



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 15, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Meredith M. Turner, Chair – District 9
Michael J. Gallagher, Vice Chair – District 5
Dale Miller – District 2
Yvonne M. Conwell – District 7
Martin J. Sweeney – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 1, 2024 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) **R2024-0358: 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 6]**
 - b) **R2024-0360: A Resolution confirming the County Executive's appointment of Jasmine C. Taylor to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2023 – 1/31/2028, and declaring the necessity that this Resolution become immediately effective. [See Page 40]**

- c) R2024-0361: A Resolution confirming the County Executive's reappointment of Roland J. DeMonte to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2024 – 1/31/2029, and declaring the necessity that this Resolution become immediately effective. [See Page 48]

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 1, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Turner called the meeting to order at 10:11 a.m.

2. ROLL CALL

Ms. Turner asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Turner, Gallagher, Miller, Conwell and Sweeney were in attendance and a quorum was determined.

3. PUBLIC COMMENT

The following individuals addressed the committee members regarding Ordinance O2024-0008, to modify Section 12.09 of the Cuyahoga County Employee Handbook and provide a new Section 12.10, regarding a Remote Work Policy:

- a) Adriane Early**
- b) Kathryn Randall**
- c) Ronnice Edmonds**
- d) Michelle Dowd**
- e) Alwyn Reid**

At the conclusion of public comment, Mr. Miller asked Mr. Reid to return to the podium to respond to a question and elaborate on a statement he made during public comment regarding remote work. Mr. Reid provided a response to Mr. Miller's question.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2024 MEETING

A motion was made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the September 17, 2024 meeting.

Ms. Turner made a statement regarding Ordinance No. O2024-0008, enacting Cuyahoga County's Remote Work Policy. Ms. Turner thanked the employees who expressed their concerns about the legislation; stated that while the Administration has been adamant that the legislation must limit remote work to no more than two days, the policy allows for more days if there is approval from the Chief of Staff based on a business need; emphasized that even if Council added days to the legislation, a department's Remote Work policy could limit the days to less than three or none at all, which will be addressed during the presentation. Ms. Turner concluded by thanking the Administration for their work in developing this policy, which is designed to support remote work environments and improve work-life balance for the employees and with this objective in mind, the policy also ensures operational efficiencies, flexibility, and equitable expectations with the primary focus being on those the County serves.

5. MATTERS REFERRED TO COMMITTEE

- a) O2024-0008: An Ordinance enacting Section 302.04 of the Cuyahoga County Code, modifying Section 12.09 of the Cuyahoga County Employee Handbook and providing a new Section 12.10; and declaring the necessity that this Ordinance become immediately effective.

Ms. Sarah Nemastil, Director of the Department of Human Resources introduced a proposed substitute to Ordinance No. O2024-0008. Discussion ensued.

Committee members asked questions of Ms. Nemastil pertaining to the item, which she answered accordingly.

A motion was then made by Ms. Turner, seconded by Mr. Sweeney and approved by unanimous vote to accept the proposed substitute.

Ms. Nemastil, Mr. Eric Janus, Chief of Staff for the Executive's Office; and Mr. David Merriman, Director of the Department of Health and Human Services, addressed the Committee regarding Ordinance No. O2024-0008. Discussion ensued.

Committee members asked questions of Ms. Nemastil, Mr. Janus and Mr. Merriman pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Gallagher, Ordinance No. O2024-0008 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.

Mr. Miller and Ms. Turner requested to have their names added as co-sponsors to the legislation.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairwoman Turner adjourned the meeting at 11:15 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0358

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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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 September 11, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H) 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: *Supervisor, Shared Services Customer Support Phone Lines*
Number: 10311

Pay Grade: 10A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *ERP Business Systems Administrator*
Class Number: 16451
Pay Grade: 15B/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2020. Changes were made to the classification function, distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit C: Class Title: *Accountant 3 (Financial Reporting Accountant)*
Class Number: 11063/11221
Pay Grade: 13A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the title, department, distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. Pay grade increased from 10A to 13A.

Exhibit D: Class Title: *Senior Supervisor, Sewer Maintenance*
Class Number: 18002
Pay Grade: 13A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2020. Changes were made to distinguishing characteristics, essential functions, additional requirements, technology requirements, and language and formatting. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Supervisor, Project Inspection*
Class Number: 18121
Pay Grade: 10A/Non-Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, language and formatting. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit F: Class Title: *Animal Adoptions Coordinator*
Class Number: 10051
Pay Grade: 5A/Non-Exempt
* A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized.

Exhibit G: Class Title: *Behavior Coordinator*
Class Number: 15045
Pay Grade: 6A/Non-Exempt

* A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized.

Exhibit H: Class Title: *Supervisor, Animal Shelter Medical*
Class Number: 15041
Pay Grade: 7A/Non-Exempt

* A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized.

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 forgoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 8, 2024

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

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

Date: September 18, 2024

To: Cuyahoga County Council President Pernel Jones Jr.
 Council Members, Human Resources, Appointments & Equity
 Committee

From: Deborah Southerington, Chairwoman
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on September 11, 2024, 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:

PROPOSED NEW CLASSIFICATIONS		
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Supervisor, Shared Services Customer Support Phone Lines 10311	10A Exempt	Health and Human Services

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
ERP Business Systems Administrator 16451	15B Exempt	15B Exempt (No Change)	Fiscal, OPD, Human Resources, or Public Works
Accountant 3 11063 (<i>Financial Reporting Accountant 11221</i>)	10A Exempt	13A Exempt	All Departments (Fiscal)
Senior Supervisor, Sewer Maintenance 18002	13A Exempt	13A Exempt (No Change)	Public Works
Supervisor, Project Inspection 18121	10A Non-Exempt	10A Non-Exempt (No Change)	Public Works

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Animal Adoptions Coordinator 10051	5A Non-Exempt	Public Works
Behavior Coordinator 15045	6A Non-Exempt	Public Works
Supervisor, Animal Shelter Medical 15041	7A Non-Exempt	Public Works

cc: Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner
 Rebecca Kopcienski, PRC Director
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
 Sarah Nemastil, HR Director
 Kelli Neale, Program Officer 4

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Shared Services Customer Support Phone Lines	Class Number:	TBD
FLSA:	Exempt	Pay Grade:	TBD
Dept:	Health and Human Services	EXHIBIT A	

Classification Function

The purpose of this classification is to oversee and supervise staff who answer the phone lines for Cuyahoga County’s Health and Human Services benefits hotline and customer service phone lines.

