



**AGENDA  
CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING  
TUESDAY, JUNE 22 2021  
2:00 PM**

**\*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:  
<https://www.youtube.com/CuyahogaCounty>**

**\*\*Public comment for this meeting may be submitted in writing via email to the Clerk of Council at [arichardson01@cuyahogacounty.us](mailto:arichardson01@cuyahogacounty.us) no later than 1:00 p.m. on Tuesday, June 22, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
  - a) June 8, 2021 Committee of the Whole Meeting [See Page 10]**
  - b) June 8, 2021 Regular Meeting [See Page 12]**
  - c) June 17, 2021 Committee of the Whole Meeting [See Page 24]**
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**

**9. LEGISLATION INTRODUCED BY COUNCIL**

**a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2021-0152: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 26]

Sponsor: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

**b) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING**

- 1) O2021-0010: An Ordinance providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective. [See Page 204]  
[Pending Committee Recommendation]

Sponsors: Councilmembers Miller and Sweeney

Committee Assignment and Chair: Finance & Budgeting – Miller

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

**a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2021-0153: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 207]

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 2) R2021-0154: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 219]

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 3) R2021-0155: A Resolution accepting the report containing findings and recommendations of Fact-Finder Margaret Nancy Johnson regarding negotiations between Cuyahoga County and the Ohio Patrolmen's Benevolent Association for a collective bargaining agreement covering approximately 112 employees in the classification of Protective Services Officer at the Cuyahoga County Sheriff's Department; and declaring the necessity that this Resolution become immediately effective. [See Page 223]

Sponsor: County Executive Budish/Department of Law and County Sheriff

**b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2021-0156: A Resolution adopting the Annual Alternative Tax Budget for the year 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 225]

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 2) R2021-0157: A Resolution making an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Corrections Center Project for the period 7/6/2021 - 12/31/2025; authorizing the County Executive to execute Contract No. 1571 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 235]

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

- 3) R2021-0158: A Resolution authorizing the appropriation of real property for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective. [See Page 254]

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

- 4) R2021-0159: A Resolution adopting the 2021 five-year Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective. [See Page 267]

Sponsor: County Executive Budish/Department of Development

- 5) R2021-0160: A Resolution authorizing a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period 7/1/2021 – 6/30/2024; authorizing the County Executive to execute Contract No. 1564 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 292]

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

**c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2021-0144: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024; confirming the appointment and reappointment of various alternates and declaring the necessity that this Resolution become immediately effective: [See Page 300]

Reappointment:

- i) Michael W. Dever

Appointment:

- ii) Nichole L. English

Appointment as alternate

- i) Thomas P. Sotak to Michael W. Dever

Reappointment as alternate

- ii) Christopher A. George to Nichole L. English

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

- 2) R2021-0145: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Diversion Board for various terms; and declaring the necessity that this Resolution become immediately effective: [See Page 303]

For the term 3/1/2021 – 2/29/2024

- i) Brandy Carney
- ii) William D. Mason

For the term 3/1/2021 – 2/28/2022

- iii) Akram Boutros, MD
- iv) Chief Calvin Williams

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

- 3) R2021-0146: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms; and declaring the necessity that this Resolution become immediately effective: [See Page 306]

Reappointment for the term 3/1/2021 – 2/29/2024

i) Judith G. Cetina, PhD

Appointment for an unexpired term ending 8/31/2022

ii) Matthew Rymer

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

- 4) R2021-0147: A Resolution confirming the County Executive's appointment of Loree Potash to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 309]

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

- 5) R2021-0148: A Resolution confirming the County Executive's appointment of Ronald Andrew Johnson, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective. [See Page 311]

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of The Whole –  
Jones

- 6) R2021-0149: A Resolution authorizing a payment on RQ6403 to The Mt. Sinai Health Care Foundation, fiscal agent, in the amount of \$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 5/1/2021 – 12/31/2021; authorizing the County Executive to execute Purchase Order No. 21001548; and

declaring the necessity that this Resolution become immediately effective. [See Page 313]

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Community Development – Stephens

- 7) R2021-0150: A Resolution authorizing an amendment to Contract No. 454 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 315]

Sponsor: County Executive Budish/Department of Human Resources

Committee Assignment and Chair: Human Resources, Appointments & Equity – Brown

- 8) R2021-0151: A Resolution making awards on RQ4919 to various providers in the total amount not-to-exceed \$6,800,435.60 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 7/1/2021 – 12/31/2022; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 318]
- a) Contract No. 1381 with A-1 Health Care, Inc. in the amount not-to-exceed \$365,448.29.
  - b) Contract No. 1434 with ABC International Services, Inc. in the amount not-to-exceed \$13,716.33.
  - c) Contract No. 1428 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing in the amount not-to-exceed \$53,702.87.
  - d) Contract No. 1438 with Amin & Associates, Inc. dba We Put Family First in the amount not-to-exceed \$60,000.00.

- e) Contract No. 1440 with Caring Hearts Health Services LLC in the amount not-to-exceed \$63,583.33.
- f) Contract No. 1435 with Casleo Corporation dba Global Meals in the amount not-to-exceed \$2,817,888.20.
- g) Contract No. 1406 with Connect America.com LLC in the amount not-to-exceed \$255,491.54.
- h) Contract No. 1408 with Evolving Nurse in the amount not-to-exceed \$63,583.33.
- i) Contract No. 1421 with Family & Community Services, Inc. dba Mobile Meals in the amount not-to-exceed \$283,798.55.
- j) Contract No. 1437 with First Choice Medical Staffing, Inc. in the amount not-to-exceed \$125,180.22.
- k) Contract No. 1439 with Geocare, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$180,000.00.
- l) Contract No. 1441 with Healthy Homecare Transportation, LLC in the amount not-to-exceed \$60,000.00.
- m) Contract No. 1444 with Home Care Relief, Inc. in the amount not-to-exceed \$352,856.62.
- n) Contract No. 1443 with Honor and Compassion Homecare, LLC in the amount not-to-exceed \$178,000.00.
- o) Contract No. 1445 with LHC Group, Inc. in the amount not-to-exceed \$38,500.00.
- p) Contract No. 1424 with PurFoods, LLC dba Mom's Meals in the amount not-to-exceed \$300,000.00.
- q) Contract No. 1416 with Renaissance Home Health Care, Inc. in the amount not-to-exceed \$53,838.50.
- r) Contract No. 1411 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$196,888.90.
- s) Contract No. 1412 with RX Home Healthcare, Inc. in the amount not-to-exceed \$118,943.89.
- t) Contract No. 1413 with Senior Transportation Connection in the amount not-to-exceed \$145,730.51.
- u) Contract No. 1410 with Solutions Premier Training Services in the amount not-to-exceed \$301,348.69.



- v) Contract No. 1414 with TOBI Transportation in the amount not-to-exceed \$116,944.54.
- w) Contract No. 1415 with Transport Assistance, Inc. in the amount not-to-exceed \$45,526.75.
- x) Contract No. 1430 with U-First Homecare Services in the amount not-to-exceed \$133,295.00.
- y) Contract No. 1426 with Valued Relationships, Inc. in the amount not-to-exceed \$255,491.54.
- z) Contract No. 1423 with XCEL Healthcare Providers, Inc. in the amount not-to-exceed \$220,678.00.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, JULY 6, 2021



**MINUTES**  
CUYAHOGA COUNTY COUNCIL REMOTE\* COMMITTEE OF THE WHOLE MEETING  
TUESDAY, JUNE 8, 2021  
12:30 PM

1. CALL TO ORDER

**Council President Jones called the meeting to order at 12:33 p.m.**

2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Sweeney, Gallagher, Conwell, Brown, Stephens, Baker, Miller, and Jones were in attendance and a quorum was determined.**

**[Clerk's note: Councilmembers Tuma, Schron and Simon entered the meeting after the roll-call was taken to move to Executive Session.]**

3. PUBLIC COMMENT\*\*

**Clerk Richardson reported that there were no public comments submitted via email.**

4. EXECUTIVE SESSION

a) Collective bargaining matters, including:

- i) a Collective Bargaining Agreement between Cuyahoga County and the Teamsters Local 436, Affiliated with the International Brotherhood of Teamsters, representing approximately 32 employees in 12 classifications from the Cuyahoga County Department of Public Works Maintenance Division for the period 1/1/2021 – 12/31/2023.
- ii) a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860,

representing approximately 117 employees in 13 classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2021 - 12/31/2023.

- iii) a Collective Bargaining Agreement between Cuyahoga County and The Cleveland Building and Construction Trades Council, representing approximately 111 full time employees in 17 classifications from the Cuyahoga County Department of Public Works for the period 7/1/2021 - 6/30/2023.

- b) Pending or imminent litigation.

**A motion was made by Ms. Stephens, seconded by Ms. Conwell and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 12:37 p.m. The following Councilmembers were present Sweeney, Gallagher, Conwell, Brown, Stephens, Baker, Miller and Jones.**

**[Clerk's note: Councilmembers Tuma, Schron and Simon entered the meeting after the roll-call was taken to move to Executive Session.]**

**The following additional attendees were present: Director of Law Gregory Huth; Civil Division Chief David Lambert, Deputy Chief Law Director Nora Hurley; Public Works Director Michael Dever; Employee and Labor Relations Specialist Brian Adams; Assistant Prosecuting Attorney Kenneth Rock; Assistant Prosecuting Attorney Michael Stewart; Fiscal Officer Michael Chambers; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer and Special Counsel Brendan Doyle.**

**At 2:04 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**

#### **5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

#### **6. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 2:04 p.m., without objection.**



**MINUTES**  
**CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING**  
**TUESDAY, JUNE 8, 2021**  
**2:00 PM**

1. CALL TO ORDER

**Council President Jones called the meeting to order at 2:10 p.m.**

2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Brown Stephens, Simon, Baker and Jones were in attendance and a quorum was determined.**

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

**There was no moment of silent meditation.**

5. PUBLIC COMMENT

**Clerk Richardson reported that there were no public comments submitted via email.**

6. APPROVAL OF MINUTES

- a) May 25, 2021 Committee of the Whole Meeting
- b) May 25, 2021 Regular Meeting

**A motion was made by Ms. Simon, seconded by Ms. Brown and approved by unanimous vote to approve the minutes from the June 8, 2021 Committee of the Whole and Regular meetings.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Jones.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish thanked Council for supporting and adopting legislation commemorating Juneteenth as a paid holiday for County employees. Executive Budish also announced that a festival will be held on Saturday, June 19<sup>th</sup> from 12:00 p.m. - 10:00 p.m. on Mall C in Downtown Cleveland. The County will host an information booth with representatives from the Departments of Health and Human Services, Human Resources and Community Development. The County is currently working on blog post and video with Councilmember Brown to discuss the history and importance of Juneteenth. The County is also providing a digital information board regarding the activities and posting a recommended reading list on social media.

9. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0140, R2021-0141, R2021-0142 and R2021-0143.**

- 1) R2021-0140: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2021-0140 was considered and adopted by unanimous vote.**

- 2) R2021-0141: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the Teamsters Local 436, Affiliated with the International Brotherhood of Teamsters, representing approximately 32 employees in 12 classifications from the Cuyahoga County Department of Public Works Maintenance

Division for the period 1/1/2021 – 12/31/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Law and Public Works

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0141 was considered and adopted by unanimous vote.**

- 3) R2021-0142: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately ~~117~~ **132** employees in 13 classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2021 - 12/31/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Law and Public Works/Division of Maintenance

**A motion was made by Mr. Jones, seconded by Mr. Miller and approved by unanimous vote to amend Resolution No. R2021-0142 by changing the approximate number of employees represented from 117 to 132.**

**On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2021-0142 was considered and adopted by unanimous vote, as amended.**

- 4) R2021-0143: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and The Cleveland Building and Construction Trades Council, representing approximately 111 full time employees in 17 classifications from the Cuyahoga County Department of Public Works for the period of 7/1/2021 - 6/30/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Law and Public Works

**On a motion by Ms. Brown with a second by Ms. Simon, Resolution No. R2021-0143 was considered and adopted by unanimous vote.**

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2021-0144: A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024; and declaring the necessity that this Resolution become immediately effective:

Reappointment

- i) Michael W. Dever

Appointment

- ii) Nichole L. English

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2021-0144 to the Human Resources, Appointments & Equity Committee.**

- 2) R2021-0145: A Resolution confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga County Diversion Board for various terms; and declaring the necessity that this Resolution become immediately effective:

For the term 3/1/2021 – 2/29/2024

- i) Brandy Carney  
ii) William D. Mason

For the term 3/1/2021 – 2/28/2022

- iii) Akram Boutros, MD  
iv) Chief Calvin Williams

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2021-0145 to the Human Resources, Appointments & Equity Committee.**

- 3) R2021-0146: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms; and declaring the necessity that this Resolution become immediately effective:

Reappointment for the term 3/1/2021 – 2/29/2024

i) Judith G. Cetina, PhD

Appointment for an unexpired term ending 8/31/2022

ii) Matthew Rymer

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2021-0146 to the Human Resources, Appointments & Equity Committee.**

- 4) R2021-0147: A Resolution confirming the County Executive's appointment of Loree Potash to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2021-0147 to the Human Resources, Appointments & Equity Committee.**

- 5) R2021-0148: A Resolution confirming the County Executive's appointment of Ronald Andrew Johnson, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2021-0148 to the Committee of the Whole.**

- 6) R2021-0149: A Resolution authorizing a payment on RQ6403 to The Mt. Sinai Health Care Foundation, fiscal agent, in the amount of



\$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 5/1/2021 – 12/31/2021; authorizing the County Executive to execute Purchase Order No. 21001548; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

**Council President Jones referred Resolution No. R2021-0149 to the Community Development Committee.**

- 7) R2021-0150: A Resolution authorizing an amendment to Contract No. 454 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

**Council President Jones referred Resolution No. R2021-0150 to the Human Resources, Appointments & Equity Committee.**

- 8) R2021-0151: A Resolution making awards on RQ4919 to various providers in the total amount not-to-exceed \$6,800,435.60 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 7/1/2021 – 12/31/2022; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) Contract No. 1381 with A-1 Health Care, Inc. in the amount not-to-exceed \$365,448.29.
  - b) Contract No. 1434 with ABC International Services, Inc. in the amount not-to-exceed \$13,716.33.

- c) Contract No. 1428 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing in the amount not-to-exceed \$53,702.87.
- d) Contract No. 1438 with Amin & Associates, Inc. dba We Put Family First in the amount not-to-exceed \$60,000.00.
- e) Contract No. 1440 with Caring Hearts Health Services LLC in the amount not-to-exceed \$63,583.33.
- f) Contract No. 1435 with Casleo Corporation dba Global Meals in the amount not-to-exceed \$2,817,888.20.
- g) Contract No. 1406 with Connect America.com LLC in the amount not-to-exceed \$255,491.54.
- h) Contract No. 1408 with Evolving Nurse in the amount not-to-exceed \$63,583.33.
- i) Contract No. 1421 with Family & Community Services, Inc. dba Mobile Meals in the amount not-to-exceed \$283,798.55.
- j) Contract No. 1437 with First Choice Medical Staffing, Inc. in the amount not-to-exceed \$125,180.22.
- k) Contract No. 1439 with Geocare, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$180,000.00.
- l) Contract No. 1441 with Healthy Homecare Transportation, LLC in the amount not-to-exceed \$60,000.00.
- m) Contract No. 1444 with Home Care Relief, Inc. in the amount not-to-exceed \$352,856.62.
- n) Contract No. 1443 with Honor and Compassion Homecare, LLC in the amount not-to-exceed \$178,000.00.
- o) Contract No. 1445 with LHC Group, Inc. in the amount not-to-exceed \$38,500.00.
- p) Contract No. 1424 with PurFoods, LLC dba Mom's Meals in the amount not-to-exceed \$300,000.00.
- q) Contract No. 1416 with Renaissance Home Health Care, Inc. in the amount not-to-exceed \$53,838.50.
- r) Contract No. 1411 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$196,888.90.

- s) Contract No. 1412 with RX Home Healthcare, Inc. in the amount not-to-exceed \$118,943.89.
- t) Contract No. 1413 with Senior Transportation Connection in the amount not-to-exceed \$145,730.51.
- u) Contract No. 1410 with Solutions Premier Training Services in the amount not-to-exceed \$301,348.69.
- v) Contract No. 1414 with TOBI Transportation in the amount not-to-exceed \$116,944.54.
- w) Contract No. 1415 with Transport Assistance, Inc. in the amount not-to-exceed \$45,526.75.
- x) Contract No. 1430 with U-First Homecare Services in the amount not-to-exceed \$133,295.00.
- y) Contract No. 1426 with Valued Relationships, Inc. in the amount not-to-exceed \$255,491.54.
- z) Contract No. 1423 with XCEL Healthcare Providers, Inc. in the amount not-to-exceed \$220,678.00.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

**Council President Jones referred Resolution No. R2021-0151 to the Health, Human Services and Aging Committee.**

- c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and to place on final passage Resolution Nos. R2021-0133, R2021-0134, R2021-0135, R2021-0136, R2021-0137, R2021-0138 and R2021-0139.**

- 1) R2021-0133: A Resolution confirming the County Executive's reappointment of Geri Presti to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021 – 6/22/2026; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

**On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2021-0133 was considered and adopted by unanimous vote.**

- 2) R2021-0134: A Resolution confirming the County Executive’s appointment of Glen Shumate to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for an unexpired term ending 7/14/2022; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

**On a motion by Ms. Brown with a second by Ms. Simon, Resolution No. R2021-0134 was considered and adopted by majority vote, with Ms. Conwell recusing herself from the vote.**

- 3) R2021-0135: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Monument Commission for the term 3/1/2021 – 2/29/2024; and declaring the necessity that this Resolution become immediately effective:

- i) Jill Paulsen
- ii) Juan Quirarte

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,  
Appointments & Equity – Brown

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2021-0135 was considered and adopted by unanimous vote.**

- 4) R2021-0136: A Resolution authorizing an amendment to Contract No. 871 with Project Management Consultants, LLC for owner’s representative services in connection with the Justice Center Complex Project for the period 1/9/2019 - 1/8/2022 to extend the time period to 12/31/2022, to modify the scope of services to include Conceptual Design Phase for the Corrections Center and consulting services to evaluate options for remaining functions at

the Justice Center Complex, effective 6/8/2021, and for additional funds in the amount not-to-exceed \$1,270,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

**On a motion by Mr. Gallagher, with a second by Ms. Conwell, Resolution No. R2021-0136 was considered and adopted by a majority roll-call vote of 7 yeas, 3 nays and 1 recusal, with Councilmembers Miller, Tuma, Gallagher, Conwell, Stephens, Simon and Jones voting in the affirmative; Councilmembers Baker, Sweeney and Schron casting dissenting votes and Councilmember Brown recusing herself from the vote.**

**[Clerk’s Note: The legislation did not receive the affirmative vote of at least eight members of Council; therefore, it is not effective immediately.]**

5) R2021-0137: A Resolution making awards on RQ4442 to various providers in the total amount not-to-exceed \$1,800,000.00 for general engineering services for the period 5/19/2021 – 5/18/2024 authorizing the County Executive to execute Contract Nos. 1289 and 1301-1303 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 1289 with Chagrin Valley Engineering, Ltd. in the amount not-to-exceed \$450,000.00.
- b) Contract No. 1301 with HNTB Ohio, Inc. in the amount not-to-exceed \$450,000.00.
- c) Contract No. 1302 with Michael Baker International, Inc. in the amount not-to-exceed \$450,000.00.
- d) Contract No. 1303 with Palmer Engineering Company in the amount not-to-exceed \$450,000.00.

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

**On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2021-0137 was considered and adopted by unanimous vote.**

- 6) R2021-0138: A Resolution authorizing an amendment to Contract No. 1333 with CHN Housing Partners for emergency rental assistance to income-eligible tenants unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021 for additional funds in the amount not-to-exceed \$10,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Development and **Councilmembers Conwell, Brown, Simon, Jones and Miller**

Committee Assignment and Chair: Community Development – Stephens

**On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2021-0138 was considered and adopted by unanimous vote.**

- 7) R2021-0139: A Resolution authorizing an amendment to Contract No. 756 with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2020 to extend the time period to 6/30/2022, for additional funds in the amount not-to-exceed \$947,099.82 and to modify the terms; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) to increase the minimum number of beds to be utilized by the Court per day, effective 10/1/2020.
  - b) to increase the un-used unit rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
  - c) to increase the Medicaid per diem rate from \$359.87 per day to \$370.67 per day, effective 7/1/2020 and from \$370.67 per day to \$381.79 per day, effective 7/1/2021.
  - d) to add a non-Medicaid per diem rate of \$562.61, effective 7/1/2020 and \$590.94, effective 7/1/2021

e) to add contract language regarding exceptions for the non-acceptance of Court-referred youths, effective 7/1/2020.

Sponsor: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

**On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2021-0139 was considered and adopted by unanimous vote.**

#### 10. MISCELLANEOUS COMMITTEE REPORTS

**Council President Jones reported that the Committee of the Whole will meet on Thursday, June 18th at 10:00 a.m.**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, June 21st at 1:00 p.m.**

**Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, June 15th at 10:00 a.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, June 16th at 1:00 p.m.**

**Ms. Stephens reported that the Community Development Committee will meet on Monday, June 14th at 10:00 a.m., and the Community Reinvestment Advisory Subcommittee will meet on Wednesday, June 9th at 2:00 p.m.**

#### 11. MISCELLANEOUS BUSINESS

**Mr. Sweeney requested an update on the legal opinion from the State of Ohio Attorney General's Office regarding the Micro-Grid project.**

#### 12. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 2:55 p.m., without objection.**



## MINUTES

CUYAHOGA COUNTY COUNCIL REMOTE\* COMMITTEE OF THE WHOLE MEETING  
THURSDAY, JUNE 17, 2021  
10:00 AM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 10:02 a.m.**

### 2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Tuma Gallagher, Schron, Simon, Baker, Miller, Sweeney and Jones were in attendance and a quorum was determined. Councilmembers Stephens, Conwell and Brown joined the meeting after the roll call was taken.**

### 3. PUBLIC COMMENT

**There were no public comments submitted.**

### 4. ITEM REFERRED TO COMMITTEE/CONFIRMATION HEARING:

- a) R2021-0148: A Resolution confirming the County Executive's appointment of Ronald Andrew Johnson, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective.

**Council President Jones made a brief statement regarding the confirmation hearing process.**

**Mr. Ronald Andrew Johnson, County Executive Budish's nominee for the position of Chief Information Officer, was then called upon to deliver an opening statement. Mr. Johnson provided background into his education, experience and qualifications for the position.**

**Councilmembers asked questions of Mr. Johnson pertaining to his experience and expertise, which he answered accordingly.**



**On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2021-0148 was considered and approved by unanimous roll-call vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**6. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 11:27 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0152

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 April 7, 2021 and June 3, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) 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:   *ECM Systems Analyst*  
                  Number:       16471

Pay Grade: 15B/Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Administrator, Development*  
Class Number: 21042  
Pay Grade: 17A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit C: Class Title: *Senior Training Officer (HHS Training Specialist)*  
Class Number: 14052  
Pay Grade: 10A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
- Exhibit D: Class Title: *Information Systems Analyst*  
Class Number: 16102  
Pay Grade: 15B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list our software tools to perform the job. No change to pay grade.
- Exhibit E: Class Title: *Project Inspector*  
Class Number: 18111  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Project Manager*  
Class Number: 18112  
Pay Grade: 11A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability and

general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit G: Class Title: *Senior Project Manager*  
Class Number: 18113  
Pay Grade: 14A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit H: Class Title: *Social Service Specialist*  
Class Number: 13091  
Pay Grade: 6A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit I: Class Title: *Supervisor, Training Officer (Supervisor, HHS Training Specialist)*  
Class Number: 14053  
Pay Grade: 12A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
- Exhibit J: Class Title: *Systems Analyst*  
Class Number: 16101  
Pay Grade: 10B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade.
- Exhibit K: Class Title: *Web Designer I*  
Class Number: 16191  
Pay Grade: 9B/Exempt  
\* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology

Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from 8 to 9 because of an increase in the equipment work requirement.

Exhibit L: Class Title: *Web Designer 2*  
Class Number: 16192  
Pay Grade: 11B/Exempt  
\* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.

Exhibit M: Class Title: *Web Maintenance Technician*  
Class Number: 16021  
Pay Grade: 6B/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.

Proposed Deleted Classification:

Exhibit N: Class Title: *Director, Parentage, Quality Assurance Manager & Training*  
Class Number: 12311  
Pay Grade: 21A/Exempt  
\* Position has been designated as unclassified under R.C.128.11 (A), subsections (9) and (28).

