reviews work; evaluates employee performance; responds to employee complaints; provides instruction and feedback; trains instructors and supervisors in techniques and skills for training and dealing with employees)
- Performs public relations duties (e.g - 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 years of training experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

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, fax, printer, calculator, copier, etc.

- Ability to operate audio-visual equipment.

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 and calculate decimals and percentages

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, job audit forms, 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.