Distinguishing Characteristics

This is a supervisory level classification that ensures excellent customer service for individuals calling in to Cuyahoga County’s Health and Human Services benefits hotline and Customer Service phone line by supervising units of staff responsible for answering the phone lines. The employee works under general supervision from the Customer Service Ombudsman and 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.

45% +/- 10%

- Supervises and directs the work of Clerical Specialists, Administrative Assistants, and other assigned staff to deliver customer service for inbound/outbound phone lines including HHS 432-Care, Ohio Benefits; 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.

40% +/- 10%

- Reviews and analyzes the effectiveness and efficiencies of current policies and procedures; updates data in appropriate database and prepares required reports; collects and maintains call center data and creates summary spreadsheets and reports for management; analyzes call patterns to determine how to handle calls more efficiently; recommends and implements changes to policies and procedures to improve efficiency and customer satisfaction; ensures operations comply with state policies and guidelines.

10% +/- 5%

- Maintains knowledge of all state and federal regulations of benefits issued by Cuyahoga County and community resources; provides updates to staff when changes to benefits policies occur; reviews benefits policies and forms and updates as necessary; reviews financial transactions with internal and external customers to ensure compliance within the EBT/Way2Go electronic environment.

5% +/- 2%

- Performs related administrative duties; answers phone calls and email correspondence; attends meetings and trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in business administration, public administration, social work, or a related field with two (2) years of administrative customer support experience including an additional two years of related supervisory experience; or any equivalent combination of training and experience as defined below.

Highest degree of education attained	Experience required
High school diploma/GED	NO
Unrelated associate degree	5 years
Related associate degree	4 years
Unrelated Bachelor’s degree	3 years
Related Bachelor’s degree	2 years
Unrelated graduate degree	2 years
Related graduate degree	1 year

Related degrees; psychology, human services, business management, human resources.

Related work experience: administrative support, clerical/support staff, data management, human services/case work; human resources.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and phone.

Technology Requirements

- Ability to operate a variety of software and databases including email software (MS Outlook), database software (OnBase, Case Assignment Tracking System, Ohio Benefits Workers Portal, Way2Go, Electronic Benefits System, etc.), spreadsheet software (MS Excel), teleconferencing software (MS Teams), telephone calling system (CISCO/Amazon), and word processing software (MS Word).

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.

Supervisor, Shared Services Customer Support Phone Lines

- 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 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 consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including CISCO statistics, logout report, and queue details, call statistics reports, monthly reports, benefits program inquiries, system reports, form requests, timesheets, benefits request forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Family Assistance Policies and Procedures, benefits program manuals and guidelines, systems training manuals, Ohio Administrative Code, Cuyahoga County Code of Ethics, and collective bargaining agreements.
- Ability to prepare timesheets, utilization report, monthly team statistic reports, employee evaluations and performance reviews, various tracking reports, contact lists, team assignment schedules, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret public benefits program terminology and language.
- Ability to communicate effectively with employees, supervisor, Cuyahoga County benefits recipients, other County employees and departments, and collective bargaining unit representatives.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Business Systems Administrator	Class Number:	16451
FLSA:	Exempt	Pay Grade:	15B
Dept:	Fiscal, OPD, Human Resources, or Public Works	EXHIBIT B	

Classification Function

The purpose of this classification is to manage the application architecture of the assigned department's ERP Module in order to meet the business needs of the department and to maximize usability for department employees and management.

Distinguishing Characteristics

This is a journey level classification responsible for accomplishing the short- and long-term goals for the assigned department's ERP Module. This position ensures the module meets the needs of the department while aligning with the broader business and Information Technology initiatives. This position also provides strategic insight to management decisions using information within the application. Employees at this level receive instruction or assistance from a manager and from IT personnel as new or unusual situations arise. This individual is responsible for their assigned module and exercises judgement to meet the needs of stakeholders. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the department.

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%

- Manages the data within the application; monitors and audits data within the application for accuracy; researches errors and discrepancies; resolves and prevents future inaccuracy issues; compares data in multiple systems to ensure data integrity; designs, develops, and runs reports and queries within the application for use by management and other employees; provides insight to management decisions using data within the application; ; recommends process improvements; ensures security compliance for users within the application.

20% +/- 10%

- Manages projects to maintain, troubleshoot, and improve the applicable module in the County's ERP system; serves as an intermediary between the business end users and Information Technology (IT) department to convey the needs for the applicable module; communicates the changes to be made in the application (databases, widgets, tables, etc.) to the IT department; tests module implementation, system upgrades, patches, and functional enhancements; monitors that the changes are enacted according to the department's project plan; resolves any issues that impede the completion of the project; follows up with department management to ensure changes were successful and discusses future changes.

20% +/- 10%

- Provides various ERP-related support services; responds to questions and issues from other department staff; troubleshoots system issues; develops training materials including manuals for all users of the application; writes training manuals for future department ERP Administrators; conducts training sessions for all users of the application.

10% +/- 10%

Established: 5.21.2010
Last Modified: 5.26.2020

ERP Business Systems Administrator

- Designs and directs the creation of strategy, architecture, implementation, communication, delivery, and administration of applicable ERP modules, solutions, and business analytics; coordinates work between the department's management, Information Technology (IT), and other ERP classifications to ensure that all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements; provides on-going escalated support of ERP department tools, ensuring functional governance of module systems technology, and driving analytics/data reporting.