Exhibit O: Class Title: *Forensic Pathologist 2*  
Class Number: 17012  
Pay Grade: 27A/Exempt  
\* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit P: Class Title: *Forensic Pathologist 3*  
Class Number: 17013  
Pay Grade: 28A/Exempt  
\* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit Q: Class Title: *ERP Enterprise Asset Management Systems Lead*  
Class Number: 16322  
Pay Grade: 16B/Exempt  
\* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted

classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit R: Class Title: *ERP HRIS Systems Lead*  
Class Number: 16341  
Pay Grade: 16B/Exempt  
\* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit S: Class Title: *ERP Procurement Systems Lead*  
Class Number: 16352  
Pay Grade: 16B/Exempt  
\* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit T: Class Title: *Examiner*  
Class Number: 11071  
Pay Grade: 6A/Non-Exempt  
\* The department no longer needs most job duties outlines in this classification. The few tasks that remain have been redistributed to other classifications in the department.

Exhibit U: Class Title: *Juvenile Mediator*  
Class Number: 12161  
Pay Grade: 9A/Exempt  
\* There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.

**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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Thomas Colaluca, Chairman  
 Deborah Southerington, Commissioner  
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: June 9, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.  
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity  
 Committee  
 Council Members, Human Resources, Appointments & Equity  
 Committee

FROM: Thomas Colaluca, Chairman  
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 7 and June 3, 2021, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
ECM Systems Analyst 16471	15B/Exempt	Information Technology

**PROPOSED REVISED CLASSIFICATIONS**

REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrator, Development 21042	17A Exempt	17A Exempt (No Change)	Development
Senior Training Officer <i>(HHS Training Specialist)</i> 14052	10A Exempt	10A Exempt (No Change)	Health and Human Services



**PROPOSED REVISED CLASSIFICATIONS (Cont.)**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Information Systems Analyst 16102	15B Exempt	15B Exempt (No Change)	Information Technology
Project Inspector 18111	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Project Manager 18112	11A Exempt	11A Exempt (No Change)	Public Works
Senior Project Manager 18113	14A Exempt	14A Exempt (No Change)	Public Works
Social Service Specialist 13091	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff
Supervisor, Training Officer (Supervisor, HHS Training Specialist) 14053	12A Exempt	12A Exempt (No Change)	Health and Human Services
Systems Analyst 16101	10B Exempt	10B Exempt (No Change)	Information Technology
Web Designer 1 16191	8B Exempt	9B Exempt	Information Technology
Web Designer 2 16192	11B Exempt	11B Exempt (No Change)	Information Technology
Web Maintenance Technician 16021	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Director, Parentage, Quality Assurance Manager & Training	12321	21A/Exempt	Medical Examiner
Forensic Pathologist 2	17012	27A/Exempt	Medical Examiner
Forensic Pathologist 3	17013	28A/Exempt	Medical Examiner
ERP Enterprise Asset Management Systems Lead	16322	16B/Exempt	Information Technology
ERP HRIS Systems Lead	16341	16B/Exempt	Information Technology
ERP Procurement Systems Lead	16352	16B/Exempt	Information Technology
Examiner	11071	6A/Non-Exempt	All Departments

Juvenile Mediator	12161	9A/Exempt	Public Safety and Justice Services
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cc: Deborah Southerington, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive  
Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Andria Richardson, Clerk of Council  
Sheba Marshall, HR Director – Total Rewards  
Deborah Johnson, HR Director - Talent Management

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16471	ECM Systems Analyst	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This new classification was created to distinguish it from the Information Systems Analyst job as there are certification requirements specific to (OnBase).
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 15B \$75,878.40 – \$106,204.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
John Scheffler, Administrator IT Applications	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Andrew Molls, Chief Technology officer	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Matthew Bender, Administrator Web and Application Development	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Gregory Sherman, Manager, Web Development and Applications	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Jim Battigaglia, Archer Consultant	3/24/2021 5/25/2021	Email MS Teams	Pay Grade Evaluation Meeting about pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ECM Systems Analyst	<b>Class Number:</b>	16471
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of this classification is to direct and manage the activities and operations for the Enterprise Contact Management (ECM) projects and production support for OnBase or similar platforms. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

## Distinguishing Characteristics

This is a technical journey level classification responsible for the administration and project execution within the ECM system. This classification works under direction of an IT manager and is expected to be fully aware of the operating policies and procedures of the work unit and to perform full range of duties assigned. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and work independently exercising judgment and initiative. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

## 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.**

- 55% +/- 10%
- Plans, directs, and manages project development for the ECM system; performs critical analysis of customer requirements, work flows, regulation, and other business requirements; writes software code for changes to the ECM system and reviews new configuration; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.
- 15% +/- 10%
- Maintains the health of the ECM system and servers; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software; monitors usage and system health metrics to resolve issues or optimize software; works with Vendor Support to resolve any issues; develops security policy for systems.
- 25% +/- 5%
- Provides support to system end-users; identifies, tracks, troubleshoots, and resolves end-user issues; creates ECM/SQL reports; provides ECM training to end-users both employees and management; manages user access and security rights to system.
- 5% +/- 2%
- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise.

Proposed Date:

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information systems, computer science or related field with five (5) years of experience with an enterprise content management system including two (2) years using OnBase; or an equivalent combination of related training or experience.
- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA).

### **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 and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database management software (MS SQL Management Studio), email software (MS Outlook), the OnBase Platform (OnBase Configuration Studio, OnBase Web and Application Server), programming languages (C#, HTML, SQL) spreadsheet software (MS Excel), word processing and/or text editing software (MS Word, Notepad ++).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including access request forms, requirement/design documents, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, departmental policies and guidelines for software solutions.

## ECM System Analyst

- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer science terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other technical staff.

### **Environmental Adaptability**

- Work is 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.*

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Development	Exempt	17A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Development	Exempt	17A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Paul Herdeg – Deputy Chief Economic Development Officer	3/5/2021 3/25/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Development	<b>Class Number:</b>	21042
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Development		

## Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development, or regulation and compliance.

## Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. 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.

## 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.**

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies

Effective Date: 04.10.2012  
Last Modified: 08.08.2018

to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-up packages, Review meetings, agendas, and inquiries; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, public administration, urban planning, finance, or a related field with six (6) years of experience with community/housing development, economic development, or related field; 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 a computer, calculator, and multifunction printer.

### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.

## Administrator, Development

- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, 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 related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14052	Senior Training Officer	Health and Human Services and Human Resources	Exempt	10A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14052	HHS Training Specialist	Health and Human Services	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
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<b>No. of Employees Affected:</b>	Seven (7)
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brenda Payne-Riley, Manager, Training	3/15/2021 3/25/2021	Email Email	Review Draft Review Final Draft
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	HHS Training Specialist	<b>Class Number:</b>	14052
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD
<b>Departments:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to plan, prepare, and deliver training programs to department employees, university students, or foster parents, and to coordinate the work of university students, new-hires, and contract trainers.

## Distinguishing Characteristics

This is a journey-level classification responsible for the administration of training programs and classes offered by the County for new-hires, foster parents, social workers, and university students working on their social work degree. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This class generally works under direction from the Training Officer Supervisor or Social Administrator 2.

## 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%
- Schedules and confirms contract trainers, new-hires, or university students; reviews for approval contracting authorizations for trainers; reviews for approval university student placements; reviews for approval proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; reviews training materials of contact trainers or new hires; reviews new-hire 360-feedback and work-shadowing evaluations.
  
- 35% +/- 10%
- Develops and administrates the training programs offered for county employees, foster parents, social workers, or university students; conducts and tabulates needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; designs and develops lesson plans to meet established training goals; designs and distributes marketing materials for programs; updates Process Manuals; participates in departmental meetings to discuss trainees and changing regulations.
  
- 20% +/- 10%
- Administers trainings for social workers, new-hires, foster parents, or university students; ensures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training by following lesson plan; analyzes training evaluation results to improve program.
  
- 10% +/- 5%
- Performs supporting administrative duties; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; logs hours of trainers and trainees into state-run databases; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.



### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education, social work, human resources or related field, with two (2) years of training or social work experience; 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 office machines and equipment including a computer and multifunction printer.

#### **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 established criteria to define impact and develop alternatives
- Ability to comprehend a variety of informational documents including monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, related legal, and counseling , terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, 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.*

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16102	Information Systems Analyst	Information Technology	Exempt	15B

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16102	Information Systems Analyst	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list out software tools to perform the job. No change to pay grade.
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<b>No. of Employees Affected:</b>	Nine (9)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Debbie Davtovich, Administrator, Web and Applications Development	1/27/2021 2/10/2021 2/19/2021 3/11/2021	MS Teams Email Email Email	Discuss Position Review Draft Reminder Final Reminder
Thomas Petek, ERP Technical Manager	1/27/2021 2/10/2021	MS Teams Email	Discuss Position Review Draft
Andrew Molls, Chief Technology Officer	2/10/2021 2/19/2021	Email Email	Review Draft Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Systems Analyst	<b>Class Number:</b>	16102
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

### Distinguishing Characteristics

This is a technical journey level classification, working under direction from the unit manager. The incumbent is expected to know the operating policies and procedures of their assigned department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of a specific information systems.

### 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.**

- 30% +/- 10%
- Designs, plans, and executes system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals and milestones for project completion; submits project proposal to IT management for approval.
- 30% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team.
- 20% +/- 10%
- Develops solutions for user needs; configures information systems; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solution (e.g. internal database administrators, coders, business analyst); automates repetitive processes using programming languages.
- 20% +/- 10%
- Provides continued end-user support for the system; directs configuration and security requirements; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with six (6) years of computer information systems experience; or an equivalent combination of education, 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 computers, servers, mainframe, printers, and scanners.

### **Technology Requirements**

- Ability to operate a variety of software tools including email software (MS Outlook), assigned department informational system/s (e.g. SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, MS Publisher, IBM Cognos, SSRS), spreadsheet software (MS Excelword processing or script editing software (MS Word, Notepad++).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees.
- Ability to provide instruction and training to other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize the principles of algebra, and descriptive and inferential statistics.

### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Information Systems Analyst

- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, County employees, consultants, and vendors.

### **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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18111</b>	<b>Project Inspector</b>	<b>Public Works</b>	<b>Non-Exempt</b>	<b>7A</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>18111</b>	<b>Project Inspector</b>	<b>Public Works</b>	<b>Non-Exempt</b>	<b>7A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Eleven (11)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mike Twordzydlo – Chief Section Engineer- Construction	3/25/2021 4/22/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Inspector	<b>Class Number:</b>	18111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

## Distinguishing Characteristics

This is an advanced-journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

## 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.**

- 50% +/- 10%
- Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.
- 35% +/- 10%
- Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor's construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.).
- 15% +/- 5%
- Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

### **Experience Required to Perform Essential Job Functions**

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.
- Valid driver's 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, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

#### **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 construction management software (Appia).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, and contractors and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform basic algebra and geometry.

#### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.

## Project Inspector

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, project files, agreements, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, engineers, co-workers, employees from other local municipality service departments, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, electrical currents, noise extremes, vibrations, traffic hazards, and machinery.

*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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18112	Project Manager	Public Works	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18112	Project Manager	Public Works	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	None (0)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Christine Petro – Section Manager Facilities	3/25/2021 3/29/2021	Email Email	Sent Draft for Review Clarification Regarding Issue
Nichole English – Administrator, Planning and Programming	3/25/2021 3/29/2021  4/12/2021 4/23/2021 4/30/2021	Email Email  Email Email Email	Sent Draft for Review Clarification Regarding Issue  Reminder Final Reminder Follow Up Questions
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Manager	<b>Class Number:</b>	18112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, manage, and coordinate tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

## Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

## 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.**

- 30% +/- 10%
- Assists in preparing documents (e.g., drawings, specifications, reports, cost estimates, agreements, etc.) as needed for projects and the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies.
  
- 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff.
  
- 20% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff.
  
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Administrators; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; performs site visits and inspections; arranges, directs, and documents project review meetings; responds to general comments from the public.

Project Manager

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in civil engineering, architecture, business administration, or a related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

#### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine calculations involving statistics, basic algebra, and geometry.

#### **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 invoices, architecture and engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA

Effective Date: 07.10.2012  
Last Modified: 07.10.2012



## Project Manager

guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.

- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime 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 architecture, engineering, land use, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, staff, attorneys, engineers, other County employees, , consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

*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.*

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18113	Senior Project Manager	Public Works	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18113	Senior Project Manager	Public Works	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Thirteen (13)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Christine Petro – Section Manager Facilities	3/25/2021 3/29/2021	Email Email	Sent Draft for Review Clarification Regarding Issue
Nichole English – Administrator, Planning and Programming	3/25/2021 3/29/2021  4/12/2021 4/23/2021 4/30/2021	Email Email  Email Email Email	Sent Draft for Review Clarification Regarding Issue  Reminder Final Reminder Follow Up Questions
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	18113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

## Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a Chief Section Engineer or Chief Section Architect and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

## 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.**

- 30% +/- 10%
  - Plans, executes, and manages multiple aspects of design, construction and maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry standards, and required laws; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget.
- 30% +/- 10%
  - Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares and/or reviews bid specifications for County projects; conducts preconstruction and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for

## Senior Project Manager

adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies.

10% +/- 5%

- Performs supporting administrative responsibilities; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in civil engineering, architecture, business administration, or a related field with six (6) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

### **Mathematical Ability**

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

### **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 RFPs, RFQs, contracts, budgets, construction and building permits, invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, Ohio Building Codes, EPA codes, ADA guidelines, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime 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 basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.

## Senior Project Manager

- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, other County agencies, local agencies, directors, consultants, other County employees,, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

*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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
13091	Social Service Specialist	Sheriff's Department	Non-Exempt	6A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
13091	Social Service Specialist	Sheriff's Department	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Zero (0)
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<b>Dept.(s) Affected:</b>	Sheriff's Department
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Ronda Gibson – Administrator of Corrections	2/19/2021 3/9/2021 3/17/2021 3/30/2021	Email Email Email Email	Sent draft for review Reminder Final Reminder Confirmation of changes
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Social Service Specialist	<b>Class Number:</b>	13091
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to facilitate and coordinate communications, support, and provision of social services to meet inmates' needs.

### Distinguishing Characteristics

This is an entry-level social work classification with responsibility for acting as a liaison for inmates, making referrals to social services and educational groups, and maintaining related documentation. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

### 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.**

- 50% +/- 10%
- Facilitates and coordinates communications, support, and social services for inmates; conducts face-to-face meetings with inmates; conducts rounds to assigned floors; responds to inmates' requests for services which may include researching court information, initiating social service/miscellaneous referrals, or phone calls to internal and external individuals (e.g., attorneys, court staff, etc.); initiates timely collaborations for inmate situations (e.g. death in the family, medical issues, concerns with court cases, etc.); acts as a liaison between inmates, their attorneys, caseworkers, probation/parole officers, and others as appropriate.
- 30% +/- 10%
- Makes referrals for inmates; reviews all available jail management information (e.g. classification screenings) to understand inmates' needs; meets with inmates to gather necessary information to assist with pending court cases and/or coordinate referrals to internal or external resources for identified service needs.
- 10% +/- 5%
- Facilitates support and educational groups (e.g., jail adjustment/orientation, etc.) for inmates as directed by Jail Administration; documents services provided.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles monthly statistics (number of referrals, participation in support groups, etc.) and creates reports; performs notary services as needed for inmates.

## Social Service Specialist

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in social services, humanities, or a related field and one (1) year of experience in social work or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain and maintain licensure as a Notary in the State of Ohio within 6 months of hire date.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to walk and climb stairs within the correctional facility without assistance.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (MS Outlook), internet browser (Google Chrome, Internet Explorer, etc.), PDF Reader (Nitro, Adobe Acrobat Reader), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a inmate request forms, court paperwork, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures manuals, and court proceedings.
- Ability to prepare monthly statistical forms, memos, documents, emails, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to provide support, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret basic legal terminology and language.

## Social Service Specialist

- Ability to communicate with inmates, medical/mental health professionals, criminal justice liaisons, attorneys, caseworkers, supervisors, and court personnel.

### **Environmental Adaptability**

- Work is typically performed in jail facilities and entails working in areas where inmates are housed and/or located. Security staff may be in close proximity but will not accompany while most inmate interaction is held.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

*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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14053	Supervisor, Training Officer	Human Resources and Human Services	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14053	Supervisor, HHS Training Specialist	Health and Human Services	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification was last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brenda Payne-Riley, Manager, Training	3/25/2021	Email	Review Final Draft
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, HHS Training Specialist	<b>Class Number:</b>	14053
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Departments:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise training officers and new-hire staff (i.e. Social Service Workers, EFS Specialists, Support Officers) during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

## Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## 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.**

- 50% +/- 10%
- Supervises and directs the work of HHS Training Specialist and new-hire during their first 90-day training period; 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.
  
- 45% +/- 10%
- Administers training program activities for department employees, university students, and/or foster parents; determines training 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 manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the county.
  
- 5% +/- 2%
- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies 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 five (5) years of training or social work experience; 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 computers and peripheral equipment.
- Ability to operate audio-visual equipment.

#### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, or promotion of other employees.
- Ability to recommend the discipline or discharge of other employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including memos, training literature, training plans, performance evaluations, curriculum descriptions, collective bargaining agreements, 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, curriculum descriptions, training needs analysis, monthly reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Supervisor, HHS Training Specialist

- Ability 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 human resources terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, 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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16101	Systems Analyst	Information Technology	Exempt	10B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16101	Systems Analyst	Information Technology	Exempt	10B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade
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<b>No. of Employees Affected:</b>	Six (6)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Alan Kilgore, Administrator, Infrastructure and Operations	2/19/2021	Email	Review Draft
Jeremy Mio, Information Security Officer	2/19/2021	Email	Review Draft
Richard Schmittgen, Manager, Web and Application Development	2/19/2021	Email	Review Draft
Matthew Bender, Administrator, Web and Application Development	2/19/2021	Email	Review Draft
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Systems Analyst	<b>Class Number:</b>	16101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

### Distinguishing Characteristics

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and 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.**

- 25% +/- 10%
- Designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements.
  
- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated
  
- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.
  
- 20% +/- 10%
- Assists development of system solutions; writes SQL scripts to extract data for analysis and system testing; write technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues.
  
- 5% +/- 2%
- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

## Systems Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any equivalent combination of education, 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 computers, mainframe computer, modems, hard drives, printers, and scanners.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g. Cuyahoga County Judicial Information System, Milestone), database software (SQL Server, Oracle, MS Access), email software (MS Outlook), IT support ticket software (Cherwell), spreadsheet software (MS Excel), structured query language (T-SQL, PL/SQL), word processing or script editing software (MS Word, Notepad++).

#### **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 to upper-level data analysis and visualizations including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, database sets, user reports, computer periodicals, hardware and software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, 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 computer system terminology and computer programming languages.

## Systems Analyst

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### **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.*

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16191	Web Designer 1	Information Technology	Exempt	8B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16191	Web Designer 1	Information Technology	Exempt	9B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from an 8 to a 9 because of an increase in the equipment work requirement.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 8B: \$48,900.80 – \$68,473.60 PG 9B: \$52,769.60 – \$73,860.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Designer 1	<b>Class Number:</b>	16191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

## Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from the Administrator, Web and Applications Development. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus programming and the back-office infrastructure.

## 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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree information technology, graphic art/design, or a related field with two (2) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML and CSS; or an equivalent combination of education, training, and experience.

## Additional Requirements

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

## Web Designer 1

- 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 a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including integrated development software (MS Visual Studios, GIT, graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSSweb-content management software ( Sitefinity or similar CMS, wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

#### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance guidelines, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret videography and audio visual terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Web Designer 1

### **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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16192	Web Designer 2	Information Technology	Exempt	11B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16192	Web Designer 2	Information Technology	Exempt	11B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Designer 2	<b>Class Number:</b>	16192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

## Distinguishing Characteristics

This is technical, journey level classification, working under direction from the Administrator, Web and Applications Development. This position is distinguished from Web Designer 1 in that this position receives instruction or assistance only as unusual situations arise. This position is fully responsible for projects taken on and is expected to exercise independent judgment and initiative to complete those projects using established standards and best practices. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus the programming and back-office infrastructure.

## 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.**

75% +/- 10%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML or CSS; or an equivalent combination of education, training, and experience.

## Additional Requirements

- No special license or certification is required.

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

## **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 and multifunction printer.

### **Technology Requirements**

- Ability to use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSS, web-content, management software (Sitefinity or similar CMS,, wireframing software (Balsamiq, Sketch, Asxure), word processing software ( MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

### **Environmental Adaptability**

- Work is typically performed in an office environment.



## Web Designer 2

*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.*

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Maintenance Technician	<b>Class Number:</b>	16021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide web maintenance services for the County using technologies that conform to the Information Technology Department standards.

### Distinguishing Characteristics

This is an entry level classification responsible for updating website content including text and images, using web content management software. This class works under general supervision of the Administrator, Web & Applications Development. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. The web maintenance technician is distinguished from the designer series where this class is responsible for basic web page updates versus creating and building websites and implementing front end design.

### 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.**

- 40% +/- 10%
- Updates websites for County agencies; meets with clients or exchanges emails to determine web update requirements; uses various back-office applications to update data for internal or external websites; enters data into Content Management Software (CMS).
- 40% +/- 10%
- Follows maintenance procedures for receiving, processing, and completing web maintenance requests; makes PDF forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; adds video and audio links to websites; updates HTML code and edits photos and images using Adobe Photoshop or software.
- 10% +/- 5%
- Troubleshoots and debugs errors on web pages; updates and saves files to Portable Document Format (pdf); directs related IT problems to the correct IT support staff.
- 10% +/- 5%
- Performs administrative duties to support the department; meets with web designers for general guidance on tasks, priorities and assignments; provides answers to inquiries from County departments

### Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of experience that includes website maintenance and various software used for website design and graphical editing software (e.g. Adobe Photoshop); or an equivalent combination of education, 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 a computer and multifunction printer.

### **Technology Requirements**

- Ability to operate a variety of software tools including web content management software (Sitefinity or similar CMS), email software (MS Outlook), graphics editing software (Adobe Photoshop), presentation software (MS PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including requests to post various departmental documents to their website, calendars, and webpage programming code.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, the Employee Handbook, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms, correspondence, 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 computer code terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers, and work groups members.

### **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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16322	ERP Enterprise Asset Management Systems Lead	Information Technology	Exempt	16B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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<b>Management Contact(s):</b>	Jack Rhyne, DCIO, ERP Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP Enterprise Asset Management Systems Lead	<b>Class Number:</b>	16322
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

### Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

### 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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.

25% +/- 10%

- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

Effective Date: 09.28.2017  
Last Modified: 09.28.2017

## ERP Enterprise Asset Management Systems Lead

15% +/- 10%

- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management experience; or any equivalent combination of training and experience.

### 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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

#### Language Ability & Interpersonal Communication

- Requires the 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.

Effective Date: 09.28.2017  
Last Modified: 09.28.2017



## **ERP Enterprise Asset Management Systems Lead**

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

### **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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16341	ERP HRIS Systems Lead	Information Technology	Exempt	16B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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<b>Management Contact(s):</b>	Jack Rhyne, DCIO, ERP Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP HRIS Systems Lead	<b>Class Number:</b>	16341
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

### Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

### 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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.

25% +/- 10%

- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

### **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 perform standard and advanced mathematical equations as they apply to the ERP HR modules.

#### **Language Ability & Interpersonal Communication**

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for

proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

### **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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16352	ERP Procurement Systems Lead	Information Technology	Exempt	16B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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<b>Management Contact(s):</b>	Jack Rhyne, DCIO, ERP Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP Procurement Systems Lead	<b>Class Number:</b>	16352
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

### Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

### 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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.

25% +/- 10%

- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

### **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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

#### **Language Ability & Interpersonal Communication**

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

### **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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12321	<b>Director, Parentage, Quality Assurance Manager &amp; Training</b>	<b>Medical Examiner's Office</b>	<b>Exempt</b>	<b>21A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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<b>Management Contact(s):</b>	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Director, Parentage, Quality Assurance Manager & Training	<b>Class Number:</b>	12321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

### Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Medical Examiner and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

### 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%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.
  
- 20% +/- 10%
- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; 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; develops and implements competency testing; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; 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; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of 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 perform statistical and probability analysis.

### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, 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 medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

*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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17012	Forensic Pathologist 2	Medical Examiner's Office	Exempt	27A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Position has been Designated as unclassified under R.C 128.11 (A), subsections (9) and (28)
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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<b>Management Contact(s):</b>	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	17012
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

### 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%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

#### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.

## Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17013	Forensic Pathologist 3	Medical Examiner's Office	Exempt	28A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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<b>Management Contact(s):</b>	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	17013
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

### 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.***

50% +/- 10%

- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

15% +/- 5%

- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.

10% +/- 5%

- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Effective Date: 07.28.2014  
Last Modified: 02.26.2020

## Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

### AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, and other 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; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.



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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of 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 high school level algebra, geometry, and trigonometry.

### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

## Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

*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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11071	Examiner	All Departments	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The department no longer needs most job duties outlined in this classification. The few tasks that remain have been redistributed to other classifications in the department.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Tamara Mearig, Manager, HR Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Arnell Hurt, Social Program Administrator 5
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Examiner	<b>Class Number:</b>	11071
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

**Classification Function**

The purpose of this classification is to review and analyze information to assist with audit functions.

**Distinguishing Characteristics**

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

**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.**

- 65% +/- 10%
- Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
- 35% +/- 10%
- Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.

## **Examiner**

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

#### **Data Utilization**

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

#### **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 make use of the principles of routine statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>12161</b>	<b>Juvenile Mediator</b>	<b>Public Safety and Justice Services</b>	<b>Exempt</b>	<b>9A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justice Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Hadiya Williams, Human Resources Manager
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<b>Management Contact(s):</b>	Alex Pellom, Director, Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Juvenile Mediator	<b>Class Number:</b>	12161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### 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.**

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.
- Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

### Additional Requirements for all levels

No special license or certification is required.

## Juvenile Mediator

### 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 and 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law.
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3<sup>rd</sup> party custody, transmittal sheet, 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, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

#### Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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Posted on 4/1/2021 and 5/27/2021.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
ECM Systems Analyst	16471	N/A	15B/Exempt	Information Technology	This new classification was created to distinguish it from the Information Systems Analyst job as there are certification requirements specific to (OnBase).
<b><u>REVISED</u></b>					
Administrator, Development	21042	17A Exempt	17A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Training Officer (HHS Training Specialist)	14052	10A Exempt	10A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
Information Systems Analyst	16102	15B Exempt	15B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list out software tools to perform the job. No change to pay grade.
Project Inspector	18111	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Project Manager	18112	11A Exempt	11A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Project Manager	18113	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

Social Service Specialist	13091	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff	PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Supervisor, Training Officer (Supervisor, HHS Training Specialist)	14053	12A Exempt	12A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification was last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
Systems Analyst	16101	10B Exempt	10B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade
Web Designer 1	16191	8B Exempt	9B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from an 8 to a 9 because of an increase in the equipment work requirement.
Web Designer 2	16192	11B Exempt	11B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.
Web Maintenance Technician	16021	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.
<b>DELETED</b>					
Director, Parentage, Quality Assurance Manager & Training	12321	21A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
Forensic Pathologist 2	17012	27A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
Forensic Pathologist 3	17013	28A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
ERP Enterprise Asset Management Systems Lead	16322	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

ERP HRIS Systems Lead	16341	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
ERP Procurement Systems Lead	16352	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
Examiner	11071	6A/Non-Exempt	N/A	All Departments	The department no longer needs most job duties outlined in this classification. The few tasks that remain have been redistributed to other classifications in the department.
Juvenile Mediator	12161	9A/Exempt	N/A	Public Safety and Justice Services	There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ECM Systems Analyst	<b>Class Number:</b>	16471
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to direct and manage the activities and operations for the Enterprise Contact Management (ECM) projects and production support for OnBase or similar platforms. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

### Distinguishing Characteristics

This is a technical journey level classification responsible for the administration and project execution within the ECM system. This classification works under direction of an IT manager and is expected to be fully aware of the operating policies and procedures of the work unit and to perform full range of duties assigned. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and work independently exercising judgment and initiative. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

### 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.**

- 55% +/- 10%
- Plans, directs, and manages project development for the ECM system; performs critical analysis of customer requirements, work flows, regulation, and other business requirements; writes software code for changes to the ECM system and reviews new configuration; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.
- 15% +/- 10%
- Maintains the health of the ECM system and servers; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software; monitors usage and system health metrics to resolve issues or optimize software; works with Vendor Support to resolve any issues; develops security policy for systems.
- 25% +/- 5%
- Provides support to system end-users; identifies, tracks, troubleshoots, and resolves end-user issues; creates ECM/SQL reports; provides ECM training to end-users both employees and management; manages user access and security rights to system.
- 5% +/- 2%
- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise.

Proposed Date:

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information systems, computer science or related field with five (5) years of experience with an enterprise content management system including two (2) years using OnBase; or an equivalent combination of related training or experience.
- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA).

### **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 and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database management software (MS SQL Management Studio), email software (MS Outlook), the OnBase Platform (OnBase Configuration Studio, OnBase Web and Application Server), programming languages (C#, HTML, SQL) spreadsheet software (MS Excel), word processing and/or text editing software (MS Word, Notepad ++).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including access request forms, requirement/design documents, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, departmental policies and guidelines for software solutions.

## ECM System Analyst

- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer science terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other technical staff.

### **Environmental Adaptability**

- Work is performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Development	<b>Class Number:</b>	21042
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Development		

### Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development, or regulation and compliance.

### Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. 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.

### 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.**

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies

to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-up packages, Review meetings, agendas, and inquiries; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in business administration, public administration, urban planning, finance, or a related field with six (6) years of experience with community/housing development, economic development, or related field; 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 a computer, calculator, and multifunction printer.

### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.

## Administrator, Development

- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, 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 related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	HHS Training Specialist	<b>Class Number:</b>	14052
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD
<b>Departments:</b>	Health and Human Services		

**Classification Function**

The purpose of this classification is to plan, prepare, and deliver training programs to department employees, university students, or foster parents, and to coordinate the work of university students, new-hires, and contract trainers.

**Distinguishing Characteristics**

This is a journey-level classification responsible for the administration of training programs and classes offered by the County for new-hires, foster parents, social workers, and university students working on their social work degree. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This class generally works under direction from the Training Officer Supervisor or Social Administrator 2.

**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%
- Schedules and confirms contract trainers, new-hires, or university students; reviews for approval contracting authorizations for trainers; reviews for approval university student placements; reviews for approval proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; reviews training materials of contact trainers or new hires; reviews new-hire 360-feedback and work-shadowing evaluations.
  
- 35% +/- 10%
- Develops and administrates the training programs offered for county employees, foster parents, social workers, or university students; conducts and tabulates needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; designs and develops lesson plans to meet established training goals; designs and distributes marketing materials for programs; updates Process Manuals; participates in departmental meetings to discuss trainees and changing regulations.
  
- 20% +/- 10%
- Administers trainings for social workers, new-hires, foster parents, or university students; ensures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training by following lesson plan; analyzes training evaluation results to improve program.
  
- 10% +/- 5%
- Performs supporting administrative duties; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; logs hours of trainers and trainees into state-run databases; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education, social work, human resources or related field, with two (2) years of training or social work experience; 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 office machines and equipment including a computer and multifunction printer.

#### **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 established criteria to define impact and develop alternatives
- Ability to comprehend a variety of informational documents including monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, related legal, and counseling , terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Systems Analyst	<b>Class Number:</b>	16102
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

**Distinguishing Characteristics**

This is a technical journey level classification, working under direction from the unit manager. The incumbent is expected to know the operating policies and procedures of their assigned department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of a specific information systems.

**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.**

- 30% +/- 10%
- Designs, plans, and executes system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals and milestones for project completion; submits project proposal to IT management for approval.
- 30% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team.
- 20% +/- 10%
- Develops solutions for user needs; configures information systems; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solution (e.g. internal database administrators, coders, business analyst); automates repetitive processes using programming languages.
- 20% +/- 10%
- Provides continued end-user support for the system; directs configuration and security requirements; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with six (6) years of computer information systems experience; or an equivalent combination of education, 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 computers, servers, mainframe, printers, and scanners.

### **Technology Requirements**

- Ability to operate a variety of software tools including email software (MS Outlook), assigned department informational system/s (e.g. SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, MS Publisher, IBM Cognos, SSRS), spreadsheet software (MS Excelword processing or script editing software (MS Word, Notepad++).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees.
- Ability to provide instruction and training to other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize the principles of algebra, and descriptive and inferential statistics.

### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Information Systems Analyst

- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, County employees, consultants, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Project Inspector	<b>Class Number:</b>	18111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

**Distinguishing Characteristics**

This is an advanced-journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

**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.**

- 50% +/- 10%
- Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.
- 35% +/- 10%
- Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor’s construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.).
- 15% +/- 5%
- Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

### **Experience Required to Perform Essential Job Functions**

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.
- Valid driver's 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, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

#### **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 construction management software (Appia).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, and contractors and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform basic algebra and geometry.

#### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.

## Project Inspector

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, project files, agreements, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, engineers, co-workers, employees from other local municipality service departments, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness, humidity, electrical currents, noise extremes, vibrations, traffic hazards, and machinery.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Project Manager	<b>Class Number:</b>	18112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan, manage, and coordinate tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

**Distinguishing Characteristics**

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

**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.**

- 30% +/- 10%
- Assists in preparing documents (e.g., drawings, specifications, reports, cost estimates, agreements, etc.) as needed for projects and the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies.
- 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff.
- 20% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff.
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Administrators; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; performs site visits and inspections; arranges, directs, and documents project review meetings; responds to general comments from the public.

Project Manager

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in civil engineering, architecture, business administration, or a related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

#### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine calculations involving statistics, basic algebra, and geometry.

#### **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 invoices, architecture and engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA

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## Project Manager

guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.

- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime 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 architecture, engineering, land use, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, staff, attorneys, engineers, other County employees, , consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	18113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

### Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a Chief Section Engineer or Chief Section Architect and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

### 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.**

- 30% +/- 10%
- Plans, executes, and manages multiple aspects of design, construction and maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry standards, and required laws; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget.
- 30% +/- 10%
- Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares and/or reviews bid specifications for County projects; conducts preconstruction and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for

## Senior Project Manager

adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies.

10% +/- 5%

- Performs supporting administrative responsibilities; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in civil engineering, architecture, business administration, or a related field with six (6) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).



## **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

## **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

## **Mathematical Ability**

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

## **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 RFPs, RFQs, contracts, budgets, construction and building permits, invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, Ohio Building Codes, EPA codes, ADA guidelines, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime 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 basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.

## Senior Project Manager

- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, other County agencies, local agencies, directors, consultants, other County employees,, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

*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

<b>Class Title:</b>	Social Service Specialist	<b>Class Number:</b>	13091
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to facilitate and coordinate communications, support, and provision of social services to meet inmates' needs.

### Distinguishing Characteristics

This is an entry-level social work classification with responsibility for acting as a liaison for inmates, making referrals to social services and educational groups, and maintaining related documentation. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

### 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.**

- 50% +/- 10%
- Facilitates and coordinates communications, support, and social services for inmates; conducts face-to-face meetings with inmates; conducts rounds to assigned floors; responds to inmates' requests for services which may include researching court information, initiating social service/miscellaneous referrals, or phone calls to internal and external individuals (e.g., attorneys, court staff, etc.); initiates timely collaborations for inmate situations (e.g. death in the family, medical issues, concerns with court cases, etc.); acts as a liaison between inmates, their attorneys, caseworkers, probation/parole officers, and others as appropriate.
- 30% +/- 10%
- Makes referrals for inmates; reviews all available jail management information (e.g. classification screenings) to understand inmates' needs; meets with inmates to gather necessary information to assist with pending court cases and/or coordinate referrals to internal or external resources for identified service needs.
- 10% +/- 5%
- Facilitates support and educational groups (e.g., jail adjustment/orientation, etc.) for inmates as directed by Jail Administration; documents services provided.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles monthly statistics (number of referrals, participation in support groups, etc.) and creates reports; performs notary services as needed for inmates.

## Social Service Specialist

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in social services, humanities, or a related field and one (1) year of experience in social work or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain and maintain licensure as a Notary in the State of Ohio within 6 months of hire date.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to walk and climb stairs within the correctional facility without assistance.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (MS Outlook), internet browser (Google Chrome, Internet Explorer, etc.), PDF Reader (Nitro, Adobe Acrobat Reader), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a inmate request forms, court paperwork, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures manuals, and court proceedings.
- Ability to prepare monthly statistical forms, memos, documents, emails, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to provide support, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret basic legal terminology and language.

## Social Service Specialist

- Ability to communicate with inmates, medical/mental health professionals, criminal justice liaisons, attorneys, caseworkers, supervisors, and court personnel.

### **Environmental Adaptability**

- Work is typically performed in jail facilities and entails working in areas where inmates are housed and/or located. Security staff may be in close proximity but will not accompany while most inmate interaction is held.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Supervisor, HHS Training Specialist	<b>Class Number:</b>	14053
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Departments:</b>	Health and Human Services		

**Classification Function**

The purpose of this classification is to supervise training officers and new-hire staff (i.e. Social Service Workers, EFS Specialists, Support Officers) during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

**Distinguishing Characteristics**

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

**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.**

- 50% +/- 10%

Supervises and directs the work of HHS Training Specialist and new-hire during their first 90-day training period; 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.

- 45% +/- 10%

Administers training program activities for department employees, university students, and/or foster parents; determines training 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 manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the county.

- 5% +/- 2%

Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies 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 five (5) years of training or social work experience; 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 computers and peripheral equipment.
- Ability to operate audio-visual equipment.

#### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, or promotion of other employees.
- Ability to recommend the discipline or discharge of other employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including memos, training literature, training plans, performance evaluations, curriculum descriptions, collective bargaining agreements, 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, curriculum descriptions, training needs analysis, monthly reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Supervisor, HHS Training Specialist

- Ability 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 human resources terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Systems Analyst	<b>Class Number:</b>	16101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

**Distinguishing Characteristics**

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and 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.**

- 25% +/- 10%
- Designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements.
  
- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated
  
- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.
  
- 20% +/- 10%
- Assists development of system solutions; writes SQL scripts to extract data for analysis and system testing; write technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues.
  
- 5% +/- 2%
- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

## Systems Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any equivalent combination of education, 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 computers, mainframe computer, modems, hard drives, printers, and scanners.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g. Cuyahoga County Judicial Information System, Milestone), database software (SQL Server, Oracle, MS Access), email software (MS Outlook), IT support ticket software (Cherwell), spreadsheet software (MS Excel), structured query language (T-SQL, PL/SQL), word processing or script editing software (MS Word, Notepad++).

#### **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 to upper-level data analysis and visualizations including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, database sets, user reports, computer periodicals, hardware and software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, 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 computer system terminology and computer programming languages.

## Systems Analyst

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Designer 1	<b>Class Number:</b>	16191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

### Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from the Administrator, Web and Applications Development. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus programming and the back-office infrastructure.

### 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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree information technology, graphic art/design, or a related field with two (2) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML and CSS; or an equivalent combination of education, training, and experience.

### Additional Requirements

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

## Web Designer 1

- 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 a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including integrated development software (MS Visual Studios, GIT, graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSSweb-content management software ( Sitefinity or similar CMS, wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

#### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance guidelines, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret videography and audio visual terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Web Designer 1

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Designer 2	<b>Class Number:</b>	16192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

### Distinguishing Characteristics

This is technical, journey level classification, working under direction from the Administrator, Web and Applications Development. This position is distinguished from Web Designer 1 in that this position receives instruction or assistance only as unusual situations arise. This position is fully responsible for projects taken on and is expected to exercise independent judgment and initiative to complete those projects using established standards and best practices. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus the programming and back-office infrastructure.

### 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.**

75% +/- 10%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML or CSS; or an equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

## **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 and multifunction printer.

### **Technology Requirements**

- Ability to use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe Photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSS, web-content management software (Sitefinity or similar CMS), wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

### **Environmental Adaptability**

- Work is typically performed in an office environment.



## Web Designer 2

*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**

<b>Class Title:</b>	Web Maintenance Technician	<b>Class Number:</b>	16021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide web maintenance services for the County using technologies that conform to the Information Technology Department standards.

**Distinguishing Characteristics**

This is an entry level classification responsible for updating website content including text and images, using web content management software. This class works under general supervision of the Administrator, Web & Applications Development. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. The web maintenance technician is distinguished from the designer series where this class is responsible for basic web page updates versus creating and building websites and implementing front end design.

**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.**

- 40% +/- 10%
- Updates websites for County agencies; meets with clients or exchanges emails to determine web update requirements; uses various back-office applications to update data for internal or external websites; enters data into Content Management Software (CMS).
- 40% +/- 10%
- Follows maintenance procedures for receiving, processing, and completing web maintenance requests; makes PDF forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; adds video and audio links to websites; updates HTML code and edits photos and images using Adobe Photoshop or software.
- 10% +/- 5%
- Troubleshoots and debugs errors on web pages; updates and saves files to Portable Document Format (pdf); directs related IT problems to the correct IT support staff.
- 10% +/- 5%
- Performs administrative duties to support the department; meets with web designers for general guidance on tasks, priorities and assignments,; provides answers to inquiries from County departments

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent and one (1) year of experience that includes website maintenance and various software used for website design and graphical editing software (e.g. Adobe Photoshop); or an equivalent combination of education, 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 a computer and multifunction printer.

### **Technology Requirements**

- Ability to operate a variety of software tools including web content management software (Sitefinity or similar CMS), email software (MS Outlook), graphics editing software (Adobe Photoshop), presentation software (MS PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including requests to post various departmental documents to their website, calendars, and webpage programming code.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, the Employee Handbook, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms, correspondence, 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 computer code terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers, and work groups members.

### **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**

<b>Class Title:</b>	ERP Enterprise Asset Management Systems Lead	<b>Class Number:</b>	16322
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

**Distinguishing Characteristics**

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

**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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department’s end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.

25% +/- 10%

- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

## ERP Enterprise Asset Management Systems Lead

15% +/- 10%

- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management experience; or any equivalent combination of training and experience.

### 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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

#### Language Ability & Interpersonal Communication

- Requires the 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.

Effective Date: 09.28.2017  
Last Modified: 09.28.2017

## **ERP Enterprise Asset Management Systems Lead**

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	ERP HRIS Systems Lead	<b>Class Number:</b>	16341
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

**Distinguishing Characteristics**

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

**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%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.

25% +/- 10%

- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

### **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 perform standard and advanced mathematical equations as they apply to the ERP HR modules.

#### **Language Ability & Interpersonal Communication**

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for



proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	ERP Procurement Systems Lead	<b>Class Number:</b>	16352
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

**Distinguishing Characteristics**

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

**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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.
  
- 25% +/- 10%
- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
  
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management experience; or any equivalent combination of training and experience.

### **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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

#### **Language Ability & Interpersonal Communication**

- Requires the 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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Director, Parentage, Quality Assurance Manager & Training	<b>Class Number:</b>	12321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21A
<b>Dept:</b>	Medical Examiner's Office		

**Classification Function**

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

**Distinguishing Characteristics**

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Medical Examiner and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

**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%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.
  
- 20% +/- 10%
- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; 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; develops and implements competency testing; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; 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; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of 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 perform statistical and probability analysis.

### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, 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 medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	17012
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

### 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%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

#### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.

## Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

*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

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	17013
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

### 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.***

- 50% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 15% +/- 5%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.
- 10% +/- 5%
- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

## Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

### AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, and other 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; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

### **Supervisory Responsibilities**

- Ability to 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of 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 high school level algebra, geometry, and trigonometry.

### **Language Ability & Interpersonal Communication**

- Requires the 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 objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

## Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Examiner	<b>Class Number:</b>	11071
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

**Classification Function**

The purpose of this classification is to review and analyze information to assist with audit functions.

**Distinguishing Characteristics**

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

**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.**

- 65% +/- 10%
- Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
- 35% +/- 10%
- Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.



## **Examiner**

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

#### **Data Utilization**

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

#### **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 make use of the principles of routine statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Juvenile Mediator	<b>Class Number:</b>	12161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

**Classification Function**

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children’s’ best interests.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

**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.**

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint’s.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor’s degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.
- Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

**Additional Requirements for all levels**

No special license or certification is required.

## Juvenile Mediator

### 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 and 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 court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law.
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3<sup>rd</sup> party custody, transmittal sheet, 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, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

#### Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0010

Sponsored by: <b>Councilmembers Miller and Sweeney</b>	<b>An Ordinance</b> providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 706.01 of the Cuyahoga County Code establishes the General Fund Reserve which sets forth such reserve to be twenty-five percent (25%) of the current fiscal year's General Fund ongoing budgeted operating expenses; and

WHEREAS, Section 707.01 of the Cuyahoga County Code establishes the Health and Human Services Levy Fund Reserve which sets forth such reserve to be ten percent (10%) of the current fiscal year's Health and Human Services Levy Fund ongoing budgeted operating expenditures; and

WHEREAS, the County Council endeavors to set policies and frameworks for the exercise of prudent fiscal management of the County budget and reserves; and

WHEREAS, the County Council has reviewed Sections 706.01 and 707.01 of the Cuyahoga County Code and has determined that various amendments are required; and

WHEREAS, it is necessary that these Ordinances 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 ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Sections 706.01 and 707.01 of the Cuyahoga County Code are hereby amended as follows (deletions are stricken, additions are bold and underlined):

~~Section 706.01 General Fund Reserve Established~~

~~The County Council hereby establishes twenty-five percent (25%) of the current fiscal year's General Fund ongoing budgeted operating expenditures as a General Fund, fund balance reserve.~~

### Section 706.01 General Fund Reserve Policy

Cuyahoga County shall maintain a General Fund Reserve Balance of at least twenty-five percent (25%) of the prior year's actual General Fund expenditures. Capital expenditures paid for from the General Fund shall be included as expenditures only to the extent of \$10 million. Expenditures, normally paid for from the General fund, that are instead paid for from a special one-time revenue source, to the extent that they exceed \$10 million, shall be included as General Fund expenditures. The Fiscal Officer shall calculate the General Fund Reserve requirement and publish it annually as part of the Results of Operations Report. Designation of a possible future expenditure as a "reserve on balance" shall not be considered an obligation which must be subtracted from the cash balance to determine available reserves.

### Section 707.01 Health and Human Services Levy Fund Reserve

~~The County Council hereby establishes ten percent (10%) of the current fiscal year's Health and Human Services Levy Fund ongoing budgeted operating expenditures as a Health and Human Services Levy Fund, fund balance reserve except that the Health and Human Services Levy Fund, fund balance reserve shall be fifteen percent (15%) through December 31, 2013.~~

### Section 707.01 Health and Human Services Levy Reserve Policy

Cuyahoga County shall maintain a Health and Human Services Levy Fund Reserve of at least ten percent (10%) of the prior year's actual Health and Human Services Levy Fund expenditures. Any expenditures, normally paid for by the Health and Human Services Levy Fund, that are instead paid for by a special one-time revenue source, to the extent that they exceed \$10 million, shall be included as Health and Human Services Levy Fund expenditures. The Fiscal Officer shall calculate the Health and Human Services Reserve requirement and publish it annually as part of the Results of Operations Report. Designation of a possible future expenditure as a "reserve on balance" shall not be considered an obligation which must be subtracted from the cash balance to determine available reserves.

**SECTION 2.** It is necessary that this Ordinance 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 Ordinance 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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0153

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further 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 County departments, offices, and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. Community Development		<b>DV-21-HOME-ADM</b>
DV220135 – HOME		
Personal Services	\$	40,546.00
Other Expenses	\$	6,500.00

The Department of Development is requesting new appropriation in the amount of \$47,046 for the purpose of establishing the 2021 HOME Investment Partnerships Program (HOME) administration grant award. This annual grant is provided on a formula basis to states and localities to fund a wide range of activities including building, buying and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.239) and covers up to a seven-year performance period beginning May 13, 2021. This grant is paid on a reimbursable basis and requires no cash match.

B. Community Development		<b>DV-21-HOME-PP</b>
DV220135 – HOME		
Other Expenses	\$	2,678,808.00

The Department of Development is requesting new appropriation in the amount of \$2,678,808 for the purpose of establishing the 2021 HOME Investment Partnerships Program (HOME) project plan grant award. This annual grant is provided on a formula basis to states and localities to fund a wide range of activities including building, buying and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.239) and covers up to a seven-year performance period beginning May 13, 2021. This grant is paid on a reimbursable basis and requires no cash match.

