

## MINUTES

Cuyahoga County Human Resources Commission  
Wednesday, February 15, 2012  
Lakeside Place Building.  
323 W. Lakeside Avenue, Conference Room 140  
5:00 p.m.

### 1) CALL TO ORDER

Chairman Wolff called the meeting to order at 5:00 p.m. Chairman Wolff made a motion to approve the minutes from the February 1, 2012 meeting. Commissioner Palmer seconded the motion. No objections.

### 2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, Commissioner Angela Simmons, Administrator Rebecca Kopcienski, Coordinator Jessica Vezina, Assistant Prosecutor Sara DeCaro, Assistant Prosecutor Barb Marburger, Public Defender Bob Tobik, Human Resource Director Elise Hara, Recruitment & Retention Manager Albert Bouchachine, Prosecutor's Office HR Representative Beverly Dean, Deputy Treasurer Jerry Murphy, Fiscal Officer Wade Steen and Law Director Majeed Makhoulouf.

### 3) PUBLIC COMMENT – Nothing Submitted

### 4) UNFINISHED BUSINESS

#### a) Rule Change: Proposed Classifications –

- i) Communication Specialist
- ii) Development Administrator

To be reviewed at March 7, 2012 meeting after being posted on the Human Resource Commission's website for 20 days.

- #### b) Resolution No. R2011-0291 – Market Salary Survey for PO & PD offices
- Administrator Kopcienski and Commissioner Palmer met the previous week to review. Bev Dean noted that there are approximately 52 different classifications of attorneys and approximately 32-37 different classifications for support positions within the Prosecutor's office, and stated the attorneys jobs could be grouped into approximately 15 categories. The initial market study analysis was completed by Archer in 1997. It was noted that Archer had not written job descriptions for the Prosecutor's office. Chairman Wolff asked if in order to complete this survey, are job descriptions and /or job audits necessary? Prosecutor's office wants to see a market study of comparable county governments. Administrator Kopcienski and Commissioners will schedule a conference call with Jim Battigaglia from Archer to inquire as to what work has already been completed for the Prosecutor's office.

#### c) Evaluation of Hearing Officers

Commissioners agreed that any evaluation of hearing officers will be completed by the Commission. This item is being tabled for now – will revisit later if needed.

5) NEW BUSINESS

a) Proposed Classifications: Fiscal Office

Fiscal Officer Steen explained the final nine classifications within the Fiscal Office. He also noted these were not to be posted as new classifications, but that they have been developed to represent work that is currently being performed by employees who until now have not held classifications that were a part of the County's classification plan. He noted that the titles are changing, not the duties, therefore there will be no abolishing of previous classifications with these new titles. These classifications are posted on the Human Resource Commissions website for 20 days – to be removed on March 2, 2012. Human Resource Commission to readdress at the March 7, 2012 meeting.

b) Appeals – J. Edwards

Commission recommended dismissal due to the basis of untimely filing.

c) Letter from Prosecutor Mason requesting HRC to create classification system for support staff at the Prosecutor's office.

Prosecutor's Office has asked this to be moved to the March 7, 2012 meeting when Assistant Prosecutor Lambert can be present.

6) PUBLIC COMMENT – Nothing Submitted

7) OTHER BUSINESS –

a) Hearing Guidelines (Draft)

Discussion ensued. Assistant Prosecutor DeCaro to review the document.

8) ADJOURNMENT

Chairman Wolff made a motion to adjourn the meeting at 7:15 p.m. Commissioner Simmons seconded the motion. No objections.

Next Human Resource Commission meeting is scheduled for Wednesday, March 7, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)