10% +/- 5%

- Communicates with other department leads and the IT ERP team to keep up to date with changes and improvements to the architecture, infrastructure, interface development, and progress of their modules; coordinates interfacing between other ERP Modules; attends conferences and product demos and reads pertinent materials to stay up-to-date on the capabilities of the ERP system; strategizes with management and makes recommendations on improvements/changes to the ERP system to assist with the needs of the department.

10% +/- 5%

- Serves as a lead worker to plan, assign, coordinate, and review the work of other employees; provides instruction and training to employees; solves employee problems.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer information systems, software development, business administration, or applicable department field of expertise such as Public Works, Fiscal, Procurement, or Human Resources with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to the applicable department's ERP core modules; **or any equivalent combination of education and experience as defined in the table below.**

Highest degree of education attained	Experience required
High school diploma/GED	10 years (5 years ERP)
Unrelated associate degree	9 years (5 years ERP)
Related associate degree	7 years (2 years ERP)
Unrelated bachelor's degree	6 years (2 years ERP)
Related bachelor's degree	5 years (2 years ERP)
Unrelated master's/doctoral degree	4 years (2 years ERP)
Related master's/doctoral degree	3 years (2 years ERP)

Related degree fields: any human resources, finance, business, or information technology fields.

Related work experience: ERP systems (Infor, Oracle, SAP, Workday, Microsoft Dynamics, Sage, Acumatica, IFS, Epicor), analytics, application support, application user security, system analysis, report creation/support (SQL, SSRS, Cognos, Crystal, Tableau, Power BI), workflows, programming (C#, Visual Basic, Python, JavaScript, Go, Java, Kotlin, PHP), system troubleshooting.

Additional Requirements

- No special license or certification is required.

Established: 5.21.2010
Last Modified: 5.26.2020

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

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.

Mathematical Ability

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

Technology Requirements

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires 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 applicable to the assigned department such as data for import, process flow charts, work orders, report requests, contractor and personnel records, list of materials and parts, fiscal records and reports, requests for proposals, benefits and HR reports and records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, construction manuals, Ohio Revised Code, department specific guidelines, and the Employee Handbook.
- Ability to prepare performance indicator reports, expense reports, training manuals, department historical reports on applicable department subjects, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise and train businesses, department members, and management on application standards and other system and business-related changes. Ability to convince and influence others, to record and deliver information, and to explain procedures.

ERP Business Systems Administrator

- Ability to use and interpret department tools, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County departments and 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Financial Reporting Accountant	Class Number:	11221
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal	EXHIBIT C	

Classification Function

The purpose of this classification is to coordinate the accounting activities for County departments and agencies, maintain the accuracy of the financial data within the County's financial accounting system, provide the necessary reporting needed by County agencies, and coordinate the preparation of the Annual Comprehensive Financial Report (ACFR).

Distinguishing Characteristics

This is an advanced journey-level classification with responsibility for coordinating complex technical accounting activities and providing guidance to a County department or agency. This classification works under direction of a manager. Employees work independently with minimal instruction or assistance and is expected to use judgement in performing work in accordance with established policies and procedures, generally accepted accounting principles (GAAP), and governmental accounting standards board (GASB). The employee is responsible for applying accounting rules and standards and County policies to resolve complex transactions and to ensure timely and accurate accounting of all transactions and activities by County departments and agencies.

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%
- Coordinates accounting activities for County departments and agencies; coordinates general ledger, payroll, purchasing, inventory control, capital assets, and grants; reviews and monitors the accounting transactions of all County departments and/or agencies for appropriate classification and accounting treatment; compiles analyses, reconciliations, or other data or ancillary reports in the preparation of budgets, audits, and the County's Annual Comprehensive Financial Report (ACFR); prepares cash basis financial statements and converts financial data to accrual basis to generate Generally Accepted Accounting Principles (GAAP) basis financial statements.

- 30% +/- 10%
- Coordinates the preparation of financial reports/financial statements; coordinates the preparation of the financial statements and workpapers for the annual audits; documents and monitors internal controls in support of internal auditing team; responds to inquiries from internal and external auditors and County personnel regarding revenues, expenses, assets, liabilities, and other various accounts for responsible funds; coordinates the preparation and review of the Schedule of Expenditures of Federal Awards (SEFA). prepares various monthly reconciliations (e.g., system, bank account, bank to book, payroll tax, etc.); categorizes, posts, adjusts, and reconciles revenues and expenditures to proper accounts; analyzes variances (e.g., actual spending to budget, current spending to previous, etc.); produces various financial reports and statements related to assigned area(s) (e.g., fixed asset schedules and reports, inventory reports, unemployment tax reports, project activities, grant activities, etc.); prepares schedules for regulatory reporting; oversees and/or assists other departments with preparation of financial and/or budget reports; ensures the propriety of department's accounting transaction processing; reviews, interprets, and applies GAAP and GASB; ensures that all financial statements, documents, and reports conform with GAAP, GASB, and regulatory requirements.

Financial Reporting Accountant

20% +/- 10%

- Serves as a liaison with assigned County departments and agencies; works with County departments and agencies to optimize financial operations; coordinates with County agencies, departments, and banks to ensure that transactions are properly recorded; provides technical assistance to County fiscal and accounting personnel regarding the financial accounting system; works with agencies and departments to find solutions for conflicts with GAAP, GASB, and other accounting rules and regulations; assists agencies and departments with correcting accounting transactions and reporting issues; provides training to various County departments in accounting best practices and the use of the accounting system; develops training and guides for County departments and agency staff on accounting best practices and County procedures.