C. Community Development		<b>DV709964968100</b>
DV220130 – Healthy Homes Initiative		
Other Expenses	\$	(651.79)

The Office of Budget and Management, on behalf of the Department of Development, is requesting an appropriation decrease in the amount of \$651.79 for the purpose of closing out the 2005 Healthy Homes Initiative grant award. This grant addressed pulmonary hemorrhaging, asthma and lead poisoning by controlling environmental factors, particularly moisture and mold problems, in the home in high-risk areas of Cleveland and Cuyahoga County. The grant was funded by the U.S. Department of Housing and Urban Development, passed through the Cuyahoga County Board of Health. 99% of the grant, or \$90,648.21, was spent. There is no cash balance to resolve.

D. Other Legislative & Exec		<b>BE-20-HAVA</b>
BE290130 – Board of Elections Grants		
Other Expenses	\$	1,834.00

The Board of Elections is requesting an appropriation increase in the amount of \$1,834 for the purpose of grant closure. In 2020, the Board of Elections received a Help America Vote Act (HAVA) grant to improve the administration of elections for federal office,



including enhancing technology, access to polling locations for individuals with disabilities, and making election security improvements. The grant dollars accrued \$1,834 in interest that must be spent on project costs. The grant was funded by the U.S. Election Assistance Commission (CFDA 90.404), passed through the Office of the Ohio Secretary of State, and covered the period of August 1, 2020, to November 3, 2020. This appropriation increase will eliminate the remaining cash balance.

E. Capital Projects **CFCCC0000101**  
 PW600125 – New CC Corrections Center  
 Other Expenses \$ 4,000,000.00

The Department of Public Works is requesting new appropriation in the amount of \$4,000,000 for the purpose of contracting with a Criteria Architect to develop the design, and perform other services, with respect to the creation of a new Cuyahoga County Corrections Center (CCCC). The CCCC will be designed to provide a safe and secure environment meeting all State and professional standards as well as reflecting best practices relating to contemporary jail operations and design. The Criteria Architect will review and confirm the CCCC Program and assist the County with the site selection process to ensure compatibility with programmatic requirements. The Criteria Architect will also perform Schematic Design and Design Development phase services. This contract will be paid from the General Fund reserves.

F. COVID-19 CARES Act Fund **DV-21-ARP-ERA2**  
 DV350105 – Emergency Rental Assistance – COVID 19  
 Other Expenses \$ 10,796,771.20

The Department of Development is requesting new appropriation in the amount of \$10,796,771.20 for the purpose of establishing the Emergency Rental Assistance – Round 2 (ERA2) federal award. Awarded as part of the American Rescue Plan Act of 2021, ERA2 funds are designed to assist households unable to pay rent or utilities through existing or newly created rental assistance programs. The ERA2 award is funded by the U.S. Department of the Treasury (CFDA 21.023) and covers the period of May 10, 2021, to September 30, 2025. This federal award is paid as a series of advanced payments and requires no cash match. The requested appropriation represents 40% of Cuyahoga County’s total ERA2 allocation and the current cash balance received from the U.S. Department of the Treasury.

G. Community Development **JE265**  
 DV220145 – HUD Section 108  
 Other Expenses \$ 593,630.00

The Office of Budget and Management, on behalf of the Department of Development, is requesting an appropriation increase in the amount of \$593,630 for the purpose of making debt service payments to the U.S. Department of Housing and Urban Development to repay an outstanding HUD Section 108 loan. These debt payments are made in February and July. Funding sources are repayments from HUD Section 108 Loans and Community Development Block Grant Economic Development loans.

H. General Fund **JE289**  
 SH100115 – Law Enforcement - Sheriff  
 Other Expenses \$ 710,220.33

The Office of Budget and Management, on behalf of the Sheriff's Office, is requesting additional appropriations in the amount of \$710,220.33. The additional appropriations are for two contracts: Chagrin Valley Dispatch Operations in the amount of \$665,775 for the period of April 28, 2021 to December 31, 2022 and Pre-Employment Psychological Evaluations in the amount of \$44,445.33 for the period of January 1, 2021 to December 31, 2023. Both contracts were approved by County Council (R2021-0058 on March 19, 2021 and BC2020-679 on December 22, 2020). The contracts will be funded by the General Fund.

I. General Fund			<b>JE296</b>
PS100100 – General Office			
Other Expenses	\$	500,000.00	

The Office of Budget and Management, on behalf of the Prosecutor's Office, is requesting additional appropriations in the amount of \$500,000 to engage outside counsel to provide legal and consulting services to assist with the planning, development and construction of a potential new justice center complex. Funding source is General Fund.

**SECTION 2.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: General Fund Assigned	<b>GL22-00</b>
DV105100 – Community Develop (Casino Tax)	
Trans Out – Transfer Out	\$ 3,000,000.00
TO: Community Development	
DV220110 – Economic Development Fund	
Trans In – Transfer In	\$ 3,000,000.00

The Office of Budget Management, on behalf of the Department of Development, is requesting a cash transfer of \$3,000,000 from the Community Development Fund to the Economic Fund. This is to satisfy the 2021 Budget Requirement of the scheduled Community Development Fund transfer into the Economic Development Fund. The current cash balance in the Community Development Fund is \$10,261,468.

B. FROM: Health and Human Services Levy			<b>JE38</b>
FS255105 – HHS Levies 4.8 Subsidies			
Trans Out – Transfer Out	\$	4,757,762.50	
TO: Cuyahoga Support Enforcement			
HS245100 – Cuyahoga Supp. Enforcement Ag			
Trans In – Transfer In	\$	4,757,762.50	

The Office of Budget and Management is requesting a cash transfer \$4,757,762.50 for the first half of the year subsidy for the Office of Child Support Services. This subsidy is funded by the 4.8 Health and Human Services Levy.

C.	FROM: Health and Human Services Levy		<b>JE38</b>
	FS255105 – HHS Levies 4.8 Subsidies		
	Trans Out – Transfer Out	\$	565,695.50
	TO: Other Health and Safety		
	HS280100 – Fatherhood Initiative		
	Trans In – Transfer In	\$	565,695.50

The Office of Budget and Management is requesting a cash transfer of \$565,695.50 for the first half year-end subsidy for Fatherhood Initiative. This subsidy is funded by the 4.8 Health and Human Services Levy.

D.	FROM: Health and Human Services Levy		<b>JE38</b>
	FS255105 – HHS Levies 4.8 Subsidies		
	Trans Out – Transfer Out	\$	874,006.50
	TO: Human Services		
	HS260230 – Children W/Med Handicap		
	Trans In – Transfer In	\$	874,006.50

The Office of Budget and Management is requesting a cash transfer of \$874,006.50 for the first half of the year subsidy for the Department of Job and Family Services-Children with Medical Handicap. This subsidy is funded by the 4.8 Health and Human Services Levy.

E.	FROM: Health and Human Services Levy		<b>JE38</b>
	FS255105 – HHS Levies 4.8 Subsidies		
	Trans Out – Transfer Out	\$	1,051,944.50
	TO: Victim Assistance		
	PJ325100 – Witness Victim HHS		
	Trans In – Transfer In	\$	1,051,944.50

The Office of Budget and Management is requesting a cash transfer of \$1,051,944.50 for the first half of the year subsidy for Public Safety and Justice Services-Witness Victim HHS. This subsidy is funded by the 4.8 Health and Human Services Levy.

F.	FROM: Health and Human Services Levy		<b>JE37</b>
	FS257110 – HHS Levies 4.7 Subsidies		
	Trans Out – Transfer Out	\$	3,473,825.00
	TO: Human Services		
	HS260185 – Admin Svcs – Gen'l Manager		
	Trans In – Transfer In	\$	3,473,825.00

The Office of Budget and Management is requesting a cash transfer of \$3,473,825 for the first half of the mandated share subsidy for the Department of Job and Family Services. This subsidy is funded by the 4.7 Health and Human Services Levy.

G. FROM: Health and Human Services Levy	<b>JE37</b>
FS257110 – HHS Levies 4.7 Subsidies	
Trans Out – Transfer Out	\$ 42,636,115.00
TO: Human Services	
HS260130 – Admin Svcs – Gen'l Manager	
Trans In – Transfer In	\$ 16,761,115.00
Human Services	
HS215110 – Purch. Congregate & Foster Care	
Trans In – Transfer In	\$ 25,875,000.00

The Office of Budget & Management is requesting a cash transfer of \$42,636,115 for the first half of the projected subsidy for the Division of Children and Family Services. This subsidy is funded by the 4.7 Health and Human Services Levy.

H. FROM: Health and Human Services Levy	<b>JE37</b>
FS257110 – HHS Levies 4.7 Subsidies	
Trans Out – Transfer Out	\$ 10,343,807.50
TO: Human Services	
HS260255 – Ofc of the Director	
Trans In – Transfer In	\$ 10,343,807.50

The Office of Budget and Management is requesting a cash transfer of \$10,343,807.50 for the first half projected subsidy for the Department of Senior and Adult Services. This subsidy is funded by the 4.7 Health and Human Services Levy.

I. FROM: Health and Human Services Levy	<b>JE38</b>
FS255105 – HHS Levies 4.8 Subsidies	
Trans Out – Transfer Out	\$ 9,251,743.50
TO: Human Services	
HS260240 – Early Start	
Trans In – Transfer In	\$ 9,251,743.50

The Office of Budget and Management requests subsidy cash transfer of \$9,251,743.50 for the first half of the year subsidy from the Health and Human Services Levy to the Office of Early Childhood and Family. This subsidy is funded by the 4.8 Health and Human Services Levy.

J. FROM: Health and Human Services Levy	<b>JE38</b>
FS255105 – HHS Levies 4.8 Subsidies	
Trans Out – Transfer Out	\$ 2,526,059.00
TO: Human Services	

HS260300 – Family & Children First  
 Trans In – Transfer In \$ 2,526,059.00

The Office of Budget and Management requests a subsidy cash transfer of \$2,526,059 for the first half of the year subsidy from the Health and Human Services Levy to the Family & Children First. Funding source is the 4.8 Health and Human Services Levy.

K. FROM: Health and Human Services Levy **JE38**  
 FS255105 – HHS Levies 4.8 Subsidies  
 Trans Out – Transfer Out \$ 5,266,361.50

TO: Human Services  
 HS260350 – Homeless Services  
 Trans In – Transfer In \$ 5,266,361.50

The Office of Budget and Management requests subsidy cash transfer of \$5,266,361.50 for the first half of the year subsidy from the Health and Human Services Levy to the Office of Homeless Services. Funding source is the 4.8 Health and Human Services Levy.

L. FROM: Health and Human Services Levy **JE38**  
 FS255105 – HHS Levies 4.8 Subsidies  
 Trans Out – Transfer Out \$ 1,485,178.50

TO: Human Services  
 HS260355 – Office of Reentry  
 Trans In – Transfer In \$ 1,485,178.50

The Office of Budget and Management requests subsidy cash transfer of \$1,485,178.50 for the first half of the year subsidy from the Health and Human Services Levy to the Office of Re-Entry. Funding source is the 4.8 Health and Human Services Levy.

M. FROM: Health and Human Services Levy **JE38**  
 FS255105 – HHS Levies 4.8 Subsidies  
 Trans Out – Transfer Out \$ 119,715.00

TO: Other Health and Safety  
 HS280130 – Family Justice Center  
 Trans In – Transfer In \$ 119,715.00

The Office of Budget and Management requests a subsidy cash transfer of \$119,715 for the first half of the year subsidy from the Health and Human Services Levy to the Family Justice Center. Funding source is the 4.8 Health and Human Services Levy.

N. FROM: Health and Human Services Levy **JE38**  
 FS255105 – HHS Levies 4.8 Subsidies  
 Trans Out – Transfer Out \$ 726,456.50

TO: Other Health and Safety  
 HS280135 – Human Services Other







To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: June 16, 2021

Re: Fiscal Agenda – 6/22/2021 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **June 22, 2021**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide grant and CIP appropriation increase/decrease as requested.
- Cash Transfers as requested.

**Additional Appropriation Summary** – Additional appropriation is requested to cover expenditures that exceed the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Item	Funding Source	Purpose
Development	\$14,116,255.20	A,B,F,G	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Development	\$(659.71)	C	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Board of Elections	\$1,834.00	D	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$4,000,000.00	E	CIP - General Fund	Appropriation Increase
Sheriff	\$710,220.33	H	General Fund	Appropriation Increase



Prosecutor	\$500,000.00	I	General Fund	Appropriation Increase
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**Cash Transfer Summary** – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Item	Funding Source	Purpose
Development	\$3,000,000.00	A	General Fund Assigned	Cash Transfer
Cuyahoga Support Enforcement	\$4,757,762.50	B	Health and Human Services Levy	Cash Transfer
Fatherhood Initiative	\$565,695.50	C	Health and Human Services Levy	Cash Transfer
Children w Med Handicap	\$874,006.50	D	Health and Human Services Levy	Cash Transfer
Witness Victim HHS	\$1,051,944.50	E	Health and Human Services Levy	Cash Transfer
Job & Family Services	\$3,473,825.00	F	Health and Human Services Levy	Cash Transfer
CFS	\$42,636,115.00	G	Health and Human Services Levy	Cash Transfer
Senior & Adult Services	\$10,343,807.50	H	Health and Human Services Levy	Cash Transfer
Early Childhood	\$9,251,743.50	I	Health and Human Services Levy	Cash Transfer
Family & Children First	\$2,525,059.00	J	Health and Human Services Levy	Cash Transfer
Homeless Services	\$5,266,361.50	K	Health and Human Services Levy	Cash Transfer
Office of Reentry	\$1,485,178.50	L	Health and Human Services Levy	Cash Transfer
Family Justice Center	\$119,718.00	M	Health and Human Services Levy	Cash Transfer
HHS Other Programs	\$726,456.50	N	Health and Human Services Levy	Cash Transfer
HHS Admin	\$1,758,839.00	O	Health and Human Services Levy	Cash Transfer
Workforce Development	\$500,000.00	P	Health and Human Services Levy	Cash Transfer

Common Pleas – Juvenile Division	\$10,512,578.50	Q	Health and Human Services Levy	Cash Transfer
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# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0154

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further 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 County departments, offices, and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. Capital Projects			<b>CFJJC0001301</b>
PW600100 – Capital Projects			
Personal Services	\$	20,000.00	
Other Expenses	\$	5,613,654.00	

The Department of Public Works is requesting new appropriation in the amount of \$5,633,654 for the purpose of establishing the Old Juvenile Justice Center Safety and Security Project. This capital project includes abatement work throughout the facility, extensive clean out and disposal of debris from vandalism, repair of penetrated roof systems, re-establishment of temporary electrical service for safety and security, recovery from the July 2020 arson, and hardening of the facility against future trespassing and vandalism. This project represents a key precursor to any potential redevelopment or reuse of the property. This project is on the 2021 Capital Improvement Plan and is estimated to be completed on or before December 31, 2022.

**SECTION 2.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

**SECTION 3.** 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 4.** 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC042  
June 22, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: June 16, 2021

Re: Fiscal Agenda – 6/22/2021 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

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The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **June 22, 2021**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide CIP appropriation increase/decrease as requested.

**Additional Appropriation Summary** – Additional appropriation is requested to cover expenditures that exceed the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Item	Funding Source	Purpose
Public Works	\$5,633,654.00	A	CIP - General Fund	Appropriation Increase

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0155

Sponsored by: <b>County Executive Budish/Department of Law and County Sheriff</b>	<b>A Resolution</b> accepting the report containing findings and recommendations of Fact-Finder Margaret Nancy Johnson regarding negotiations between Cuyahoga County and the Ohio Patrolmen’s Benevolent Association for a collective bargaining agreement covering approximately 112 employees in the classification of Protective Services Officer at the Cuyahoga County Sheriff’s Department; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County (“County”) has been engaged in negotiations with the Ohio Patrolmen’s Benevolent Association (“OPBA”) for a collective bargaining agreement that covers approximately 112 employees in the classification of Protective Services Officer at the Cuyahoga County Sheriff’s Department; and

WHEREAS, O.R.C. 4117.14(C)(3) of the Public Employees Collective Bargaining Act (“CBA”) expressly authorizes parties who are engaged in collective bargaining negotiations to request fact-finding, an impasse resolution procedure, and the appointment of a fact-finding panel to assist the parties to resolve an impasse in contract negotiations; and

WHEREAS, the parties reached impasse in contract negotiations and submitted their unresolved issues to fact-finding pursuant to the CBA and O.R.C. 4117.14 (C), and a fact-finding hearing was conducted before Margaret Nancy Johnson; and

WHEREAS, pursuant to O.R.C. 4117.14(C)(6)(a) and mutual agreement of the County and the OPBA, the legislative body, by a three-fifths vote of its membership, may reject the recommendations not later than fourteen (14) calendar days after the findings and recommendations were sent, and if the recommendations are not rejected, the recommendations shall be deemed agreed upon as the final resolution of the issues submitted and a collective bargaining agreement shall be executed between the parties, including the fact-finding panel’s recommendations, except as otherwise modified by the parties by mutual agreement; and

WHEREAS, Fact-Finder Margaret Nancy Johnson sent her findings and recommendations to the OPBA and the County on June 11, 2021, and the County Executive, Department of Law, and County Sheriff are recommending that the Fact-Finding report be accepted; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The findings and recommendations of Fact-Finder Margaret Nancy Johnson regarding open issues in the collective bargaining negotiations between the County and the OPBA for a collective bargaining agreement covering approximately 112 employees in the classification of Protective Services Officer at the Cuyahoga County Sheriff's Department are hereby accepted.

**SECTION 2.** 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.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of seven members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC042  
June 22, 2021



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0156

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> adopting the Annual Alternative Tax Budget for the year 2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, O.R.C. 5705.281 permits the county budget commission to waive the tax budget requirement, but shall require the taxing authority to provide such information to the commission as may be required by the commission to perform its duties under this chapter; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual Alternative Tax Budget; and,

WHEREAS, the County Operating Tax Budget for 2022 is \$1,671,749,658; and,

WHEREAS, after due consideration of the Alternative Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Alternative Tax Budget for the year 2022.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The year 2022 Annual Alternative Tax Budget for the County of Cuyahoga as prepared in accordance with O.R.C. 5705.28, O.R.C. 5705.281, and the requirement of the Cuyahoga County Budget Commission, is hereby approved.





ARMOND BUDISH  
Cuyahoga County Executive

To: County Council

FROM: Walter Parfejewiec, Office of Budget and Management

Date: May 21, 2021

RE: 2022 Alternative Tax Budget

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Pursuant to **Ohio Revised Code §5705.28(A)(2)** and **Ohio Revised Code 5705.281**, the County is required to adopt the annual Alternative Tax Budget by July 15<sup>th</sup>. The intent of the Alternative Tax Budget is to estimate revenue generated by property tax levies for the coming year and to demonstrate, by way of the estimates, the need to continue to levy the taxes.

**A total of 14.85 mills will be levied by the County in voted and unvoted millage in 2022 totaling \$434.7 million.** The revenue generated by this millage supports general operations, debt service, health and human services, and programs and services for the developmentally disabled.

This proposed 2022 Alternative Tax Budget reflects an allocation of the 1.45 inside millage: 1.00 mills to the General Fund and 0.45 mills to the General Obligation Bond Retirement Fund. This is no change from the prior year.

Attached please find the following:

- Resolution R2021-xxxx, adopting the 2022 Alternative Tax Budget
- The 2022 Alternative Tax Budget, Schedules I-V

Please contact Mike Chambers or I with any questions. Thank you for your consideration.

# ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cuyahoga County

For the Fiscal Year Commencing January 1, 2022

Fiscal Officer Signature *M. D. Enright CPA* Date 5-21-2021

## COUNTY OF CUYAHOGA

### **Background**

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

### **Ohio Revised Code Section 5705.281**

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

### **County Budget Commission Duties**

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

### **County Budget Commission Action**

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

### **Alternative Tax Budget Information Filing Deadline**

For all political subdivisions excluding school districts, the fiscal officer must file one copy of this document with the County Fiscal Officer on or before July 20th. For school districts the fiscal officer must file one copy of this document with the County Fiscal Officer on or before January 20th.

# **GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION**

## **SCHEDULE 1**

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year and add any new levies. This will help to ensure that no levies are missed.

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example. In column 9 identify the amount of general property tax you wish to request.

## **NOTE:**

The general purpose of column 9 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and lawfully, adopted under this chapter or by other information required per ORC 5705.281."

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback, and the personal property 10,000 exempt monies.

## **SCHEDULE 2**

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all funds.

In column 3, total estimated receipts should include all revenues plus transfers in excluding property taxes and local government revenue. All taxing authority must submit a list of all tax transfers.

## **SCHEDULE 3**

The general purpose of schedule 3 is to provide inside/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad valorem property tax to pay debt service on general obligation debt as it becomes due, unless that debt service is paid from other sources.

## **SCHEDULE 4**

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever amount is necessary to pay debt service on those bonds.

## **SCHEDULE 5**

The general purpose of schedule 5 is to properly account for tax anticipation notes. See schedule 5 for more details.

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
 (List All Levies Of The Taxing Authority)

**SCHEDULE 1**

I	II	III	IV	V	VI	VII	VIII	IX
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized (Mills)	\$ AMOUNT Requested Of Budget Commission
Board of Developmental Disabilities (Zone 2210)	To support the provision of services to individuals and families affected by developmental disabilities	11/8/2005	Replacement	Cont.	2005/2006	Cont	3.9	\$110,032,442
HHS Levy Fund (Zone 2255)	To support the provision of health and human services	3/3/2016	Renewal	Eight	2016/2023	2017/2024	4.8	\$135,424,560
HHS Levy Fund (Zone 2255)	To support the provision of health and human services	4/28/2020	Replacement	Eight	2020/2027	2021/2028	4.7	\$144,633,923
General Fund (Zone 1100)	To support general government operations	Inside Millage					1.00	\$30,773,175
GO Bond Retirement Fund (Zone 3500)	To support annual debt service on the three outstanding GO issues	Inside Millage					0.45	\$13,847,929
<b>Totals</b>							<b>14.85 mills</b>	<b>\$434,712,030</b>