20% +/- 10%

- Approves and processes various fiscal activities for assigned departments; monitors bank transactions and performs account reconciliations; performs journal entries; monitors depositing of daily revenue receipts prepared by the Treasury Department utilizing Lawson Infor; reviews and approves journal entries submitted by County agencies; checks that all funds and appropriations have been posted to the correct category; checks that appropriation transfers and adjustments are correct; reconciles and/or monitors bank account activity; prepares bank confirmations for County and/or external auditors.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, seminars, and meetings; keeps abreast of changes in applicable legislation, policies, and procedures; assists with the development of Cuyahoga County accounting control procedures; identifies and implements opportunities for process improvements; works with IT to test data systems and procedures affecting conversions when systems are being updated or new systems are being implemented.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting with 6 years of accounting experience, 3 years of which must include preparation of income statements, general ledger accounts, trial balances, journal entries, variance analysis and bank reconciliations, financial reporting, financial analysis, auditing, or GAAP/GASB reporting experience; **or an equivalent combination of education, training, and experience as defined below:**

Highest degree of education attained	Experience required
Bachelor's degree	6 years
Related master's/doctoral degree	5 years

Certifications: a CPA may substitute for one year of experience.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

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

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 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 accounting system reports, bank reports and statements, revenue receipts and reports, expenditure reports, checks, general ledger, cash financial statements, grant documentation, and ACFR reports.
- Ability to comprehend a variety of reference books and manuals including the *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), general accepted auditing standards, Auditor of State website, Ohio Revised Code (ORC), the Employee Handbook, and related websites and system program manuals.
- Ability to prepare Single Audit spreadsheets, ACFR reports, Fiscal Office reconciliations, bank reconciliations, various accounting schedules, monthly expenditure and revenue projections, memos, forms, financial statements, correspondence, spreadsheets, and 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 accounting terminology and relevant legal terminology and language.

Financial Reporting Accountant

- Ability to communicate effectively with staff, external auditors, employees from outside agencies and departments, bank employees, management, State officials, County Executive, Directors, County Council, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Sewer Maintenance	Class Number:	18002
FLSA:	Exempt	Pay Grade:	13A
Departments:	Public Works	EXHIBIT D	

Classification Function

The purpose of this position is to supervise Supervisor, Sewer Maintenance employees and sewer maintenance activities.

Distinguishing Characteristics

This is a second-line supervisor classification, working under direction of a superintendent within the Sewer Maintenance Section of the Public Works Department. 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. This class is distinguished from the Supervisor, Sewer Maintenance by its increased responsibility and that the latter is a first line supervisor. This position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

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%
- Supervises and directs the work of Supervisor, Sewer Maintenance workers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Assists the Superintendent, Sewer Maintenance with planning and coordinating of sewer maintenance functions; assigns work orders to supervisors through the Enterprise Asset Management (EAM) module; checks inventories using the EAM module; reviews supervisor reports using the EAM module; recommends maintenance programs and initiatives for sanitary and storm system maintenance; establishes goals and plans to achieve goals; assists with capital planning.
- 10% +/- 5%
- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information; conducts routine building inspections with the Fire Marshall.
- 5% +/- 2%
- Reviews and monitors security cameras for the Harvard Yard; uses footage to assist with police investigations; uses footage to assist with vehicle accidents and/or locating vehicles at Harvard Yard.

Senior Supervisor, Sewer Maintenance

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent supplemented with vocational or technical training in plumbing, maintenance, and/or sanitation with five (5) years of sewer maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance are required.

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 and equipment including computer and multi-function printer.
- Ability to perform on-site inspections, drive a truck, use hand tools, metal detector, flow meters, digital cameras, and various safety equipment.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), mapping software (GIS), database software (Infor EAM), and a Fleet Vehicle Tracking software.

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, perform routine statistics, and apply algebraic and geometric equations.

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.

Senior Supervisor, Sewer Maintenance

- Ability to comprehend a variety of informational documents including reports such as time sheets, attendance records, maintenance work orders, smoke test reports, dye test reports, invoices, vendor quotes, packing slips, purchase orders, agendas, daily logs, maps, blueprints, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, EPA Regulations, Sewer Maintenance Department SOP Manual, Occupational Safety and Health Administration (OSHA) regulations, Public Employment Risk Reduction Program (PERRP) rules and regulations, Ohio Revised Code, safety manuals, equipment operation manuals, and materials texts.
- Ability to prepare reports such as payroll documents, service requests, flow meter reports, dye and smoke meter test reports, GPS and map reports, disciplinary forms, vehicle maintenance reports, performance evaluations, daily itineraries, work orders, agendas, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering and mechanical terminology and language.
- Ability to communicate with upper management, employees, residents, mechanics, engineers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, at a wastewater treatment facility, or in the field.
- May involve exposure to machinery, noise extremes, vibrations, electrical currents, wetness, smoke/dust/pollen, toxic/poisonous agents, and strong odors.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Project Inspection	Class Number:	18121
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works	EXHIBIT E	

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing multiple projects under a framework of defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project 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 direction from an Area Construction Engineer or a Chief Section Engineer. This class supervises lower-level technical classifications including Project Inspectors, Construction Technicians, and interns.

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%

- Oversees construction project logistics; evaluates contract and project plans and ensures the work carried out on site aligns with specifications; locates and sets up project field offices for upcoming projects including utilities and furniture; inspects materials delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; documents all changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; writes daily diaries to list any pay items, not-reported staff, and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy; prepares, reviews, and approves project documentation such as costing sheets, estimates, daily diaries, and inspection reports. .

20% +/- 10%

- Supervises and directs the work of Project Inspectors, Construction Technicians, interns, contractors, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides instruction and training; evaluates employee performance; responds to employee questions concerns, and problems; approves employee time sheets and leave requests; prepares and reviews documents related to payroll, 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; oversees safety to ensure contractor is providing a safe project site.

Supervisor, Project Inspection

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluates the general contractor and any sub-contractors on various phases of construction upon completion; video records construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items; measures and verifies for compliance and accuracy quantities of completed work such as: earthwork, paving materials, pipe lengths, concrete flat-work, concrete structures; calculated surface areas, linear distances, and volumes of measured concrete.

15% +/- 5%

- Tracks schedules and task completions on projects; takes steps to ensure project stays on schedule; coordinates contractor daily and weekly work schedule to ensure testing and sampling are performed at time of operations; enters contractor's progress schedule for each category of work (including roadway, waterworks, drainage, and pavement) into computer for projects administered by the Ohio Department of Transportation (ODOT); makes drawings and calculations for bid items for final pay quantities.

15% +/- 5%

- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss/resolve questions and complaints prior to and during projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in engineering technology or related field with three (3) years of road or bridge construction experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a reliable vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a calculator, camera, video camera, measuring wheel, site level, and various measuring and project analyzing 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), desktop publishing software (Microsoft Publisher), and construction management software (Appia).

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, perform routine statistics, and ability to make use of the principles of 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, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, travel reimbursement forms, daily construction reports, force accounts, compaction, density, and concrete lab reports, inspector and consultant logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, close out reports, accident/complaint reports, monthly project updates, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering, land use, and other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, suppliers, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

Supervisor, Project Inspection

- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, electrical currents, noise extremes, vibrations, traffic hazards, and machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Animal Adoptions Coordinator	Class Number:	10051
FLSA:	Non-Exempt	Pay Grade:	5A
Department:	Public Works	EXHIBIT F	

Classification Function

The primary purpose of this classification is to oversee the flow of dogs throughout the County's animal shelter, coordinate the services provided to dogs entering the shelter, and to assist customers in the dog adoption and foster process.

Distinguishing Characteristics

This is a journey level clerical classification that assists customers to adopt dogs and enhance the adoptability of dogs. This classification manages the dog population with positive outcomes through foster and transfer partnerships. This classification works under a framework of well-defined procedures. This classification requires limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

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%

- Assists with the flow of dogs into the Cuyahoga County Animal Shelter; determines which dogs come into the shelter, are transferred, go into foster care, or are adopted; assists with evaluation of animal behavior and with updating animal information; maintains animal adoption and outcome records in the adoptions database (PetPoint) and paper records; prepares operational reports; walks through the shelter to confirm accuracy of computer records; schedules medical services for animals (e.g. spay/neuter, dentals, specialty procedures); assists Chief Dog Warden oversee work performed by Deputy Dog Wardens.

25% +/- 10%

- Manages the overall foster and transfer programs including behavioral, medical, and foster to adopt; manages the general health, wellness, and organization of all dogs throughout the program including approval of incoming and outgoing transfers and foster placement; recruits and trains foster volunteers; provides on-call assistance for foster volunteers; creates, manages and maintains foster materials and records including foster manual, training, foster applications and contracts, social media page and recruitment materials; manages communication between foster volunteers with shelter departments, potential adoption candidates, transfer groups and volunteers.

20% +/- 10%

- Serves as a lead worker to assist in the oversight of client-facing operations at the animal shelter; coordinates the work of cross-trained deputy dog wardens working at the shelter; upholds mandated stray hold periods; oversees the adoption process including pre-and post-adoption support services with regard to behavior and training, meet-and-greets, and owner returns; surgery releases; reviews completed applications, invoices, and other documents and receipts; oversees preparation and storage of placement records (RTO, transfer, adoption, etc.); addresses escalated clients to resolve concerns and complaints; address the general public's inquiries regarding lost and found dogs, rabies and dog license information, humane education opportunities, and provides educational information; reviews daily balance of collected funds and corrects errors; oversees cage sterilization and cleaning;

Effective Date: 02.11.2015
Last Modified: 05.25.2021

Animal Adoptions Coordinator

oversees program teams and shelter events (e.g. adoption events, food programs, humane education); facilitates communications between shelter staff, foster families, and potential pet adoption families.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or GED with three (3) years of animal handling, animal supervision, animal husbandry, and/or animal welfare experience and one (1) year of work coordinating the work of employees or volunteers; or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain and maintain Ohio Euthanasia Technician Certification 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 office machines including computer and multifunction printer.
- Ability to operate a variety of related tools and equipment including Microchip scanners and handheld 2-way radios.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to physically handle and control animals during transport including lifting and restraining up to 50 pounds and pushing or pulling up to 25 pounds.

Technology Requirements

- Ability to operate a variety of software and databases including Microsoft Office Suite applications, and animal record database (PetPoint).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of volunteers, fosters, deputy dog wardens, and interns and to maintain standards.
- Ability to provide instruction and training to volunteers, fosters, deputy dog wardens, and interns.

Mathematical Ability

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

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.

Animal Adoptions Coordinator

- Ability to comprehend a variety of informational documents including dog records, transfer sheets, behavior and assessment evaluations, impound sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, union contracts, department policy and procedures, and Ohio Revised Code chapter 955.
- Ability to prepare cage cards, internal memos on a dog's record, foster contracts, donation receipts, daily revenue reports, 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 communicate with supervisors, volunteers, interns, off-site veterinarians, transfer partners, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at an animal shelter.
- Work may involve exposure to fractious and aggressive animals, rabid animals, noise extremes, strong odors, animal dander/dust, wetness, humidity, diseases, animal bodily fluids, and bright/dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Behavior Coordinator	Class Number:	15045
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Public Works	EXHIBIT G	

Classification Function

The purpose of this classification is to ensure the behavioral health and wellness of all the dogs at the Cuyahoga County shelter; to create and implement behavior plans, enrichment, and behavior; to design training programs for shelter staff and volunteers; and to create behavior protocols for the shelter's policy and procedure manual.

Distinguishing Characteristics

This is a journey level classification with responsibility for the behavioral health and wellness of the dog population at the County Animal Shelter. This classification works within a framework of well-defined policies, procedures, and regulations. Employees in this classification work under general supervision from the Chief Dog Warden, progressing to more independence as experience is acquired. Incumbents are expected to become fully aware of operating procedures and policies. This class requires public contact in communicating ownership and control of animals, laws, and 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.