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

## SCHEDULE 2

I	II	III	IV	V	VI	VII
Fund BY Type	Beginning Estimated Unencumbered Fund Balance	Property Taxes and Local Government Revenue	Other Sources Receipts	Total Resources Available for Expenditures	Total Estimated Expenditures & Encumbrances	Ending Estimated Unencumbered Balance
1100 General Fund	\$ 171,182,229	\$ 29,465,405	\$ 426,626,529	\$ 627,274,163	\$ 497,320,828	\$ 129,953,335
2200 ADAMHS	\$ 29,845,267	-	\$ 43,463,659	\$ 73,308,926	\$ 46,463,659	\$ 26,845,267
2205 ADAMHS Grants	\$ (670,807)	-	-	\$ (670,807)	-	\$ (670,807)
2210 Board Of Develop. Disabilities	\$ 147,334,590	\$ 110,032,442	\$ 21,696,313	\$ 279,063,345	\$ 108,013,573	\$ 171,049,772
2215 Children Services	\$ 12,831,584	-	\$ 87,315,155	\$ 100,146,739	\$ 82,637,417	\$ 17,509,322
2220 Community Development	\$ 15,964,627	-	\$ 3,614,486	\$ 19,579,113	\$ 12,570,874	\$ 7,008,239
2225 Conventon Center	\$ 1,012,864	-	\$ 6,191,634	\$ 7,204,498	\$ 270,000	\$ 6,934,498
2235 County Land Reutilization	\$ (1,729,740)	-	\$ 9,652,730	\$ 7,922,990	\$ 7,000,000	\$ 922,990
2240 Court	\$ 8,024,665	-	\$ 1,628,065	\$ 9,652,730	\$ 1,149,371	\$ 8,503,359
2245 Cuyahoga Support Enforcement	\$ 5,817,369	-	\$ 35,388,625	\$ 41,206,014	\$ 34,633,425	\$ 6,572,589
2250 Delinquent Real Estate Assess.	\$ 11,843,227	-	\$ 6,114,901	\$ 17,958,128	\$ 5,925,985	\$ 12,032,143
2255 Health And Human Services Levy	\$ 39,372,716	\$ 275,833,282	\$ 245,935	\$ 315,451,933	\$ 254,879,060	\$ 60,572,873
2256 MetroHealth Subsidy	-	-	-	-	-	-
2260 Human Services	\$ 11,583,185	-	\$ 146,126,740	\$ 157,709,925	\$ 142,387,082	\$ 15,322,843
2265 Litter Prevention & Recycling	-	-	-	-	-	-
2270 Motor Vehicle Gas Tax	\$ 52,335,039	-	\$ 35,851,900	\$ 88,186,939	\$ 30,883,337	\$ 57,303,602
2275 Other Community Development	\$ 267,495	-	\$ 23,398	\$ 290,893	\$ 102,138	\$ 188,755
2280 Other Health And Safety	\$ 11,823,466	-	\$ 17,259,478	\$ 29,082,943	\$ 22,656,905	\$ 6,426,038
2285 Other Judicial	\$ 18,248,150	-	\$ 9,582,117	\$ 27,830,267	\$ 12,484,442	\$ 15,345,825
2290 Other Legislative And Exec.	\$ 19,274,629	-	\$ 1,207,900	\$ 20,482,529	\$ 3,761,136	\$ 16,721,393
2295 Other Public Works	\$ 913,452	-	\$ 1,485	\$ 914,937	-	\$ 914,937
2300 Other Social Services	\$ 6,630,905	-	\$ 171,664	\$ 6,802,569	\$ 977,339	\$ 5,825,230
2305 Real Estate Assessment	\$ 26,612,678	-	\$ 16,500,050	\$ 43,112,728	\$ 11,662,183	\$ 31,450,545
2310 Solid Waste	\$ 3,090,398	-	\$ 1,245,609	\$ 4,336,007	\$ 1,940,874	\$ 2,395,133
2315 Sports Facilities Enhancement	\$ 11,800,365	-	\$ 11,861,553	\$ 23,661,917	\$ 9,844,335	\$ 13,817,582
2320 Treat All For Safer Comm	\$ 1,978,223	-	\$ 358,388	\$ 2,336,611	\$ 1,315,296	\$ 1,021,315
2325 Victim Assistance	\$ 56,222	-	-	\$ 56,222	\$ 2,283,179	\$ (2,226,957)
2330 Youth Services	\$ 8,587,430	-	\$ 8,587,430	\$ 17,174,861	-	\$ 17,174,861
2335 Lodging Tax Fund	\$ 853,255	-	\$ 15,000,000	\$ 15,853,255	\$ 17,569,584	\$ (1,716,329)
2345 Opioid Mitigation Fund	\$ 91,898,930	-	-	\$ 91,898,930	-	\$ 91,898,930
2350 COVID-19 CARES Act Fund	\$ 120,835,673	-	-	\$ 120,835,673	-	\$ 120,835,673
3500 Debt Service	\$ 1,366,352	\$ 13,847,929	\$ 93,098,392	\$ 108,312,673	\$ 99,966,698	\$ 8,345,975
4600 Capital Projects	\$ 6,333,498	-	\$ 16,381,466	\$ 22,714,964	\$ 3,307,968	\$ 19,406,996
4605 Road Capital Projects	\$ 32,940,841	-	\$ 26,300,000	\$ 59,240,841	\$ 24,800,000	\$ 34,440,841
4610 Convention Center Hotel Const.	\$ (4,872,842)	-	-	\$ (4,872,842)	-	\$ (4,872,842)
5700 County Airport	\$ 1,560,298	-	\$ 1,283,174	\$ 2,843,472	\$ 1,326,582	\$ 1,516,890
5705 County Parking Garage	\$ 4,607,141	-	\$ 2,268,850	\$ 6,875,991	\$ 1,829,423	\$ 5,046,568
5710 CC Information Systems	\$ 2,014,226	-	\$ 419,974	\$ 2,434,200	\$ 562,335	\$ 1,871,865
5715 Sanitary Engineer	\$ 32,944,765	-	\$ 26,338,060	\$ 59,282,825	\$ 25,052,379	\$ 34,230,446
6750 Central Custodial Services	\$ 7,008,346	-	\$ 43,343,228	\$ 50,351,574	\$ 45,099,198	\$ 5,252,376
6755 Maintenance Garage	\$ 1,446,332	-	\$ 1,502,640	\$ 2,948,972	\$ 955,573	\$ 1,993,399
6765 Health Insurance	\$ 12,353,198	-	\$ 122,965,999	\$ 135,319,197	\$ 117,259,599	\$ 18,059,598
6770 Workers' Compensation	\$ 18,791,773	-	-	\$ 18,791,773	\$ 5,746,031	\$ 13,045,742
6775 Postage	\$ 1,085,049	-	\$ 1,359,908	\$ 2,444,957	\$ 1,369,116	\$ 1,075,841
6780 Printing	\$ 335,830	-	\$ 1,148,949	\$ 1,484,779	\$ 1,920,898	\$ (436,119)
7950 Soil & Water Conservation Dist	\$ 749,154	-	\$ 1,071,296	\$ 1,820,450	\$ 1,349,836	\$ 470,614
<b>TOTAL ALL FUNDS</b>	<b>\$ 946,282,064</b>	<b>\$ 429,179,057</b>	<b>\$ 1,275,669,680</b>	<b>\$ 2,651,130,801</b>	<b>\$ 1,671,749,658</b>	<b>\$ 979,361,143</b>

# UNVOTED GENERAL OBLIGATION DEBT

(Include General Obligation Debt To Be Paid From Inside/Charter Millage Only)  
 (Do Not Include General Obligation Debt Being Paid By Other Sources)  
 (Do Not Include Special Obligation Bonds & Revenue Bonds)

## SCHEDULE 3

I Purpose Of Bonds Or Notes	II Date Of Issue	III Final Maturity Date	IV Principal Amount Outstanding At The Beginning Of The Calendar Year	V Amount Required To Meet Calendar Year Principal & Interest Payments	VI Amount Receivable From Other Sources To Meet Debt Payments
Series 2009B General Obligation Bonds	12/22/2009	12/1/2034	\$85,585,000	\$5,178,892	\$1,910,426.00
Series 2019A General Obligation Bonds	9/12/2019	12/1/2035	\$39,020,000	\$1,753,150	\$1,753,150.00
Series 2019B General Obligation Bonds	9/12/2019	12/1/207	\$28,205,000	\$5,112,464	\$5,112,464.00
Series 2020A General Obligation Bonds	11/3/2020	12/1/2037	\$50,530,000	\$8,142,600	\$359,600.00
Series 2020B General Obligation Bonds	11/3/2020	12/1/2035	\$50,810,000	\$2,899,967	\$0.00
<b>Total</b>			<b>\$254,150,000</b>	<b>\$23,087,073</b>	<b>\$9,135,640</b>





# TAX ANTICIPATION NOTES

(Schools Only)

## SCHEDULE 5

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

	Name Of Tax Anticipation Note Issue	Name Of Tax Anticipation Note Issue
Amount Required To Meet Budget Year Principal & Interest Payments:		
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		

Amount Of Debt Service To Be Apportioned To The Following Settlements:		
February Real		
August Real		
June Tangible		
October Tangible		
Total		
Name Of Fund To Be Charged		

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0157

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> making an award on RQ5580 to Hellmuth, Obata &amp; Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Corrections Center Project for the period 7/6/2021 - 12/31/2025; authorizing the County Executive to execute Contract No.1571 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Correction Center Project for the period 7/6/2021 - 12/31/2025; and,

WHEREAS, the County evaluated five (5) statements of qualifications received in repose to RFQ5580 and the architectural firm of Hellmuth, Obata & Kassabaum, P.C. received the highest ranking; and,

WHEREAS, the contract with Hellmuth, Obata & Kassabaum, P.C. provides for criteria architectural services, including programming, schematic design, and design development services; services in connection with establishment of Design-Build GMP; review of construction documents prepared by the Architect of Record for conformance with design intent; and other specified services on behalf of the County during the construction documents, construction administration and closeout phases of the project; and,

WHEREAS, the project is funded 100% from the General Fund; 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.** County Council hereby makes an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Correction Center Project for the period 7/6/2021 - 12/31/2025.

**SECTION 2.** The County Executive is authorized to execute the contract and all other related documents consistent with this Resolution.

**SECTION 3.** 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 4.** 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2021

Public Works, 2021, Submit & Award Contract with  
**Hellmuth, Obata & Kassabaum, P.C.**  
For the **Criteria Architect for the Cuyahoga County Corrections  
Center Project**  
**RFQ#5580, 8,000,000.00**

**SUMMARY OF REQUESTED ACTION:**

**A. Scope of Work Summary:**

1. Department of Public Works is requesting to submit and award the contract agreement with **Hellmuth, Obata & Kassabaum, P.C.** for the Criteria Architect for the Cuyahoga County Corrections Center Project in the amount of \$8,000,000. Because this is a design contract, no dates will be provided in the contract. However, for planning purposes, the anticipated start date is 07/06/2021 and the completion date is 12/31/2025.
2. The County has determined the primary goal of the need to engage **HOK** to perform **Criteria Architect Services for the Cuyahoga County Corrections Center**.

**B. Procurement**

- a. The procurement method for this project was RFQ 5580. The total value of the RFQ was for \$8,000,000.
- b. The RFQ was closed on May 4, 2021.
- c. There were 5 proposals submitted for review, three (3) interviewed, and one (1) proposal selected, **HOK**.
- d. There was 15% SBE, 10% MBE, and 5% WBE on this RFQ.

**C. Contractor and Project Information**

1. **HOK**

415 North Front Street, Suite 175  
Columbus, OH 43215

The **Project Manager** is **Jason Wandersee 773 -718 -5427**

**D. Project Status & Planning**

1. The Justice Center Facility is an ongoing project, but this service is new to the County.

**E. Funding**

1. The project is funded by 100% County General Fund.
2. The schedule of payments is by invoice.



**Office of Procurement and Diversity Tabulation Sheet**

REQUISITION NUMBER: 5580	TYPE: (RFB/RFP/RFQ): RFQ	ESTIMATE: \$ N/A
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: MAY 4, 2021	NUMBER OF RESPONSES (issued/submitted): 124/5
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Criteria Architect for the Cuyahoga County Corrections Center Project	
DIVERSITY GOAL/SBE 15%	DIVERSITY GOAL/MBE 10%	DIVERSITY GOAL/WBE 5%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	1 AECOM 1300 E 9 <sup>th</sup> Street #500 Cleveland OH 44114	Bid Bond / Check	n/a	Actual Bid Amount "N/A" if RFP or RFQ	n/a	Buyer Administrative Review: OPD Buyer Initials	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0215  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP:	Price Preference	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Subcontractor Name(s):  (MAA) Moody Nolan, Inc. MBE %TBD (MAPA) METCO of Ohio, Inc. SBE/MBE %TBD (MW) Barber & Hoffman, Inc. SEB %TBD (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE %TBD (FW) DERU Landscape Architecture, LLC SBE/WBE %TBD (FW) Guide Studio, Inc. SBE/WBE %TBD (FW) MCGUINESS UNLIMITED, INC. %TBD  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>TBD</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> %  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No	Dept. Tech. Review	Award : (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:  SBE / MBE / WBE	Dept. Tech. Review w	Award : (Y/N)
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			SBE/MBE/WBE Comments and Initials:  No waiver requested. EN 5/5/2021 LL 5/7/21		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
2 Dewberry -OH Designers PC 132 North York St #2C Elmhurst IL 60126-3070	n/a	n/a	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Number: n/a  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MW) Barber & Hoffman, Inc. SBE %10 (MW) Environmental Design Group, LLC SBE 2.0% (FW) Lawhon & Associates, Inc. SBE/WBE .5% <b>(WAPA) Resource International, Inc. SBE/WBE 7.0%</b> (MAA) R. Engineering Team, LLC SBE/MBE 9.5%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>12 %</u> MBE: <u>9.5 %</u> WBE: <u>7.5 %</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address		Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			SBE/MBE/WBE Comments and Initials:  Scope of work (Civil Eng., Geotech. Eng.) for Resource Inc., does not match their certification category - Construction Management. Partial waiver for MBE requested. EN 5/5/2021 Resource Int'l is only eligible for SBE goals due to SBA Size Standard for const. management but as WBE there is no SBA Size Limit LL 5/7/21		

Transaction ID:

Bidder's / Vendors Name and Address	3 DLR Group 1422 Euclid Ave #300 Cleveland OH 44115	Bid Bond / Check	n/a	Actual Bid Amount "N/A" if RFP or RFQ	n/a	Buyer Administrative Review: OPD Buyer Initials	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 19-0057  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Price Preference	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Subcontractor Name(s):  (MW) Richard L. Bowen Associates, Inc. SBE 12.5% (FW) Van Auken Akins Architects, LLC SBE/WBE 5.5% (MAA) Moody Engineering, LLC SBE/MBE 4% (MW) BEHNKE ASSOCIATES, INC. SBE 1% (MAA) R. Engineering Team, LLC SBE/MBE 1.5% (MAPA) Kabil Associates, Inc. SBE/MBE 1.5% <b>(WAPA) Resource International, Inc. SBE/WBE 7.0%</b> (FW) HzW Environmental Consultants, LLC SBE/WBE .5%	Dept. Tech. Review	Award : (Y/N)	
<table border="1"> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Total %</td> <td>SBE: <u>13.5%</u> MBE: <u>7%</u> WBE: <u>13%</u></td> </tr> </table>													SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total %	SBE: <u>13.5%</u> MBE: <u>7%</u> WBE: <u>13%</u>
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
Total %	SBE: <u>13.5%</u> MBE: <u>7%</u> WBE: <u>13%</u>															

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount "N/A" if RFP or RFQ	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: MMH			SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:  Ubiquitous Design, LTD not certified. Scope of work (Civil Eng., Geotech. Eng.) for Resource Inc., does not match their certification category - Construction Management. 2021 Resource Int'l is only eligible for SBE goals due to SBA Size Standard for const. management but as WBE there is no SBA Size Limit LL 5/7/21		

Transaction ID:

Bidder's Name and Address	Bid Bond / Check	Actual Bid Amount "N/A" if RFP or RFQ	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
4 HDR 1100 Superior Ave #650 Cleveland OH 44114-2518	n/a	n/a	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0304  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MAPA) DLZ Ohio, Inc. MBE 23% (MW) Barber & Hoffman, Inc. SBE 7% (MAA) R. Engineering Team, LLC SBE/MBE 4% (FAPA) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE 6% (FW) Regency Construction Services, Inc. SBE/WBE 1%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>7 %</u> MBE: <u>27%</u> WBE: <u>7%</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: Karpinski Eng. Not certified, Pending due to Trust. No waiver requested. EN 5/5/21 LL 5/7/21		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:  SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH					

Transaction ID:

Bidder's / Vendors Name and Address 5 HOK 415 North Front St #175 Columbus OH 43215	Bid Bond / Check n/a	Actual Bid Amount "N/A" if RFP or RFQ n/a	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP:	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): (MW) K2M Design, Inc. SBE 26.66% (MW) The Osborn Engineering Company SBE 25.85% (FW) Construction Support Solutions WBE 1.78% (FAA) Robert P. Madison International, Inc. SBE/MBE/WBE 6.63% (MAPA) METCO of Ohio, Inc. SBE/MBE %2.24 (MAA) AGM Energy Services, LLC MBE 1.52% SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: <u>25.85%</u> MBE: <u>3.76%</u> WBE: <u>8.41%</u> SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No	Dept. Tech. Review Award : (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials  <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: <u>MMH</u>	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:  SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
					SBE/MBE/WBE Comments and Initials:	KS Associates, Inc., not certified, Pending due to Trust. No waiver requested. EN 5/6/2021 LL 5/7/21		

Transaction ID:



# Proposal Evaluation Form

**Project Name** Cuyahoga County Corrections Center **Criteria Architect** Cuyahoga County Corrections Center **Committee Members:** Nallah K. Byrd, Clerk of Courts  
 Robert Coury, Public Safety Chief  
 Michael W. Dever, Director  
 Michelle D. Earley, Judge  
 Michael J. Gallagher, County Council  
 Ronda Gibson, Jail Administrator  
 Michael C. O'Malley, County Prosecutor  
 Brendan J. Sheehan, Judge  
 Christopher P. Viland, County Sheriff

**Submission Date** April 7, 2021

**Selection Meeting Date** May 11, 2021

**Facilitator** Ernest F. Zadell

RFQ 5580

EVALUATION CRITERIA	Max Points	Rankings				
		AECOM	Dewberry	DLR Group	HDR	HOK
<b>Section 1 - Minimum Qualifications</b>						
Qualifications Met	Yes/No	YES	YES	YES	YES	YES
SBE Goal Met	Yes/No	YES	YES	YES	YES	YES
<b>Section 2 - Firm's Experience</b>	<b>25</b>	19	17	23	21	23
<b>Section 3 - Available Staff's Experience</b>						
Project Manager	20	15	16	17	17	17
Support Staff	20	16	11	17	18	18
<b>Section 4 - Project Methodology</b>	<b>20</b>	13	14	18	16	18
Geographic Location	5	5	5	5	5	5
Previous Work	10	3	10	9	10	10
<b>TOTAL</b>	<b>100</b>	<b>71</b>	<b>73</b>	<b>89</b>	<b>87</b>	<b>91</b>

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	5580
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	1096
CM Contract#	1571

Briefing Memo	Department initials LW	Clerk of the Board <input type="checkbox"/>
---------------	---------------------------	--

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION						
Formal RFQ						
			Department initials	OPD		
Notice of Intent to Award (sent to all responding vendors)			LW	Okay per MH		
Bid Specification Packet			LW	Okay per MH		
Evaluation Summary (names of evaluators to be included)			LW	Okay per MH		
Diversity Documents – <i>if required (goal set)</i>			LW	Okay per MH		
Award Letter (sent to awarded vendor)			LW	Okay per MH		
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>			N/A	Okay per MH		
Tabulation Sheet			LW	Okay per MH		
IG#	210188	12-31-25	LW	Okay per MH		
Debarment/Suspension Verified	Date:	6-10-21	LW	Okay per MH		
Auditor’s Finding	Date:	6-10-21	LW	Okay per MH		
Vendor’s Submission			LW	Okay per MH		
W-9 – <i>if required</i>	Tax ID#	431008168	Date:	1-12-21	LW	n/a Okay per MH
Independent Contractor (I.C.) Requirement			Date:	6-11-21	LW	Okay per MH
Agreement/Contract and Exhibits			LW	Okay per MH		
Cover - <i>Master contracts only</i>			N/A	Okay per MH		
Contract Evaluation – <i>if required</i>			N/A	Okay per MH		
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate</i> )			LW	Okay per MH		
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			LW	Okay per MH		
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			LW	Okay per MH		
Checklist Verification			LW	Okay per MH		

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
07/06/21 – 12/31/21	PW750100	55130		<b>\$ 100,000</b>
01/01/22 – 12/31/22	PW600125	55130		<b>\$ 7,900,000</b>
01/01/23 – 12/31/23	PW600125	55130		
01/01/24 – 12/31/24	PW600125	55130		
01/01/25 – 12/31/25	PW600125	55130	<b>TOTAL</b>	<b>\$ 8,000,000</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	N/A
<b>Infor/Lawson PO# Code:</b>	N/A
<b>BuySpeed or Lawson RQ#</b> (if applicable)	5580

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$ 8,000,000</b>		<b>07/6/21 – 12/31/25</b>	<b>TBD</b>	<b>TBD</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### OPD Use Only:

Prior Resolutions	n/a Awarding RQ5580
PO#:	n/a CM 1571
Vendor Name:	HOK; Hellmuth, Obata & Kassabaum, P.C.
ftp:	n/a Design-Build Agreement

2 | Page

Revised 9/11/2020

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

Amount:	8,000,000.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	Awarding of RQ5580 Criteria Architect for the Cuyahoga County Corrections Center Project. Awaiting signed contract. em EMack 6/14/2021.

OPD Buyer approval:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0158

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> authorizing the appropriation of real property for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on September 24, 2019, this Council adopted Resolution No. R2019-0203, which authorized the County Executive to acquire the necessary Right-of-Way to proceed with the reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; and,

WHEREAS, upon receiving the necessary authorization to proceed with acquisition of Right-of-Way, a fair market analysis was conducted, and fee appraisals were made; and

WHEREAS, the County's agent, KMJM Land Services, endeavored to acquire the necessary parcels through voluntary negotiation and settlement efforts with the property owners, but has reported that equitable settlement agreements could not be reached on the properties set forth below; and,

WHEREAS, the Department of Public Works has requested that the County appropriate certain property rights required for highway purposes for the above described improvement, identified as the following parcels of land:

Parcel 1 T (Temporary Easement)  
Property Owner: Hetmet Ullah Abdual Fatah  
Address: 12972 Sprague Road, Parma, OH 44130  
Mailing Address: 12972 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Parcel 6 T (Temporary Easement)

Property Owners: Roman & Natalia Sheychuk

Address: 12781 Sprague Road, North Royalton, OH 44133

Mailing Address: 12781 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Parcel 8 T (Temporary Easement)

Property Owner: Joshua, Ronnie & Judith Payne

Address: 12954 Sprague Road, Parma, OH 44130

Mailing Address: 12954 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Parcel 35 T (Temporary Easement)

Property Owner: Niska Samardizja

Address: 12187 Sprague Road, North Royalton, OH 44133

Mailing Address: 12187 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Parcel 37 T (Temporary Easement)

Property Owner: Jesse & Tara Garling

Address: 12147 Sprague Road, North Royalton, OH 44133

Mailing Address: 12147 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$450.00

Parcel 49 T (Temporary Easement)

Property Owner: Robert Togliatti

Address: 11603 Sprague Road, North Royalton, OH 44133

Mailing Address: 11603 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$400.00

Parcel 62 T (Temporary Easement)

Property Owner: Joanna Kannenberg

Address: 11591 Sprague Road, North Royalton, OH 44133

Mailing Address: 11591 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1,250.00

Parcel 65 T (Temporary Easement)

Property Owner: Isaiah Miklowski

Address: 11447 Sprague Road, North Royalton, OH 44133

Mailing Address: 11447 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1,900.00

Parcel 68 WD, T (Warranty Deed and Temporary Easement)

Property Owner: Velibor & Jecto Lovre

Address: 12020 Sprague Road, Parma, OH 44130  
Mailing Address: 12020 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$800.00

Parcel 72 T (Temporary Easement)  
Property Owner: Frank Lindow  
Address: 11335 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11335 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$700.00

Parcel 74 T (Temporary Easement)  
Property Owner: Arthur Klein  
Address: 11301 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11301 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$850.00

Parcel 82/84 T (Temporary Easement)  
Property Owner: Timothy Graydon & Peter Suc, Trustees  
Address: 11181 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11181 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$500.00

Parcel 94 T (Temporary Easement)  
Property Owner: Jobie & Joyce Dotson  
Address: 11099 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11099 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$350.00

Parcel 98 T (Temporary Easement)  
Property Owner: Edward & Lisa Neiner  
Address: 10897 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10897 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 118 T (Temporary Easement)  
Property Owner: Alexander Orabovich  
Address: 11224 Sprague Road, Parma, OH 44130  
Mailing Address: 11224 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 130 T (Temporary Easement)  
Property Owner: Michael Wohar Jr. & Leigh Kaminski  
Address: 11030 Sprague Road, Parma, OH 44130  
Mailing Address: 11030 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00



Parcel 131 T (Temporary Easement)  
Property Owner: Anthony Daniele  
Address: 10321 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10321 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 132 WD, T (Warranty Deed and Temporary Easement)  
Property Owner Dusanka Tomasic  
Address: 11000 Sprague Road, Parma, OH 44130  
Mailing Address: 11000 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 143 T (Temporary Easement)  
Property Owner: Joanna Kannenberg  
Address: 10137 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10137 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1,350.00

Parcel 149 T (Temporary Easement)  
Property Owner: Essmine LLC  
Address: 7888 York Road, Parma, OH 44130  
Mailing Address: 147-24 75th Avenue, Flushing, NY 11367  
Fair Market Value Estimate: \$4,000.00

WHEREAS, the necessity for the immediate effectiveness of this Resolution is established because federal funds are being utilized for Right-of-Way acquisition on this project and the County is required to progress on schedule for the project in order to maintain project funding deadlines; and,

WHEREAS, the Right-of-Way cannot be certified to the Ohio Department of Transportation as being ready for construction unless and until all Right-of-Way parcels have been acquired either by agreement or by the filing of a petition for appropriation together with a check in the amount of the Fair Market Value Estimate made payable to the Cuyahoga County Probate Court, in the Cuyahoga County Probate Court.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That certain real property as required for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; as described below be, and the same is, hereby declared necessary to appropriate for public use, more specifically for the purpose of making or repairing roads which shall be open to the public, without charge. Such property is described as follows:

Parcel 1 T (Temporary Easement)  
Property Owner: Hetmet Ullah Abdual Fatah  
Address: 12972 Sprague Road, Parma, OH 44130  
Mailing Address: 12972 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 6 T (Temporary Easement)  
Property Owners: Roman & Natalia Sheychuk  
Address: 12781 Sprague Road, North Royalton, OH 44133  
Mailing Address: 12781 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 8 T (Temporary Easement)  
Property Owner: Joshua, Ronnie & Judith Payne  
Address: 12954 Sprague Road, Parma, OH 44130  
Mailing Address: 12954 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 35 T (Temporary Easement)  
Property Owner: Niska Samardizja  
Address: 12187 Sprague Road, North Royalton, OH 44133  
Mailing Address: 12187 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 37 T (Temporary Easement)  
Property Owner: Jesse & Tara Garling  
Address: 12147 Sprague Road, North Royalton, OH 44133  
Mailing Address: 12147 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$450.00

Parcel 49 T (Temporary Easement)  
Property Owner: Robert Togliatti  
Address: 11603 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11603 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$400.00

Parcel 62 T (Temporary Easement)  
Property Owner: Joanna Kannenberg  
Address: 11591 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11591 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1,250.00

Parcel 65 T (Temporary Easement)  
Property Owner: Isaiah Miklowski  
Address: 11447 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11447 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1,900.00

Parcel 68 WD, T (Warranty Deed and Temporary Easement)

Property Owner: Velibor & Jecto Lovre

Address: 12020 Sprague Road, Parma, OH 44130

Mailing Address: 12020 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$800.00

Parcel 72 T (Temporary Easement)

Property Owner: Frank Lindow

Address: 11335 Sprague Road, North Royalton, OH 44133

Mailing Address: 11335 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$700.00

Parcel 74 T (Temporary Easement)

Property Owner: Arthur Klein

Address: 11301 Sprague Road, North Royalton, OH 44133

Mailing Address: 11301 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$850.00

Parcel 82/84 T (Temporary Easement)

Property Owner: Timothy Graydon & Peter Suc, Trustees

Address: 11181 Sprague Road, North Royalton, OH 44133

Mailing Address: 11181 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$500.00

Parcel 94 T (Temporary Easement)

Property Owner: Jobie & Joyce Dotson

Address: 11099 Sprague Road, North Royalton, OH 44133

Mailing Address: 11099 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$350.00

Parcel 98 T (Temporary Easement)

Property Owner: Edward & Lisa Neiner

Address: 10897 Sprague Road, North Royalton, OH 44133

Mailing Address: 10897 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Parcel 118 T (Temporary Easement)

Property Owner: Alexander Orabovich

Address: 11224 Sprague Road, Parma, OH 44130

Mailing Address: 11224 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Parcel 130 T (Temporary Easement)

Property Owner: Michael Wohar Jr. & Leigh Kaminski

Address: 11030 Sprague Road, Parma, OH 44130  
Mailing Address: 11030 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 131 T (Temporary Easement)  
Property Owner: Anthony Daniele  
Address: 10321 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10321 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 132 WD, T (Warranty Deed and Temporary Easement)  
Property Owner Dusanka Tomasic  
Address: 11000 Sprague Road, Parma, OH 44130  
Mailing Address: 11000 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 143 T (Temporary Easement)  
Property Owner: Joanna Kannenberg  
Address: 10137 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10137 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1,350.00

Parcel 149 T (Temporary Easement)  
Property Owner: Essmine LLC  
Address: 7888 York Road, Parma, OH 44130  
Mailing Address: 147-24 75th Avenue, Flushing, NY 11367  
Fair Market Value Estimate: \$4,000.00

**SECTION 2.** That the County Executive, through the Department of Public Works, be, and is, hereby directed to proceed with filing the necessary action to acquire the property as described above.

**SECTION 3.** That the County Fiscal Officer be, and is, hereby authorized to issue monetary warrants in the amount of the Fair Market Value Estimates listed above, made payable to the Cuyahoga County Probate Court, said warrants to be deposited with the Probate Court at the time of filing the petitions to appropriate.

**SECTION 4.** That the Clerk of Council is hereby directed to transmit copies of this Resolution upon its approval by the County Executive to Michael Dever, Director of Public Works and to Michael Chambers, County Fiscal Officer.

**SECTION 5.** That it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to assure that work on the improvement can commence during the prime construction season. Otherwise, any delay in commencement of the work may cause delay to the work and result in significant cost increases to the County. Provided that

this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 6.** That 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

The Department of Public Works is requesting authorization for the County Executive to take the required steps to file 20 appropriation actions in Cuyahoga County Probate Court in order to acquire necessary right-of-way for highway purposes. This appropriation action will be filed in connection with the Sprague Road Project and declaring the necessity that this Resolution become effective immediately.

In the following cases, the County has been unable to reach an agreement with the owner of the parcel to the compensation to be paid for acquiring the parcels.

**Parcel 1 T**

Property Owner: Hetmet Ullah Abdual Fatah

Address: 12972 Sprague Road, Parma, OH 44130

Mailing Address: 12972 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response. Additionally, the owner was mailed a package by certified mail – the package was returned.

**Parcel 6 T**

Property Owner: Roman & Natalia Shevchuk

Address: 12781 Sprague Rd., North Royalton, OH 44133

Mailing Address: 12781 Sprague Rd., North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response. Additionally, the owner was mailed a package by certified mail – the package was signed for.

**Parcel 8 T**

Property Owner: Joshua, Ronnie & Judith Payne

Address: 12954 Sprague Road, Parma, OH 44130

Mailing Address: 12954 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response. Additionally, the owner was mailed a package by certified mail – the package was signed for.

**Parcel 35 T**

Property Owner: Niska Samardizja

Address: 12187 Sprague Road, North Royalton, OH 44133

Mailing Address: 12187 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 37 T

Property Owner: Jesse & Tara Garling

Address: 12147 Sprague Road, North Royalton, OH 44133

Mailing Address: 12147 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$450.00

Property owner provided a counter-offer of \$3600.00. The County denied the counter offer and the property has been unresponsive since then.

Parcel 49 T

Property Owner: Robert Togliatti

Address: 11603 Sprague Road, North Royalton, OH 44133

Mailing Address: 11603 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$400.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 62T

Property Owner: Joanna Kannenberg

Address: 11591 Sprague Road, North Royalton, OH 44133

Mailing Address: 11591 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1250.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 65 T

Property Owner: Isaiah Miklowski

Address: 11447 Sprague Road, North Royalton, OH 44133

Mailing Address: 11447 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1900.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 68 WD, T

Property Owner: Velibor & Jecto Lovre

Address: 12020 Sprague Road, Parma, OH 44130

Mailing Address: 12020 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$800.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 72 T

Property Owner: Frank Lindow

Address: 11335 Sprague Road, North Royalton, OH 44133

Mailing Address: 11335 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$700.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 74 T

Property Owner: Arthur Klein

Address: 11301 Sprague Road, North Royalton, OH 44133

Mailing Address: 11301 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$850.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 82/84T

Property Owner: Timothy Graydon & Peter Suc, Trustees

Address: 11181 Sprague Road, North Royalton, OH 44133

Mailing Address: 11181 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$500.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 94 T

Property Owner: Jobie & Joyce Dotson

Address: 11099 Sprague Road, North Royalton, OH 44133

Mailing Address: 11099 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$350.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 98 T

Property Owner: Edward & Lisa Neiner

Address: 10897 Sprague Road, North Royalton, OH 44133

Mailing Address: 10897 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Property owner is located at the W. 130<sup>th</sup> Street and Sprague Road intersection and is unsatisfied with the flow of traffic through the intersection and the utility pole placement within the right-of-way. The owner and the County are unable to come to an agreement that meets safety standards.



Parcel 118 T

Property Owner: Alexander Orabovich  
Address: 11224 Sprague Road, Parma, OH 44130  
Mailing Address: 11224 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 130 T

Property Owner: Michael Wohar Jr. & Leigh Kaminski  
Address: 11030 Sprague Road, Parma, OH 44130  
Mailing Address: 11030 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 131 T

Property Owner: Anthony Daniele  
Address: 10321 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10321 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 132 WD, T

Property Owner Dusanka Tomasic  
Address: 11000 Sprague Road, Parma, OH 44130  
Mailing Address: 11000 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 143 T

Property Owner: Joanna Kannenberg  
Address: 10137 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10137 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1350.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 149 T

Property Owner: Essmine LLC

Address: 7888 York Road, Parma, OH 44130

Mailing Address: 147-24 75th Avenue, Flushing, NY 11367

Fair Market Value Estimate: \$4000.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Procurement

The procurement method for the acquisition of right-of-way for this project is that consultant KMJM visits the properties, its ODOT pre-qualified appraiser prepares a Fair Market Value Estimate [FMVE] of the property being taken. Lastly, a pre-qualified land consultant negotiates with the property owners. The consultant considers the amount of settlement to be reasonable. The property owner has agreed to the settlement amount

Funding

Issue 1 Funding: 50% - County Road and Bridge: 25% - City of residence – 25%

Prior Resolutions:

R053901 (10/6/2005) – Convenience and Welfare

R2019-0203 - Approval of ROW Plans

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0159

Sponsored by: <b>County Executive Budish/Department of Development</b>	<b>A Resolution</b> adopting the 2021 five-year Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County's jurisdiction.

### **NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The County's 2021 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

**SECTION 2.** Pursuant to Section 801.02 of the Cuyahoga County Code, the Clerk of Council is hereby authorized to publish the 2021 five-year economic development plan adopted by County Council pursuant to Section 7.05 of the Cuyahoga County Charter on the County Council's website.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, and 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



## Department of Development 2021 Update of Five-Year Economic Development Plan

### Scope of Work Summary

Department of Development submitting the 2021 update of the Cuyahoga County Five Year Economic Development Plan for County Council review, approval, or amendment.

Submission of this annual update is required by the County Charter.

### Procurement

Procurement is not applicable.

### Contractor and Project Information

There is no outside contractor for this submission. As required by the Charter, the Department of Development consulted with the Cuyahoga County Economic Development Commission, chaired by the County Executive.

The Five Year Economic Development Plan cover countywide activities.

### Project Status and Planning

This submission occurs annually. Council action is required by July 31, 2021, by Charter.

### Funding

Funding is not applicable.



# CUYAHOGA COUNTY FIVE- YEAR ECONOMIC DEVELOPMENT PLAN

2021-2025

June 1, 2021

Armond Budish, County Executive  
Cuyahoga County Economic Development Commission  
Department of Development  
Cuyahoga County Council

## **Economic Development Commission Members**

### **Armond Budish**

Chair

Cuyahoga County Executive

### **Mayor Frank G. Jackson**

City of Cleveland (represented by Edward Rybka, Chief of Regional Development, and by David Ebersole, Director of Economic Development)

### **Jack Schron**

Vice - Chair

County Councilman, Chair of Economic Development Committee

### **Daniel O'Malley**

Executive Secretary, North Shore Federation of Labor AFL-CIO

### **William Friedman**

President and CEO, Cleveland Port Authority

### **Brian Hall**

Executive Director, Commission on Economic Inclusion

### **Baiju Shah**

President and CEO, Greater Cleveland Partnership

### **Mayor Katie Gallagher**

City of Brooklyn, Mayors and Managers

### **Marc Byrnes**

Chairman, Oswald Companies

### *Development Staff*

### **Paul Herdeg**

Interim Chief Economic Development Officer

## Introduction: This update of the Five Year Economic Development Plan is based on Cuyahoga County's 2020 COVID-19 Recovery Plan

As part of Cuyahoga County's overall Five Year Economic Development Plan for 2020-2024, the Cuyahoga County Department of Development recommended, and County Council approved, a focused, shorter term, COVID-19 recovery plan. One year later, with many offices just starting to pivot from largely remote work back to in person work, and with our hospitality sector still struggling with weak demand, while also facing extraordinary difficulty rebuilding its work force, we are not yet past the short term impact. We can, however, see signs of hope as several sectors are recovering more quickly, subject to short term supply chain and logistics disruptions.

### COVID-19 Recovery Plan Strategies

RESTORE CUYAHOGA: The One-Year Immediate Focus

- Continue Investment in Support of Small and Minority Businesses and Residents
- Invest in and Expand Innovation
- Accelerate and Scale Existing Workforce Initiatives – Reduce Unemployment

BUILD CUYAHOGA: Continuation and Growth of Initiatives

- Market the County Locally and Nationally

LONG TERM RECOVERY: Sustaining Growth

- Adjust the Five Year Economic Development Plan

### Outcomes of Cuyahoga County's COVID-19 Recovery Plan

Small Business: Extraordinary efforts by state, county, and municipal governments have directed short term resources to small and medium sized businesses, and to residents, for basic survival. Cuyahoga County worked with its network of small business support organizations to grant \$8.68 million of federal CARES Act funds to 1,519 businesses, with 59% of the assisted businesses minority owned. Cuyahoga County has also provided nearly \$20 million of federal funds for emergency rental assistance payments countywide, with another \$10 million set for County Council authorization. Rental assistance is paid to landlords – many of them small businesses.

Innovation: Cuyahoga County's major economic development actors completed their work on the Cleveland Innovation Project, with specific targets set for 2030. Many of these innovation targets have an explicit equity component. Among these targets are 100% household broadband connectivity by 2022, 25% of new digital and STEM graduates being Black or Latinx, 25% of additional tech-led innovation jobs held by Black or Latinx persons, and 25% of tech-led companies receiving new investment capital having Black or Latinx executives.

Workforce: With a "surge" of state resources for displaced worker training in late 2020, branded as "Ohio to Work," supplemented by a modest amount of CARES Act funding, the Cuyahoga County workforce system stepped up its provision of re-training for in demand jobs.

Marketing of Cuyahoga County is underway, with special emphasis on the value of our water resources. There is an additional focus on aligning the talent attraction and talent retention work of organizations active in this field. Preliminary data from LinkedIn showed that greater Cleveland compared favorably to other large cities in population change during COVID.



## Significant 2021 Adjustments to Five Year Economic Development Plan

Water Resources: Promotion of Cuyahoga County's extensive fresh water resources, through the Cleveland Water Alliance, will continue to be a central focus of business attraction efforts.

Microgrids: Using its legal power to establish a public utility, Cuyahoga County will expand the planned downtown Cleveland Microgrid to multiple electricity supply districts located in key business attraction and retention areas of the county. Both reliability of power supply and blending in of sustainably generated power will make these microgrid districts attractive.

Lake Front Access: Cuyahoga County's approach to increased public access to the Lake Erie shoreline, extending its support for the City of Euclid's public access, will become part of our strategy to leverage natural and cultural assets to attract and retain residents and businesses.

Major Cultural Assets: The importance of supporting Cuyahoga County's major cultural assets, including not only traditional arts organizations but also its professional sports teams, is noted.

Equity Commitment: Throughout the Economic Development plan, Cuyahoga County's commitment to acting to overcome the impacts of systemic racial discrimination is prominent. For example, assistance to small businesses must include a focus on the capital needs of minority business owners whose personal wealth is often less than majority business owners.

Equity Zones: As part of its broad commitment to advance equity, Cuyahoga County is adopting an innovative approach to targeting a surge of public resources based on alleviating the impacts of historical racial discrimination – as evidenced by mid 20<sup>th</sup> century federal “redlining” maps.

Closing the Digital Divide: Extending affordable broadband service to every Cuyahoga County household is an essential part of Cuyahoga County's equity and innovation strategies.

Innovation: Through JumpStart's access to the State of Ohio's Third Frontier program, local funding for tech startups is leveraged more than five to one. This Economic Development Plan update notes that resources to allow and encourage startups to grow in Cuyahoga County are essential to realize the full potential of innovation to create new jobs.

Use of American Rescue Plan funds: Unlike the CARES Act, the American Rescue Plan provides funds that can be spent over a five year period, matching the period of the Economic Development Plan. These funds will be used for transformative projects with lasting impact.

## 2021-2025 Five Year Economic Development Plan – Primary Objectives

Cuyahoga County's 2021-2025 Economic Development Plan is built on three primary objectives, each with corresponding Goals, Strategies, and Activities:

1. Re-position and enhance the county brand economically, which will attract capital investment and attract new businesses.
2. Stabilize and seek to increase the county's population with emphasis on attracting and retaining talent needed for business attraction and growth .
3. Advance equity and inclusion, by promoting equity in the allocation of capital, directing supportive services to minority and women owned businesses, and achieving inclusive jobs growth through improving skills and access to jobs.

## Metrics

Cuyahoga County's economic development activities will lead to measurable outcomes, linked to its primary objectives, in the following areas:

1. Opportunity Index: A qualitative measure that reflects a variety of factors impacting the opportunities our residents have to achieve economic success.
2. Entrepreneurship
3. Business Attraction
4. Existing Business Growth
5. Workforce Development
6. Economic Inclusion
7. Population

## Goal 1: Re-establish Cuyahoga County as a national economic hub

Sixty years ago, Cleveland reached its peak population, and was widely regarded as one of the United States' major industrial centers, centered on its heavy manufacturing. Our aspirational goal is to emerge as the Making and Manufacturing Economic Capital of the United States (M<sup>2</sup>EC). While industry has shifted, many of the advantages that made Greater Cleveland an attractive site to locate manufacturing plants, continue to offer an ideal setting for advanced manufacturing and other new economic endeavors. Greater Cleveland already possesses many assets. These assets include higher-education and medical institutions; a track record of supporting innovation, advanced manufacturing; ample supplies of fresh water; a vibrant interstate and international maritime trade industry, and nationally-recognized arts and culture. Building on these strengths, Cuyahoga County will convene and, with our partners, facilitate regional efforts to return Greater Cleveland to a more prominent position in the national economy.

### Strategy 1.1: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.

**Activity 1.1.1: Support business growth and profitability through a workforce pipeline that delivers a sufficient and steady supply of qualified candidates at all skill levels to keep jobs filled.**

Workforce Connect: Provide a shared systems-level focus on eliminating the demand-supply gap for in-demand jobs now and in the future in a sustainable way. Cuyahoga County Government will utilize a variety of approaches, including leveraging intermediary, provider, and sector partnerships, to achieve specific targets and systems-level strategies; access reliable & dynamic data; and create results at scale and accountability for eliminating the demand-supply gap for in-demand jobs in each sector.

The Sector Partnerships Initiative will continue to focus on talent needs of Manufacturing, Health Care, and Information Technology.

**Activity 1.1.2: Assist residents with employment barriers that keep them outside the pipeline to attain employment that is career and wage pathway focused.**

Cuyahoga County Government, through its Propel Cuyahoga initiative, will utilize a variety of approaches to redefine workforce system "success" as a career pathway leading to a family sustaining wage and employment benefits without public support. The County will utilize existing career pathways and establish new pathways in tandem with business leaders, service providers, labor unions, and educational institutions to train workers for in-demand jobs in each sector as part of a sector partnership approach (above). The Skill-Up program will be expanded to include additional services to private sector employers.

Cuyahoga County Government will support existing efforts and create new opportunities to help job seekers establish career plans that integrate support, readiness, education, employment, career advancement, and entrepreneurship services. Job quality will be a focused priority of these activities to assist businesses and service providers with opportunities for career pathways, advancement, retention and mobility.

Cuyahoga County Government will support existing workforce development programs to promote rehabilitation and social reintegration of the re-entry population and will encourage private-sector employers to remove bright-line barriers to employment for job-seekers with criminal records.

Cuyahoga County Government will support and encourage the region's youth (future workers and future entrepreneurs in Pre-K – higher ed ) to enroll in and complete academic programs to improve long-term career prospects (i.e. Technical Education, Apprenticeships, Internships, and other programs that directly connect post-secondary coursework to careers).

**Activity 1.1.3: Build alignment among public, private and philanthropic funders to invest our workforce dollars in ways that advance shared goals and priorities, and measure success by shared outcomes and impact.**

Through a Workforce Funders Group, Cuyahoga County is participating in creating shared systems-level goals and priorities that drive better coordination and guide all local and regional workforce planning and funding decisions. Northeast Ohio has been moving toward a more coordinated systems approach for many years directed at sector partnerships, career pathways, and other opportunities for closer alignment between workforce, economic development, education and human services strategies. Consensus has been achieved among Cuyahoga County's public, nonprofit, and private sectors to create a more comprehensive workforce system. This effort is ongoing and will lead to the creation of sector intermediaries in manufacturing, health care, and Information Technology. Cuyahoga County Government will build on the work that has been done separately in our community, to better integrate and align activities for more effective outcomes.

**Activity 1.1.4: Focus workforce innovation and effort on the hospitality sector, as a key component of our economy. Partner with Destination Cleveland and its partner network to collaboratively research training needs, promote career opportunities, and explore further job training coordination between Cuyahoga Community College and tourism related businesses.**

While the County's travel and tourism industry grows, so do jobs in this sector. Visitor volume in Cuyahoga County has outpaced the U.S. domestic travel growth rate since 2012, rising by 16.4% in this time span. Between 2015 and 2016, employment in the leisure and hospitality employment sector increased by 10%, the highest employment growth rate of any sector in Cleveland with 5,000 new jobs since 2011. This industry supported 8.1% of Cuyahoga County jobs in 2015 and generated more than \$1 billion in sales tax revenue. The U.S. Travel Association maintains that the tourism industry provides a pathway into the workforce for young adults and persons without higher education. Tourism industry employees have an opportunity to start at the bottom and build a career.

## Strategy 1.2: Support manufacturing, including international exports, and promote innovation among small and medium manufacturers

Activity 1.2.1: Cuyahoga County will recognize and support its legacy industries, including steel, automotive, and machine tools, as well as the growth of newer industries. Among significant driver industries of Cuyahoga County are existing businesses that export products/services. Some of these are manufacturers, whose export-driven activities bring in revenues that multiply the manufacturing's impact on the economy. Growth in advanced manufacturing itself drives higher than average pay because use of the more advanced and technical machines and processes requires a higher-skilled workforce.

Activity 1.2.2: Through economic development partners like MAGNET, and maker spaces like ThinkBox, Cuyahoga County will work to strengthen, grow, and accelerate advanced manufacturing through innovation and advanced technologies like 3D printing and digital manufacturing, while simultaneously ensuring there is a vital pipeline of trained workers to fuel that growth. Cuyahoga County supports an effort to become a center of innovation for the Internet of Things.

Activity 1.2.3: Support the Port of Cleveland's "Cleveland to Europe Express" which offers regional manufacturers reliable and local means to export products to international markets. Quicker delivery timelines have and will continue to increase global competitiveness of the region.

Activity 1.2.4: Work with the Port to develop a more holistic export strategy including goods, services, and tourism.

## Strategy 1.3: Create an innovation / entrepreneurship continuum supported by place based strategies including electric supply Microgrids

Supporting the innovation economy in Cuyahoga County and Northeast Ohio will continue to be a key economic priority. The County will continue to support Team NEO's efforts in advancing innovation clusters. This effort is a critical component of positioning regional economic growth with respect to the industries of the future.

Activity 1.3.1: Form partnerships with public and private entities to ensure funding for startup and early stage businesses creating jobs of the future in, for example, the technology and health care sectors. Strive to include minority entrepreneurs and organizations in these partnerships and funding streams.

Activity 1.3.2: Create opportunities for both young people and adults in all neighborhoods and communities to begin to transform business ideas into operational plans. Focus on driving innovation as a cultural aspiration to under-served parts of the County. Examples are the partnership with the County Libraries to open Innovation Centers at key locations and the Cleveland Innovation Project's explicit focus on engaging minority and female youth in STEM career preparation.

Activity 1.3.3: Provide and leverage funding for innovative small businesses, both high-tech and conventional, to start and grow, particularly in neighborhoods. Support technology transfer from NASA Glenn Research Center, in partnership with the Ohio Aerospace Institute and others. Support the creation of Innovation Hubs in strategic locations including the Aerozone, Downtown, the Health Tech Corridor, and in historically underserved neighborhoods and communities, leveraging NELA park in East Cleveland.

Activity 1.3.5: Build upon existing assets, such as development of the world's first freshwater wind farm on Lake Erie and our existing supply chain network to foster manufacturing of component parts for the wind and solar industries.

Activity 1.3.6: Utilize existing assets, including Greater Cleveland's strong health technology innovation system, and the major hospital systems, to attract health care businesses to the region.

Activity 1.3.7: Develop Microgrid districts in multiple locations across the county. Power supply reliability and local generation of sustainable power will attract and retain business in these areas.

Activity 1.3.8: Leverage JumpStart's access to Ohio Third Frontier funding to magnify the impact of locally generated funding for support of startup and early stage technology innovation firms. As these firms mature, provide resources to encourage and support their growth within Cuyahoga County.

## Strategy 1.4: Carry out key County activities to re-establish standing as a regional and national economic hub

Activity 1.4.1: Allocate Cuyahoga County's American Rescue Plan funding, in collaboration with municipal partners whenever possible, to support transformative activities and projects with lasting impact.

Activity 1.4.2: Partner with the County's education stakeholders to improve the County's educational attainment and competitive position. This includes Pre-Cle, K-12 education providers, Say Yes, and Tri C.

Activity 1.4.3: Promote key regional business assets, including NASA Glenn Research Center, JumpStart, Nottingham Spirk, and our major hospital systems, to drive innovation and development.