30% +/- 10%

- Identifies, creates, and implements behavior plans; performs and documents assessments on behavioral dogs that cannot directly go into the adoption program (i.e. dogs that are under socialized, feral, fearful, and/or showing other behavior concerns); determines course of training needed to correct undesirable behaviors for individual animals and more general common issues; determines and fits equipment needed for stronger and challenging dogs; participates in weekly meetings on status of behavioral dogs; provides recommendations regarding euthanasia when necessary based on behavior, lack of progress, or safety concerns; provides behavioral instructions to adopters.

25% +/- 10%

- Mentors and leads behavior training staff and volunteers; communicates weekly progress with volunteers; determines when volunteers reach trainer level or when they require additional coaching; coordinates the schedule of new behavior team volunteers with the volunteer coordinator.

20% +/- 10%

- Creates, implements, and oversees all behavior and enrichment programs; develops and writes protocols for behavior programs; updates social media pages related to dog behavior programs.

15% +/- 5%

- Plans for training classes; identifies changes and restructures programs as needed; works in collaboration with management to create behavior training materials and procedures for staff and volunteers; prepares training schedules; makes recommendations for successful outcomes (e.g., foster, board and train, transfer).

Effective Date: 05.11.2022
Last Modified: 05.11.2022

Behavior Coordinator

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness, and outcomes; tracks and reports on shelter's population status; monitors expenditures of resources in the behavior program.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with three (3) years of dog training, behavior modification, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance.

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.
- Ability to bend/twist, stand and walk for a prolonged period of time, lift up to 50 pounds, and push/pull up to 100 pounds.
- Ability to distinguish between colors, hear sounds, identify odors, utilize depth perception, communicate orally, and accurately describe animals based on visual perceptions.

Technology Requirements

- Ability to operate a variety of software and databases including the animal record database (PetPoint), publishing software (MS Publisher), spreadsheet software (MS Excel), and word processing software (MS Word).

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 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 established standards to recognize interactive effects and relationships.

Behavior Coordinator

- Ability to comprehend a variety of informational documents including daily supervisor reports, feeding schedules, medical to-do lists, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, volunteer Barkbook, the Employee Handbook, and relevant sections of the Ohio Revised Code.
- Ability to prepare canine behavior plans, enrichment schedules, unleashed reports, daily playground communication, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic veterinary, animal control, and marketing terminology and language.
- Ability to communicate with Deputy Dog Wardens, Volunteer Coordinator, Adoption Coordinator, volunteers, clients, adoption customers, colleagues, other County employees, and the general public.

Environmental Adaptability

- Work may involve exposure to temperatures/weather conditions, strong odors, toxic/poisonous agents, wetness/humidity, animals/wildlife, disease/bodily fluids, bright/dim lights, and noise extremes.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Animal Shelter Medical	Class Number:	15041
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works	EXHIBIT H	

Classification Function

The purpose of this classification is to coordinate the operations of the clinic at the Cuyahoga County Animal Shelter, coordinate the work of shelter personnel, and perform veterinary and medical shelter tasks.

Distinguishing Characteristics

This is a supervisor level classification with the responsibility to oversee work operations of the animal shelter medical team. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise and operate under a framework of well-defined procedures and regulations. Employees in this classification have specialized knowledge and experience related to animal shelter and basic veterinary procedures. The employee ensures that work is performed effectively and efficiently and according to set rules and 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.

60% +/- 10%

- Carries out functions at the County Shelter; provides technical assistance during veterinary procedures such as pre-medication sedation, surgical preparation, surgical assistance, administration of oral medication as prescribed by veterinarian, oversees all surgical scheduling, gives medicated baths; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines medical adoptability of impounded animals; schedules animals for medical procedures or euthanasia; perform medical tests; oversees cage sterilization and cleaning in medical unit; disinfects surgery room and sterilizes instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals.

20% +/- 10%

- Oversees the maintenance of records, bills, refunds, licensure, and inventory for the animal shelter; prepares and maintains placement records; maintains records of claims and complaints as prescribed by law; prepares operational reports; prepares rabies vaccination certificates; maintains license for DEA and Board of Pharmacy; prepares bills for payment; submits vouchers for refunds; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines, and medications.

10% +/- 5%

- Coordinates public relations and community awareness functions; develops educational programs; distributes and makes available literature pertaining to the wellness of animals both pre and post adoption; responds to public inquiries and complaints; maintains relationships with outside vet clinics for care of animals.

10% +/- 5%

- Supervises and directs the work of the veterinary technician and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Minimum Training and Experience Required to Perform Essential Job Functions

- An Associate's degree of applied science in veterinary technology, animal science and three (3) years of supervisory experience in a shelter or animal welfare clinic setting; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- Must obtain an Ohio Euthanasia Technician Certification 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 office machines and equipment including a computer and multifunction printer.
- Ability to utilize laboratory and medical/veterinary equipment including anesthesia machine, microscope, blood chemistry machine, autoclave, cautery, clippers, needles, syringes, catchpole, snare, muzzles, scales, and other tools.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, lifting and/or restraining up to 50 pounds (with or without assistance), pushing, pulling, and bending.
- Ability to distinguish colors, sounds, odor, and texture.

Technology Requirements

- Ability to operate a variety of software and databases including email software (MS Outlook), word processing software (MS Word), and a web-based animal data management system (PetPoint).

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.

Supervisor, Animal Shelter

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 billing invoices, animal medical records, employee leave requests, animal impound inventory and records, medical waste records, diagnostic reports, x-rays, blood work, veterinary attention notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Board of Pharmacy laws, Shelter Operations Manual, Veterinary Clinical Parasitology book, Common Diseases of Companion Animals, medical reference material, and the Ohio Revised Code 955.
- Ability to prepare purchase orders, requisitions, vouchers, medical exam reports, lab submission forms, controlled substance log, rabies quarantine release, rabies tags submission, surgical records and logbook, rabies certificates, euthanasia records, impound records, operational reports, educational materials, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, rescue groups, vendors, veterinary personnel, interns, subordinates, Board of Health, emergency clinic staff, other County employees, customers, volunteers, the general public, and Non-profit board of Directors.

Environmental Adaptability

- Work is typically performed in an animal shelter environment.
- Work may involve exposure, disease, bodily fluids, fractious and aggressive animals, strong odors, toxic/poisonous agents, smoke/dust/pollen, wetness/humidity, animals/wildlife, rabid animals, bright/dim lights, and noise extremes.

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.

Posted: 9/5/2024
Meeting: 9/11/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
NEW					
Supervisor, Shared Services Customer Support Phone Lines	10311	N/A	10A Exempt	Health and Human Services	This is a new classification based on the CPQ of a current Administrative Officer. This classification was joint effort from HR and PRC to make a classification specific to the work being performed by this employee.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
ERP Business Systems Administrator	16451	15B Exempt	15B Exempt (No Change)	Fiscal, OPD, Human Resources, & Public Works	PRC routine maintenance. Classification last revised in 2020. Changes were made to the classification function, distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Accountant 3 (<i>Financial Reporting Accountant</i>)	11063/11221	10A Exempt	13A Exempt	All Departments (Fiscal)	PRC routine maintenance. Classification last revised in 2019. Changes were made to the title, department, distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. Pay Grade increased from 10A to 13A.
Senior Supervisor, Sewer Maintenance	18002	13A Exempt	13A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2020. Changes made to distinguishing characteristics, essential functions, additional requirements, technology requirements, and language and formatting. No change to pay grade or FLSA status.
Supervisor, Project Inspection	18121	10A Non-Exempt	10A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2020. Changes made to essential functions, language, and formatting. No change to pay grade or FLSA status.

<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Animal Adoptions Coordinator 10051	5A Non-Exempt	Public Works	A new position was created for the Animal Shelter that encompasses the duties of this position and two other positions to streamline operations at the Animal Shelter. The employees have been transferred into the new position and this position is vacant and will no longer be utilized.
Behavior Coordinator 15045	6A Non-Exempt	Public Works	Same as above.
Supervisor, Animal Shelter Medical 15041	7A Non-Exempt	Public Works	Same as above.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0360

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Jasmine C. Taylor to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2023 – 1/31/2028 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County Charter Section 3.09(2) authorizes County Council to establish such boards as the Council determines necessary for the efficient administration of the County; and

WHEREAS, Ordinance No O2012-0026 established the Cuyahoga County Debarment Review Board to review and determine matters submitted to it under County Code, including matters arising from administration of the County Debarment Law in accordance with Chapter 505 of the County Code; and

WHEREAS, Section 205.06 of the County Code provides the qualifications of members of the Debarment Review Board and further provides that members of the Debarment Review Board appointed by the County Executive, other than the Chair, shall be appointed to serve five (5) year staggered terms; and

WHEREAS, Charter Section 2.03(2) and County Code Section 205.06 provide that such appointments made by the County Executive are subject to confirmation by County Council; and

WHEREAS, County Executive has nominated Jasmine C. Taylor to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2023 – 1/31/2028.

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 Jasmine C. Taylor to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2024 – 1/31/2029.

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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: October 8, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____,20____



September 25, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Debarment Review Board

Dear President Jones:

The Cuyahoga County Debarment Review Board was established to review decisions rendered by the Cuyahoga County Inspector General concerning vendors who seek to perform work on behalf of Cuyahoga County. A vendor may be precluded from doing business with Cuyahoga County (debarred) if it has engaged in criminal behavior or other actions, thereby demonstrating a lack of business integrity or honesty that adversely affects its capability to provide goods or services to the County. A vendor may be debarred by the Inspector General for varying lengths of time depending on the Inspector General's review of the evidence and severity of the infractions. A vendor that is debarred by the Inspector General has a right to appeal the findings to the Debarment Review Board. This board reviews testimony and documents submitted in a debarment process and shall issue opinions concerning the vendor's ability to provide goods or services to Cuyahoga County.

Pursuant to Section 205.06 of the Cuyahoga County Code, I submit the following nomination for appointment to the Cuyahoga County Debarment Review Board:

- **Jasmine C. Taylor (2/1/2023 – 1/31/2028)**
 - Appointment
 - Currently resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There is one other candidate on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado at 216-348-4239.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne
County Executive

JASMINE C. TAYLOR



EXPERIENCE

Nelson, Mullins, Riley & Scarborough, LLP, Cleveland, Ohio

Senior Associate, Midwest Commercial Litigation Group, Current

- Defense litigation attorney with a focus on product liability, contractual disputes, personal injury, energy, and general commercial litigation.
- Draft pre-trial motions, including dispositive motions, as well as pleadings and memoranda.
- Defend and take depositions.
- Represent clients at mediation and settlement conferences.
- Advise clients on litigation and settlement strategy.
- Manage and conduct discovery and legal research projects.

U.S. District Court, Northern District of Ohio, Cleveland, Ohio

Law Clerk to the Honorable Charles E. Fleming, March 2022 – March 2024

- Drafted opinions on various areas of federal and state law including complex commercial litigation, employment law, products liability, class action lawsuits, ERISA, social security, and constitutional violations as well as procedural issues.
- Reviewed, analyzed, and interpreted a variety of commercial contracts and employee benefits agreements.
- Prepared for and attended court proceedings, and conferred with the Judge on civil and criminal matters.

Tucker Ellis LLP, Cleveland, Ohio

Associate, Health & Life Sciences Group, September 2019 – March 2022

- Defense litigation attorney with a focus on product liability, medical device manufacturers, pharmaceutical manufacturers, medical malpractice, and general commercial litigation.
- Drafted pre-trial motions, pleadings and memoranda.
- Managed and conducted discovery and legal research projects.
- Represented clients at settlement and mediation conferences, arbitration, and depositions.