Activity 1.4.4: With Team NEO, Greater Cleveland Partnership, the Cleveland Water Alliance, Destination Cleveland, and other key partners, leverage brand and research insights to establish a regional, national, and, as appropriate, global branding campaign for the region, focused on top economic growth clusters, which may include industries related to water/maritime, advanced manufacturing, health care / medical technology, financial technology, and arts / entertainment.

Activity 1.4.5: Partner with early-stage business assistance and funding organizations such as JumpStart to foster new industries, particularly where Cuyahoga County has a competitive advantage. Examples include industries related to water, advanced manufacturing and health care.

Activity 1.4.6: Partner with Cuyahoga County communities, the Greater Cleveland Partnership, and Team NEO and the County Land Bank to refine and make more useful a current inventory of developable sites and buildings available for re-use, in each Cuyahoga County community.

Activity 1.4.7: Increase the sources and amounts of public and private sector investment capital, including capital to make brownfield sites economically viable, and leveraging the Opportunity Zone tax incentive.

Activity 1.4.9: Extend affordable access to broadband to every county resident, as a path to digital technology literacy and innovation, for full workforce participation, and to enhance the education system.

Activity 1.4.11: Collaborate with JumpStart, and with the Aerozone Alliance and its member municipalities and organizations to facilitate technology transfer and business creation that maximizes the advantage of proximity to NASA-Glenn Research Center, Cleveland Hopkins Airport, and other airports in the County.

## Goal 2: Foster positive job and population growth & opportunity

### Strategy 2.1: Attract and retain residents with in demand skills

Activity 2.1.1: Actively promote Greater Cleveland as an immigrant friendly community. Partner with Global Cleveland to foster an environment that supports immigrants’ effective immersion into the Greater Cleveland community.

Activity 2.1.2: Promote the County’s post-secondary education system, which includes nationally ranked private universities, to foreign students. Advocate for national policy changes to allow foreign graduates to remain in Greater Cleveland as skilled workers contributing to our talent pool.

Activity 2.1.3: Develop a strategy to engage regional college students to stay in Greater Cleveland – connect them with projected job openings.

Activity 2.14: Utilize resources including Destination Cleveland’s brand assets and insights to market the entire County as an attractive living and working environment for millennials.

### Strategy 2.2: Improve transportation, labor mobility, and job access

Activity 2.2.1: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Fund for our Economic Future, and the City of Cleveland to establish an integrated transportation and economic development plan for the County and to advocate for transportation improvement, growth, diversification, and connectivity. Implement innovative solutions to the “First Mile” and “Last Mile” problems that make job access via public transit difficult and time consuming for workers.

Activity 2.2.2: Implement Vibrant NEO 2040’s recommendation to increase affordable public and other transportation options better connecting communities to workplaces, particularly in Cuyahoga County’s suburbs. Align this work with ongoing research into Job Hubs as a tool for focusing reinvestment in the urban core and appropriate transportation infrastructure.

### Strategy 2.3: Improve business retention and expansion

Activity 2.3.1: Assist Cuyahoga County’s 59 member communities to identify and market their key real estate sites to attract national and regional businesses. Support existing systems such as Ohio One while advocating for regional and statewide site promotion efforts to include Cuyahoga County sites. Work to secure funding for environmental assessments and environmental remediation of sites that are well positioned to attract new business once remediated.

Activity 2.3.2: In a collaborative marketing effort, promote Cuyahoga County’s assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.

Activity 2.3.3: Continue partnerships with Ohio Means Jobs, the Greater Cleveland Partnership, Team NEO, and municipal economic development staff, to coordinate targeted, strategic business-calling programs among these regional actors, municipalities, and the County’s Skill-Up business concierge service, to accelerate business growth in Cuyahoga County.

## Strategy 2.4: Emphasize place-based development

Economic development and community development are inextricably linked. Place-based development reduces the public expense of economic development by capitalizing on the region's existing human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

Cuyahoga County boasts assets that would be the envy of other regions: cultural institutions that are unmatched, access to abundant fresh water and existing infrastructure (from roadways and an international port to information superhighways) with capacity to accommodate growth.

Activity 2.4.1: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets, including its parks, its nationally renowned arts organizations, and its major professional sports teams.

Activity 2.4.2: Expand and leverage the economic value of public access to the Lake Erie waterfront through innovative approaches such as the City of Euclid's development of a publicly accessible lakefront promenade in conjunction with long term publicly financed shoreline erosion control measures.

Activity 2.4.3: Continue to engage with the County Planning Commission to update priority areas for Place Based Economic Development, and leverage unique municipal assets to resource place based economic development projects which have potential for positive economic development impact on a regional scale. As part of this work recommend needed zoning changes to facilitate appropriate development projects.



## Strategy 2.5: Address Climate Change through a Climate Action Plan

Climate Change is a reality that Cuyahoga County will address through a Climate Action Plan. Cuyahoga County's Climate Action Plan addresses these areas:

- **Energy:** 100% Renewable Energy by 2050.
- **Transportation:** Cleaner Fuel Vehicles. More Public Transit, Biking, and Walking
- **Ecosystems:** Understand What's Coming. Expand and Protect What's Here.
- **Health:** Extreme Weather. Extreme Heat. New Diseases. New Stresses. Be Prepared and Ready.
- **Land Use:** Develop Wisely. More Trees and Greenspace.

Activity 2.5.1: Invest \$5 million to plant thousands of trees across the region by 2024

Activity 2.5.2: Organize and fund a Green Bank to lend money and invest in clean energy projects, such as commercial and residential solar panels.

Activity 2.5.3: Build more pedestrian bike paths and connect existing networks of bike paths.

Activity 2.5.4: Provide economic development incentives such as below-market-rate financing to companies moving to or expanding within walking distance of transit routes and/or within transit connected job hubs.

Activity 2.5.5: Create a robust electric vehicle charging station infrastructure.

Activity 2.5.6: Work with the Northeast Ohio Areawide Coordinating Agency to better time traffic signals, reducing idling and speeding up commutes.

Activity 2.5.7: Add rooftop solar panels to multiple County owned buildings and make this technology available to business at the same affordable pricing.

## Goal 3: Embrace equity as a driver of countywide economic growth

### Strategy 3.1: Implement Economic Development Equity Initiatives

Cuyahoga County has activated its Equity Commission in conjunction with its Citizens Advisory Council on Equity. Initial countywide work in 2020 set the stage for Cuyahoga County's ongoing commitment to diversity, equity, and inclusion as an employer, and also through all of its programs, services, and activities. Economic Development equity initiatives include:

Activity 3.1.1: Support implementation of the Cleveland Innovation Project, which emphasizes inclusion and resource access to minority tech-based businesses and talent.

Activity 3.1.2: Small business support will include new funding to small business support partners for their focused support to minority and women-owned businesses.

Activity 3.1.3: Funds will be allocated for working capital loans to minority-owned businesses.

Activity 3.1.4: Cuyahoga County will seek to negotiate affirmative minority hiring and subcontracting efforts in its direct economic development lending programs.

Activity 3.1.5: Job Hubs with access for residents of distressed communities will be supported as preferred locations for new business attraction and business

Activity 3.1.6: Establish Equity Zones, in communities where historic racial discrimination (“redlining”) still causes lasting negative economic impacts, and direct a “surge” of public sector resources to support economic opportunities for residents and businesses in these Equity Zones.

### Strategy 3.2: Implement the Housing Policy through the Housing Program

Activity 3.2.1 Based on housing policy development work led by the County Executive and Deputy Director of Development for Housing, in collaboration with County Council, Cuyahoga County will lead coordinated efforts to improve housing conditions in six key areas:

- Access to Capital
- Tax Collection and Delinquency
- Housing Insecurity
- Special Populations
- Fair Housing
- Confidence in the Housing Market

Activity 3.2.2. Cuyahoga County will operate the Cuyahoga County Housing Program to provide resources for implementation of Housing Plan components, specifically, Access to Capital and Confidence in the Housing Market. The Program includes the Cuyahoga County Land Reutilization Corporation as a partner and runs from 2020 – 2025. Thirty million dollars allocated to the Housing Program over six years focuses on expanding and creating programming for home repair, low dollar mortgages, and other activities to increase property values throughout the County.

## Appendix 1: Current County Economic Development programs and tools / Portfolio of financial assistance products and programs

### Innovation and Entrepreneurship

Innovation is the life blood of any healthy economy. The ability to create better or more effective products, processes, services, technologies, or ideas that are accepted by markets, governments, and society is a direct indicator of an economy's ability to add value and grow. It is vital for the County to facilitate and accelerate innovation development, technology transfer and commercialization activity in order to create an environment conducive for economic growth. Channeling capital to promising companies with a pipeline of inventive products and services, the County adds critical funding to the creative mixture of concepts, employees and management.

Supporting entrepreneurship not only helps drive economic growth, but it is also an effective way to generate economic opportunity for low-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

The County supports key aspects of innovation and start-up business development designed to cultivate entrepreneurs and innovation and to nourish early stage companies along the capital formation continuum and product life-cycle.

**Innovation Centers:** All residents can access resources to develop their business concepts and early commercialization efforts, including collaboration with mentors, at libraries.

**Microenterprise Loan Program:** Through nonprofit partner, Economic & Community Development Council (ECDI), identifies and finances very small startup businesses not yet ready to apply for funding from traditional lenders.

**Pre-Seed for Innovation Ventures Fund:** Through nonprofit partner, JumpStart, Inc., pre-seed growth loans to early-stage companies.

**Early Stage Fund:** Through nonprofit partner, JumpStart, Inc., funds Series A-Venture capital to next-stage companies seeking new equity financing.

**Aerozone/SBIR:** Creating a technology transfer program to support and encourage innovative startup businesses using NASA technology with federal support, to locate and grow in Cuyahoga County.

## Real Estate Finance

Firms that are growing need to modernize and expand. Having development properties ready to meet the expansion and relocation plans of companies is essential. When companies are growing and require more and better space, they seek properties that can be available in a timely manner. Many sites often are more complex, uncompetitive and costly by virtue of environmental issues, abandonment, and/or functional obsolescence. Vacant buildings are often hampered by contamination issues that require remediation or demolition posing significant cost disadvantages.

Our legacy industries have left blighted buildings and contaminated land in the core city and many inner-ring suburbs. The problem of these older commercial and industrial properties is often destructive to the neighborhoods and contributes to continued disinvestment. Growing businesses, unfortunately, often lack the capital and expertise necessary to address these complicated redevelopment opportunities.

The key to reutilizing and redeveloping these properties and land is to provide applicable and relevant subsidy tools that provide faster and clearer solutions and pathways for the companies to address them. The County is actively engaged with companies seeking to locate, expand, or modernize in areas that are served by existing infrastructure and transportation networks, but suffer from the above-described urban disinvestment. As such, the clean-up of land for shovel-ready redevelopment or rapid response for modernization of existing properties is a key piece in the County's place-based economic development plan. The County has devised a strategy to address the property needs for successful companies already in Cuyahoga County, and to help them grow in place.

**USEPA Brownfield Revolving Loan Fund:** Loan funding for clean-up and redevelopment of brownfield sites and properties.

**Redevelopment and Modernization Loans:** Loan financing for significantly blighted and/or underutilized structures and their property improvements, including remediation and modernization for identified end users.

**Place-Based/Mixed-Use Development Loans:** Loans targeted toward strategic, mixed-use and high density (mixture of residential, office, retail, and/or commercial uses) redevelopment projects concentrated in the urban core; downtown, Cleveland's neighborhoods, or inner-ring suburbs.

## Business Growth and Attraction

Both business expansion and attraction are critical sources of job creation and economic growth. Creating a globally competitive economic environment for businesses to grow and thrive requires a development approach that attracts entrepreneurs, businesses, professionals, and investment capital to locate, expand, and remain in Cuyahoga County. Creating access to flexible, dynamic sources of capital that address the growth needs of businesses will stimulate private investment and improve the economic landscape.

Supporting this growth not only helps drive economic development but is also an effective way to generate economic opportunity for minority & female-owned businesses low & moderate-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

**Business Growth and Attraction Loans:** Economic development gap-financing business loans for new construction, physical expansions, real estate acquisition, machinery and equipment and other growth and relocation project needs.

**Large Scale Attraction:** Gap-financing loans and forgivable loan incentives for large-scale & special attraction business projects.

**Grow Cuyahoga County Fund:** Through nonprofit partner, National Development Council (NDC), this program provides direct SBA-backed loans (with County funded gap fillers) for small to medium-sized established businesses.

**Capital Access Fund:** Through a nonprofit partner, the Urban League of Greater Cleveland, this program provides low-cost loans and technical pre- & post-loan counseling for minority-owned small businesses.

**Accelerated Growth Loan Program:** With nonprofit partner, Growth Opportunity Partners, loan financing for the growth of existing small, female & minority-owned businesses.

**SBA-Municipal-County Small Business Initiative:** Through the cities of Cleveland, Cleveland Heights, Fairview Park, Lakewood, Maple Heights, and Shaker Heights, this program provides bank-financed, SBA-backed loans (with Municipal-County funded equity fillers) for small to medium-sized businesses located within these six municipalities.

**Small Business Growth Programs:** Lending partnerships increasing small business access to traditional lending markets, including SBA-Municipal Matching Grants, the Grow Cuyahoga Fund, and the Capital Access Fund.

**Early Stage Loan Program:** With nonprofit partner, Growth Opportunity Partners, loan financing for the growth of existing small, female and minority-owned businesses.

**Actaris Impact Fund & Opportunity Zone Fund:** Cuyahoga County, Arctaris Impact investors, and other philanthropic and civic investors have launched a program to invest in companies and projects within the County's Opportunity Zones.

## Quality of Place Development

Economic Development is inextricably linked to community development. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

County programs and initiatives are a diverse portfolio of community development and housing assistance offerings that work together to create strong, vibrant communities in which people want to live and work. Below is a listing of our current programs in these areas.

**Municipal Grant Program:** Competitive program that awards grants up to \$150,000 to municipal governments for projects that improve their community.

**Commercial Storefront Renovation:** Competitive program designed to help municipalities update or revitalize local retail corridors.

**Homeownership, Repair & Foreclosure:** Down payment assistance, home repair funding and housing counseling to support homeownership.

**Affordable and Fair Housing Initiatives:** Initiatives that promote all areas in the County as welcoming places for our residents.

**Community Wellness Development Program:** Program to incent development of high caliber neighborhood and community assets in sectors that may not achieve the generally accepted success metrics of other job-creation focused development projects, but have an important positive impact on quality of place and community wellness.

## Appendix 2:

# Cuyahoga County Economic Development Financing

## Product and Program Offerings

### **Innovation and Commercialization County Economic Development Fund**

- Pre-Seed for Innovation investments from JumpStart
- Technical Assistance from NASA, Flashstarts, BioEnterprise, etc.
- 

### **Entrepreneurship and Opportunity Economic Development Fund and/or Federal**

- Microenterprise loans through ECDI
- Pre-Seed for Innovation Ventures loans through JumpStart
- Early Stage investments through JumpStart
- Accelerated Growth loans through Growth Opportunity Partners
- Capital Access Fund loans through the Urban League
- Grow Cuyahoga loans through NDC
- SBA-insured bank loans (with equity assistance through Municipal-County match)

**Workforce  
Innovation**  
County HHS  
Levy  
Skill-Up Service  
Training Support

### **Business Growth and Attraction Lending**

#### **Economic Development Fund**

Direct County Loan to an established company to support its growth and/or support its move to Cuyahoga County (underwritten to industry standards and secured, job creation required)

### **Business Attraction Incentives (Forgivable Loans)**

#### **Economic Development Fund**

Incentive to company to attract or retain well paid jobs in target industry (calibrated by the county's Return On Investment; city/state participation coordinated with county incentives)

### **Real Estate (Placemaking) Funding**

#### **Economic Development Fund, Casino, and/or Federal**

Loans, Grants and Tax Credits for a variety of placemaking activities such as Brownfield Assessment/Cleanup, Community Development, Demolition and Modernization, Sustainability (underwritten to funding rules)

## Future Initiatives

Infrastructure, Redevelopment, and Modernization – new sources of capital for Brownfield Cleanup, Site Preparation, and Placemaking

Export Assistance leveraging Cuyahoga County's Advanced Manufacturing industry cluster and prime logistical location for water, rail, road, and air transportation.

## Appendix 3: Economic Development Measures

### 1. Opportunity Index

County	Below Poverty Threshold	Unemployment Rate	Median Household Income	Employed in Select Traded Industries	Change in Average Annual Employment <sup>11</sup>	Net Real Estate Taxes Charged	Economic Vitality Index Score
Cuyahoga	17.5%	4.2%	\$50,366	16.3%	0.8%	\$2,721.7 M	<b>-0.15</b>
Franklin	15.7%	3.5%	\$61,305	16.2%	1.1%	\$2,439.4 M	<b>0.43</b>
Hamilton	15.8%	3.8%	\$57,212	13.3%	0.5%	\$1,552.1 M	<b>0.04</b>
Summit	13.2%	4.3%	\$57,181	16.9%	0.2%	\$953.9 M	<b>0.13</b>

Source: Economic Vitality Index | Center for Economic Development | 12-2020 | Cleveland State University

### 2. Entrepreneurship

Number of Business Starts									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Cuyahoga	2,578	3,093	2,848	2,825	2,754	2,844	2,904	2,966	3,033
Franklin	2,607	2,988	2,798	2,825	2,972	3,261	3,216	3,331	3,536
Hamilton	1,792	2,181	1,893	2,004	2,059	2,261	2,157	2,156	2,317
<b>Average Employment</b>									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Cuyahoga	5.5	6.5	7.1	7.1	6.3	6.7	6.9	7.6	7.0
Franklin	6.2	7.7	8.5	9.0	8.4	7.1	9.9	7.3	6.7
Hamilton	5.3	5.9	7.6	7.8	13.1	8.3	8.1	7.4	7.0

Source: Ohio Department of Jobs and Family Services



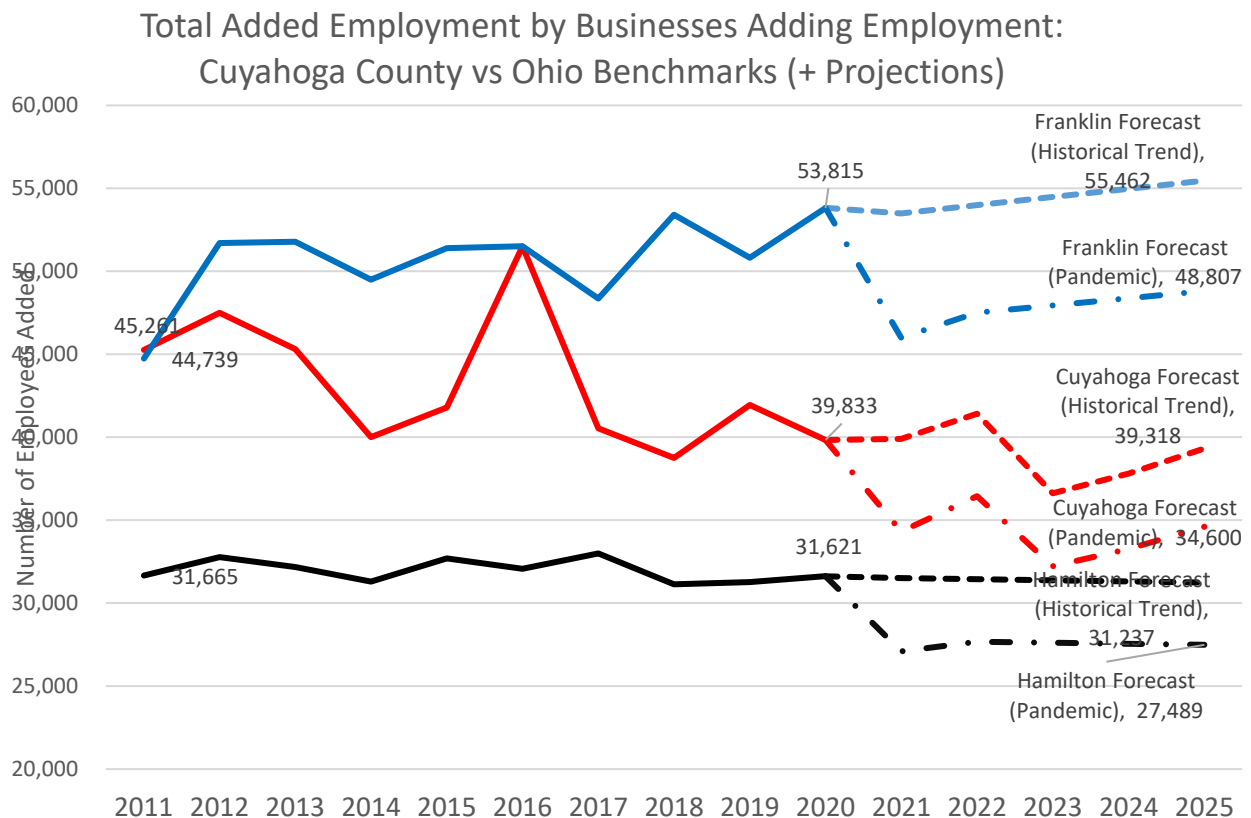
### 3. Business Attraction

#### Business Relocation Count

	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Cuyahoga</b>	121	130	126	91	205	82	148	157	65
<b>Franklin</b>	95	125	97	95	208	100	138	186	79
<b>Hamilton</b>	80	83	107	92	245	98	119	137	80
<b>Average Employment</b>									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Cuyahoga</b>	16.3	20.5	27.5	17.5	19.7	17.5	17.4	22.8	23.2
<b>Franklin</b>	14.9	16.0	28.4	15.2	16.4	25.3	67.0	19.7	20.7
<b>Hamilton</b>	24.5	29.0	26.4	18.2	16.5	17.6	26.1	19.1	24.5

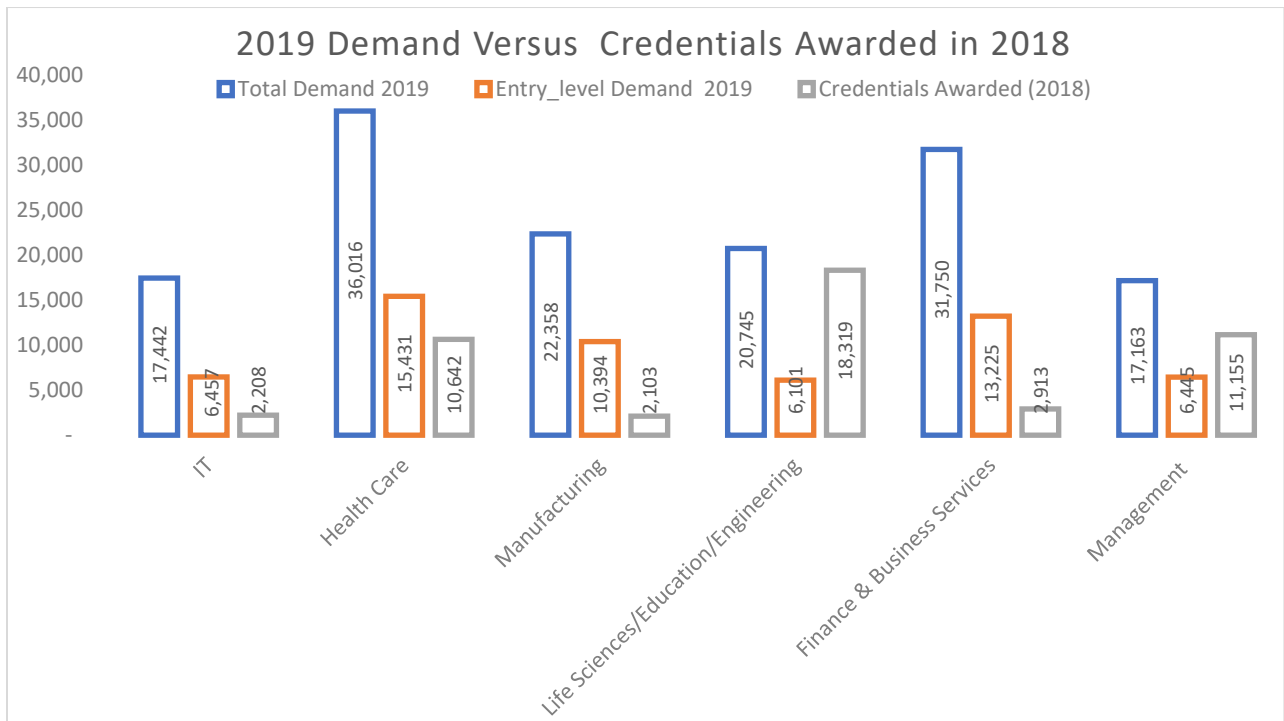
Source: Ohio Department of Job and Family Services

### 4. Existing Business Growth



Source:

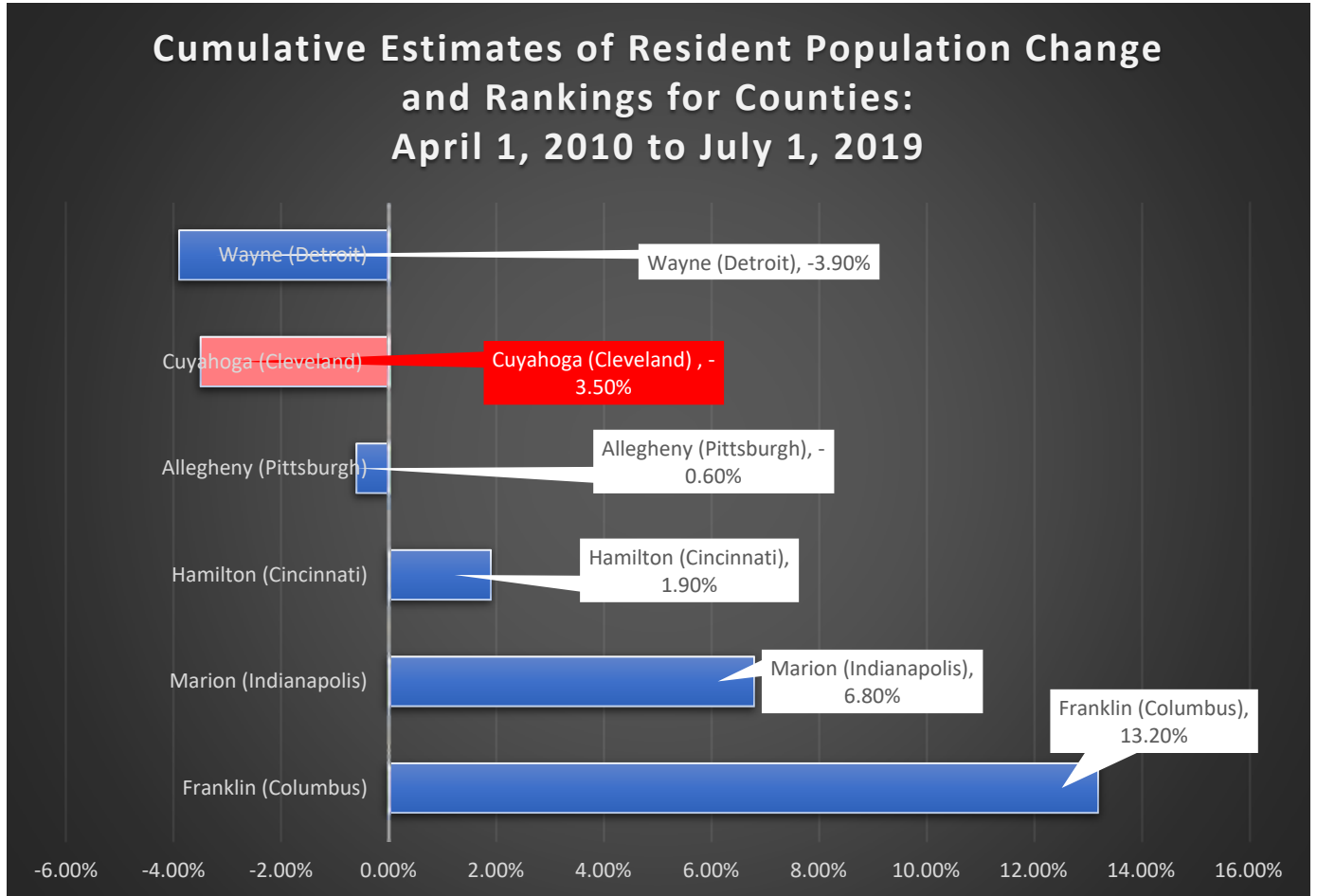
## 5. Workforce Development (Talent Gap)



## 6. Economic Inclusion

Note: Baldwin-Wallace researchers are developing new measures of economic inclusion to be provided as County Council reviews the plan.

## 7. Population Growth



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0160

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period of 7/1/2021 - 6/30/2024; authorizing the County Executive to execute Contract No. 1564 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period of 7/1/2021 - 6/30/2024; and

WHEREAS, the primary goals for this project are to (a) maximize participation in the EITC by providing free income tax preparation services, (b) promote outreach and education amount low income working families, families receiving public benefits from CJFS and immigrant groups and (c) facilitate the se of the EITC as an entry point for financial education and asset development; and

WHEREAS, the project is funded 100% by Temporary Assistance to Needy Families (TANF) funds; 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 authorizes a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and

provide free tax preparation assistance to low and moderate-income individuals and families for the period of 7/1/2021 - 6/30/2024.

**SECTION 2.** That the County Executive is authorized to execute the contract and all other documents consistent with said award and this Resolution.

**SECTION 3.** 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 4.** 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

Title: DHHS/Job & Family Services RQ#6456 2021 Enterprise Community Services; Sole Source Contract for Volunteer Income Tax Preparation Earned Income Tax Credit (EITC) Coalition

Department of Health & Human Services/ Job & Families Services is requesting approval of a new sole source contract with Enterprise Community Partners for the anticipated cost of \$1,155,000.00.

Enterprise leads Cuyahoga County's Volunteer Income Tax Assistance (VITA) program through the Cuyahoga Earned Income Tax Credit (EITC) Coalition which provides free tax preparation and access to other financially based services for all low- and moderate- income taxpayers living in Cuyahoga County. Enterprise promotes and advocates for the EITC, a refundable tax credit for people who work but earn low incomes - the country's largest and most successful anti-poverty program. Enterprise recruits, trains, and coordinates over 400 volunteers and supports tax preparation sites at over 20 local community organizations. The Coalition focuses on low-income families with children and those in receipt of public benefits through CJFS.

The anticipated start-completion dates are 07/01/2021-06/30/2024.

The primary goals of the project are to:

- Maximize participation in the EITC by providing free income tax preparation services.
- Promote outreach and education particularly among low-income working families, families receiving public benefits from CJFS, and immigrant groups.
- Facilitate the use of the EITC as an entry point for financial education and asset development.

The procurement method for this project was a sole source contract. The total value is \$1,155,000.00.

The sole source was closed on 5/13/21.

The proposed contract is an OPD approved sole source item with materials attached.

#### Contractor and Project Information

Corporate address:

Enterprise Community Partners, Inc.  
70 Corporate Center  
11000 Broken Land Parkway, STE 700  
Columbia, MD 21044

Local address:

Enterprise Community Partners, Inc.  
1360 East 9th Street, Suite 510  
Cleveland, OH 44114

The contact for the vendor is Kathy Matthews.

Services are offered at over 20 recurring and one-off events throughout the county. In recent years, sites have been located in Districts 2, 3, 4, 5, 7, 8, 9, 10, and 11.

This project has recurred with county support annually since 2008.

#### Funding

The project is funded 100% by federal Temporary Assistance to Needy Families (TANF) funds.

The schedule of payments is monthly by invoice.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	6456
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	<del>N/A</del> SOLC
Event #	1094
CM Contract#	1564

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	PC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Prior contract was being amended which delayed submission and approval of new contract.	
What is being done to prevent this from reoccurring?	Will continue to work on getting items into the system as quickly as possible.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	--

❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

Sole Source Purchases (Contract)						
<b>ENTERPRISE COMMUNITY PARTNERS INC. - EITC</b>				<b>Department initials</b>	<b>OPD</b>	
Sole Source Justification Form				PC	See DP note below OK	
IG#	12-1229-REG Enterprise Community Partners, Inc. 12-1229-REG 31DEC2021			PC	OK	
Annual Non-Competitive Bid Contract Statement		Date:	05/05/21	PC	OK	
Debarment/Suspension Verified		Date:	4/28/2021	PC	OK	
Auditor's Finding		Date:	4/28/2021	PC	OK	
Vendor's Submission				PC	OK	
W-9 – if required	Tax ID#	52-1231931	Date:	4/19/21	PC	Not required, attached
Independent Contractor (I.C.) Requirement			Date:	4/26/21	PC	OK
Sole Source Affidavit				PC	OK	
Sole Source 5-day Posting		Dates: 5/6/2021 12:00:00 PM to 5/13/2021 12:00:59 PM			OK	
Agreement/Contract and Exhibits				PC	OK	
Cover - Master contracts only				N/A	OK	
Contract Evaluation – if required				PC	OK	
Matrix Law Screen shot (documenting approval of Contract;				PC	OK	



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>COI and Workers' Compensation Certificate)</i>		
COI - <i>*To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>	PC	Document attached
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>	PC	Document attached Exp. 7/1/21
Checklist Verification	PC	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2021 – 12/31/2021	HS260195	55130	UCH08300	\$ 192,500.00
1/1/2022 – 12/31/2022	HS260195	55130	UCH08300	\$ 385,000.00
1/1/2023 – 12/31/2023	HS260195	55130	UCH08300	\$ 385,000.00
1/1/2023 – 6/30/2024	HS260195	55130	UCH08300	\$ 192,500.00
			<b>TOTAL</b>	<b>\$1,155,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CM 1138
<b>Infor/Lawson PO# Code:</b>	20001947-SOLC
<b>BuySpeed or Lawson RQ#</b> (if applicable)	1941

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$368,850.00</b>		<b>7/1/20-6/30/21</b>	<b>6/29/2020</b>	<b>BC2020-373</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$57,918.00</b>	<b>06/30/24</b>	<b>Pending</b>	
<b>Total Amendments</b>		<b>\$57,918.00</b>			
<b>Total Contact Amount</b>		<b>\$426,768.00</b>			

2 | Page

Revised 9/11/2020

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions:	BC2020-373
PO#:	N/A
Vendor Name:	Enterprise Community Partners, Inc
ftp:	7/1/2021 – 6/30/2024
Amount:	\$1,155,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	6/8/2021: Non-ERP Walk on – for signature only; Lines Tab: Expiration date is incorrect – should be 12/31/2021; Justification contains the incorrect contract amount in items #2 and #11; Remove AC Line Commitment INFOR system issue AHW 6/9/2021: Corrections made, ok to approve for CC consideration. AHW

OPD Buyer approval: **ok to approve for BOC/County Council consideration. Ahw 6/9/2021**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Enterprise Community Partners				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1138				
<b>RQ#</b>	1941				
<b>Time Period of Original Contract</b>	7/1/20 – 6/30/21				
<b>Background Statement</b>	The primary purpose of this program is to establish and operate Volunteer Income Tax Assistance (VITA) sites throughout Cuyahoga County, promote the EITC and other tax credits through outreach and education and to increase the number of low-income working tax filers who claim these various tax credits.				
<b>Service Description</b>	To provide Earned Income Tax Credit (EITC) and the Child Care Tax Credit (CTC) outreach and marketing; free tax preparation services; and wealth building through financial literacy advocacy for low-income individuals and families.				
<b>Performance Indicators</b>	Performance is measured by the number of filers served, total value of refunds secured, number filers claiming the EITC, total value of EITC refunds secured, number of clients who use direct deposit, number of financial planning and wealth building workshops.				
<b>Actual Performance versus performance indicators (include statistics):</b>	In 2019, the Vendor provided free tax preparation for 13,585 low-income families and individuals, resulting \$18,418,59 in refunds. Over 3,900 families claimed the Earned Income Tax Credit, yielding \$6,036,255 in refunds. 8092 (60%) clients requested direct deposit and 883 clients received one-on-one financial coaching sessions.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	Enterprise Community Partners, Inc. provides quality services in coordinating volunteers to serve participants in filing taxes, claiming the EITC, and providing marketing strategies to reach all eligible wage earners in Cuyahoga County.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	5/5/21				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0144

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment or reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the District One Public Works Integrating Committee of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and

WHEREAS, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocation of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and

WHEREAS, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, County Executive Budish has nominated the following individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024:

Reappointment:

1. Michael W. Dever

Appointment:

1. Nichole L. English (replacing Dave Marquard)

**WHEREAS, County Executive Budish has nominated the following individuals to serve on the District One Public Works Integrating Committee as alternates Committee for the term 6/22/2021 – 6/21/2024:**

**Appointment:**

1. **Thomas P. Sotak, as alternate to Michael W. Dever**

**Reappointment:**

2. **Christopher A. George, as alternate to Nichole L. English**

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of **Michael W. Dever** to serve on the District One Public Works Integrating Committee for the term 6/22/2021- 6/21/2024 **and the appointment of Thomas P. Sotak as the alternate to Michael W. Dever.**

**SECTION 2.** **That the Cuyahoga County Council hereby confirms the County Executive's appointment of Nichole L. English to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024 and the reappointment of Christopher A. George to serve as alternate to Nichole L. English.**

**SECTION 23.** 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, this Resolution shall become immediately effective.

**SECTION 34.** It is found and determined that all formal actions of this Council concerning and 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021

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

Legislation Substituted in Committee: June 15, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0145

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointments of various individuals to serve on the Cuyahoga County Diversion Board for various terms; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

WHEREAS, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

WHEREAS, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Diversion Board for various terms:

For the term 3/1/2021 – 2/29/2024

- a) Brandy Carney
- b) William Mason

For the term 3/1/2021 – 2/28/2022

- a) Akram Boutros

b) Chief Calvin Williams

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointments of various individuals to serve on the Cuyahoga County Diversion Board for various terms:

For the term 3/1/2021 – 2/29/2024

- a) Brandy Carney
- b) William Mason

For the term 3/1/2021 – 2/28/2022

- a) Akram Boutros
- b) Chief Calvin Williams

**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, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:



\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0146

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment or reappointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article II, Section 2.03(2); and empowers the County Executive to create commissions and appoint members of such commissions, subject to confirmation by County Council; and

WHEREAS, the Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities and historic events, as well as to provide the opportunity to further enrich such citizenry through public monuments; and

WHEREAS, pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members; one representative from the Cuyahoga County Planning Commission, one representative from the Cuyahoga County Department of Public Works, a member of the Cuyahoga County Council selected by Council President and four (4) individuals who have demonstrated a significant interest in studying the arts or local history; and

WHEREAS, members of the Monument Commission of Cuyahoga County shall be appointed to serve a three-year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the County Executive has nominated the following individuals to serve on the Monument Commission of Cuyahoga County for various terms:

Reappointment:

- a) Judith Cetina for the term 3/1/2021- 2/29/2024

Appointment:

- a) Matthew Rymer for unexpired term ending 8/31/2022 (replacing Otilio Morales)

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment and appointment of the following individuals to serve on the Monument Commission of Cuyahoga County for various terms:

Reappointment:

- a) Judith Cetina for the term 3/1/2021- 2/29/2024

Appointment:

- b) Matthew Rymer for unexpired term ending 8/31/2022 (replacing Otilio Morales)

**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, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0147

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Loree Potash to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 307.51 provides for the organization and operation of a County Law Library Resources Board; and

WHEREAS, Ohio Revised Code Section 307.511 provides for the composition, including appointment and terms, of the law library resources board members; and

WHEREAS, the Cuyahoga County Law Library Resources Board was established to oversee services to the local judiciary, elected officials in Cuyahoga County, members of the Ohio General Assemble and to provide a venue for public access; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the County Executive has nominated Loree Potash (replacing Cheryl Cheatham) to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Loree Potash (replacing Cheryl Cheatham) to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025.

**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, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0148

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Ronald Andrew Johnson, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council established a Department of Information Technology and the powers and duties of the Chief Information Officer in Ordinance No. O2012-0012;

WHEREAS, Section 202.15 of the Cuyahoga County Code provides for the functions, goals and activities of the Department of Information Technology; and

WHEREAS, the County Executive has nominated Ronald Andrew Johnson to the position of Chief Information Officer; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on June 17, 2021; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Ronald Andrew Johnson to the position of Chief Information Officer; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of Ronald Andrew Johnson to serve as Chief Information Officer upon his taking the oath of office.

**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 eight members of Council, this Resolution shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0149

Sponsored by: <b>County Executive Budish/Department of Development</b>	<b>A Resolution</b> authorizing a payment on RQ6403 to The Mt. Sinai Health Care Foundation, fiscal agent, in the amount of \$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 5/1/2021 – 12/31/2021; authorizing the County Executive to execute Purchase Order No. 21001548; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended a payment on RQ6403, Purchase Order 21001548 to The Mt. Sinai Health Care Foundation, fiscal agent, in the amount of \$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 5/1/2021 – 12/31/2021; and

WHEREAS, the primary goal is to provide 2021 operating support to Mt. Sinai Healthcare Foundation as fiscal agent for Lead Safe Cleveland Coalition; and

WHEREAS, this project is funded \$300,000.00 from Economic Development Fund and \$500,000.00 from Health and Human Services Levy Fund; 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 authorizes a payment on RQ6403, Purchase Order 21001548 to The Mt. Sinai Health Care Foundation, fiscal agent, in the amount of \$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 5/1/2021 – 12/31/2021.

**SECTION 2.** That the County Executive is authorized to execute the Purchase Order No. 21001548 and all documents consistent with said payment and this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0150

<p>Sponsored by: <b>County Executive Budish/Department of Human Resources</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 454 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Contract No. 454 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00; and

WHEREAS, the goal for this amendment is the continuation of Stop Loss Insurance services for County employees and their eligible dependents and Cuyahoga County Board of Development employees and their eligible dependents; and

WHEREAS, this project will be funded 70% from the Hospitalization Self-Insurance fund and 30% from the Cuyahoga County Board of Developmental Disabilities Self-Insurance fund; 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 authorizes recommended amendment to Contract No. 454 with Medical Mutual of Ohio for stop

loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

**SECTION 3.** 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 an additional reason 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 4.** 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0151

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</b>	<b>A Resolution</b> making awards on RQ4919 to various providers in the total amount not-to-exceed \$6,800,435.60 for various services for the Cuyahoga OPTIONS Independent Living Services Program for the period 7/1/2021 – 12/31/2022; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended awards on RQ4919 to various providers in the total amount not-to-exceed \$6,800,435.60 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 7/1/2021 – 12/31/2022 as follows:

- a) Contract No. 1381 with A-1 Health Care, Inc. in the amount not-to-exceed \$365,448.29.
- b) Contract No. 1434 with ABC International Services, Inc. in the amount not-to-exceed \$13,716.33
- c) Contract No. 1428 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing in the amount not-to-exceed \$53,702.87.
- d) Contract No. 1438 with Amin & Associates, Inc. dba We Put Family First in the amount not-to-exceed \$60,000.00.
- e) Contract No. 1440 with Caring Hearts Health Services LLC in the amount not-to-exceed \$63,583.33.
- f) Contract No. 1435 with Casleo Corporation dba Global Meals in the amount not-to-exceed \$2,817,888.20.
- g) Contract No. 1406 with Connect America.com LLC in the amount not-to-exceed \$255,491.54.

- h) Contract No. 1408 with Evolving Nurse in the amount not-to-exceed \$63,583.33.
- i) Contract No. 1421 with Family & Community Services, Inc. dba Mobile Meals in the amount not-to-exceed \$283,798.55.
- j) Contract No. 1437 with First Choice Medical Staffing, Inc. in the amount not-to-exceed \$125,180.22.
- k) Contract No. 1439 with Geocare, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$180,000.00.
- l) Contract No. 1441 with Healthy Homecare Transportation in the amount not-to-exceed \$60,000.00.
- m) Contract No. 1444 with Home Care Relief, Inc. in the amount not-to-exceed \$352,856.62.
- n) Contract No. 1443 with Honor and Compassion Homecare, LLC in the amount not-to-exceed \$178,000.00.
- o) Contract No. 1445 with LHC Group, Inc. in the amount not-to-exceed \$38,500.00.
- p) Contract No. 1424 with PurFoods, LLC dba Mom's Meals in the amount not-to-exceed \$300,000.00.
- q) Contract No. 1416 with Renaissance Home Health Care, Inc. in the amount not-to-exceed \$53,838.50.
- r) Contract No. 1411 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$196,888.90.
- s) Contract No. 1412 with RX Home Healthcare, Inc. in the amount not-to-exceed \$118,943.89.
- t) Contract No. 1413 with Senior Transportation Connection in the amount not-to-exceed \$145,730.51.
- u) Contract No. 1410 with Solutions Premier Training Services in the amount not-to-exceed \$301,348.69.
- v) Contract No. 1414 with TOBI Transportation in the amount not-to-exceed \$116,944.54.

- w) Contract No. 1415 with Transport Assistance, Inc. in the amount not-to-exceed \$45,526.75.
- x) Contract No. 1430 with U-First Homecare Services in the amount not-to-exceed \$133,295.00.
- y) Contract No. 1426 with Valued Relationships, Inc. in the amount not-to-exceed \$255,491.54.
- z) Contract No. 1423 with XCEL Healthcare Providers, Inc. in the amount not-to-exceed \$220,678.00

WHEREAS, the primary goal of the OPTIONS for Independent Living Services Program is to provide a flexible, affordable in-home care program to Cuyahoga County residents aged 60 and above who, because of income and/or assets, are not eligible for Medicaid waiver or other programs; and

WHEREAS, the various services provided by the program that are essential to Cuyahoga County senior include: 1) assistance with larger household chores; 2) medical emergency response services; 3) grab bar installation; 4) homemaking assistance; 5) home delivered meals; 6) assistance with personal care and/or transportation for medical-related appointments; and

WHEREAS, this program is funded 100% by Health and Human Services Levy funds; 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 authorizes awards on RQ4919 to various providers in the total amount not-to-exceed \$6,800,435.60 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 7/1/2021 – 12/31/2022 as follows:

- a) Contract No. 1381 with A-1 Health Care, Inc. in the amount not-to-exceed \$365,448.29.
- b) Contract No. 1434 with ABC International Services, Inc. in the amount not-to-exceed \$13,716.33
- c) Contract No. 1428 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing in the amount not-to-exceed \$53,702.87.



- d) Contract No. 1438 with Amin & Associates, Inc. dba We Put Family First in the amount not-to-exceed \$60,000.00.
- e) Contract No. 1440 with Caring Hearts Health Services LLC in the amount not-to-exceed \$63,583.33.
- f) Contract No. 1435 with Casleo Corporation dba Global Meals in the amount not-to-exceed \$2,817,888.20.
- g) Contract No. 1406 with Connect America.com LLC in the amount not-to-exceed \$255,491.54.
- h) Contract No. 1408 with Evolving Nurse in the amount not-to-exceed \$63,583.33.
- i) Contract No. 1421 with Family & Community Services, Inc. dba Mobile Meals in the amount not-to-exceed \$283,798.55.
- j) Contract No. 1437 with First Choice Medical Staffing, Inc. in the amount not-to-exceed \$125,180.22.
- k) Contract No. 1439 with Geocare, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$180,000.00.
- l) Contract No. 1441 with Healthy Homecare Transportation in the amount not-to-exceed \$60,000.00.
- m) Contract No. 1444 with Home Care Relief, Inc. in the amount not-to-exceed \$352,856.62.
- n) Contract No. 1443 with Honor and Compassion Homecare, LLC in the amount not-to-exceed \$178,000.00.
- o) Contract No. 1445 with LHC Group, Inc. in the amount not-to-exceed \$38,500.00.
- p) Contract No. 1424 with PurFoods, LLC dba Mom's Meals in the amount not-to-exceed \$300,000.00.
- q) Contract No. 1416 with Renaissance Home Health Care, Inc. in the amount not-to-exceed \$53,838.50.
- r) Contract No. 1411 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$196,888.90.

- s) Contract No. 1412 with RX Home Healthcare, Inc. in the amount not-to-exceed \$118,943.89.
- t) Contract No. 1413 with Senior Transportation Connection in the amount not-to-exceed \$145,730.51.
- u) Contract No. 1410 with Solutions Premier Training Services in the amount not-to-exceed \$301,348.69.
- v) Contract No. 1414 with TOBI Transportation in the amount not-to-exceed \$116,944.54.
- w) Contract No. 1415 with Transport Assistance, Inc. in the amount not-to-exceed \$45,526.75.
- x) Contract No. 1430 with U-First Homecare Services in the amount not-to-exceed \$133,295.00.
- y) Contract No. 1426 with Valued Relationships, Inc. in the amount not-to-exceed \$255,491.54.
- z) Contract No. 1423 with XCEL Healthcare Providers, Inc. in the amount not-to-exceed \$220,678.00

**SECTION 2.** That the County Executive is authorized to execute the contracts and all other documents consistent with said awards and this Resolution.

**SECTION 3.** 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 4.** 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 8, 2021

Committee(s) Assigned: Health, Human Services & Aging

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_