Thompson Hine LLP, Cleveland, Ohio

Summer Associate, 2017 and 2018

- Researched legal issues for multiple practice groups, including labor and employment, construction, business litigation, white collar crime, employee benefits and compensation, products liability, and real estate.
- Drafted research memoranda and dispositive motions.

Ohio Army National Guard, Cleveland and Columbus, Ohio

Non-Commissioned Officer, December 2008 – December 2020

- As Squad Leader, managed and facilitated projects aimed to accomplish objectives, set by the chain of command, with lower enlisted soldiers.
- Developed and maintained communications networks for 200+ personnel while deployed in Afghanistan in 2012 and Kuwait in 2015.
- Secured and maintained military encryption and communications equipment valued at more than \$1,000,000.

EDUCATION

Cleveland State University College of Law, Cleveland, Ohio

Juris Doctor, cum laude, May 2019

Cleveland State University, Cleveland, Ohio

Bachelor of Arts, cum laude, Criminology and Sociology, December 2014

CIVIC ENGAGEMENT

Sigma Gamma Rho Sorority, Inc., Legal Advisor and Social Action Committee Member, Current, Cleveland, Ohio

Norman S. Minor Bar Association, Chair, City Wide Mentorship Program, 2022 – Current, Cleveland, Ohio

Norman S. Minor Bar Association, Second Vice President, 2022 – 2024, Cleveland, Ohio

Cleveland Metropolitan Bar Association 3Rs Program, 2016 – 2022, Cleveland, Ohio

Thurgood Marshall Moot Court Team, 2019 – 2023, Coach, CSU College of Law, Cleveland, Ohio

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

N/A

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Debarment Review Board

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

They must be a resident of Cuyahoga County appointed by the County Executive and confirmed by the Cuyahoga County Council. They may not be an employee of Cuyahoga County while serving on the Board. They shall be an attorney at-law in good standing in the State of Ohio.

Section 205.06 A.3 of the Cuyahoga County Code

2.3 The specific term of office during which the candidate would serve;

2/1/2023 - 1/31/2028

2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Appointment

2.5 For a new appointment: the name of the individual who the candidate would replace;

N/A

2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

2.7 A cumulative list of individuals who applied for the position;

Jasmine C. Taylor, Roland J. DeMonte

2.8 The candidate's city and county of residence;

Cleveland, Cuyahoga County

2.9 An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

N/A

2.10 An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0361

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Roland J. DeMonte to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2024 – 1/31/2029 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County Charter Section 3.09(2) authorizes County Council to establish such boards as the Council determines necessary for the efficient administration of the County; and

WHEREAS, Ordinance No O2012-0026 established the Cuyahoga County Debarment Review Board to review and determine matters submitted to it under County Code, including matters arising from administration of the County Debarment Law in accordance with Chapter 505 of the County Code; and

WHEREAS, Section 205.06 of the County Code provides the qualifications of members of the Debarment Review Board and further provides that members of the Debarment Review Board appointed by the County Executive, other than the Chair, shall be appointed to serve five (5) year staggered terms; and

WHEREAS, Charter Section 2.03(2) and County Code Section 205.06 provide that such appointments made by the County Executive are subject to confirmation by County Council; and

WHEREAS, the County Executive has nominated Roland J. DeMonte to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2024 – 1/31/2029.

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 Roland J. DeMonte to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2024 – 1/31/2029.

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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: October 8, 2024

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

Journal _____
_____, 20____



September 25, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Debarment Review Board

Dear President Jones

The Cuyahoga County Debarment Review Board was established to review decisions rendered by the Cuyahoga County Inspector General concerning vendors who seek to perform work on behalf of Cuyahoga County. A vendor may be precluded from doing business with Cuyahoga County (debarred) if it has engaged in criminal behavior or other actions, thereby demonstrating a lack of business integrity or honesty that adversely affects its capability to provide goods or services to the County. A vendor may be debarred by the Inspector General for varying lengths of time depending on the Inspector General's review of the evidence and severity of the infractions. A vendor that is debarred by the Inspector General has a right to appeal the findings to the Debarment Review Board. This board reviews testimony and documents submitted in a debarment process and shall issue opinions concerning the vendor's ability to provide goods or services to Cuyahoga County.

Pursuant to Section 205.06 of the Cuyahoga County Code, I submit the following nomination for reappointment to the Cuyahoga County Debarment Review Board:

- **Roland J. DeMonte (2/1/2024 - 1/31/2029)**
 - Reappointment
 - Currently resides in Fairview Park (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There is one other candidate on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado at 216-348-4239.

Sincerely,

Chris Ronayne
County Executive



ROLAND J. DE MONTE

PARTNER PRACTICES

- Employment Law
- Commercial Litigation

Attorney Biography

Roland J. De Monte is a Partner in the Cleveland office of GRSM.

He represents employers before state and federal courts in cases involving claims of discrimination, harassment, wrongful termination, retaliation, FMLA, wage and hour, ADA, and constructive discharge.

Roland also works with employers to navigate investigations by government agencies pertaining to companies' employees, and provides counseling, advice and training to companies regarding best practices to minimize liability. He collaborates with clients from the outset to identify solutions to their problems that make the best legal and business sense.

An unabashed supporter of the Greater Cleveland community, Roland serves on the boards of non-profits and civic institutions in Northeast Ohio, including, the quasi-judicial Cuyahoga County Debarment Review Board.

Admissions

- Ohio
- U.S. District Court, Northern and Southern Districts of Ohio
- U.S. Court of Appeals for the Sixth Circuit

Memberships

- Cleveland Mediation Center, Advisory Board
- Cleveland Bridge Builders' Class of 2012
- Cleveland Leadership Institute 2010

Community Involvement

- North East Ohio Chapter of the Crohn's and Colitis Foundation, Secretary and Executive Board Member

Education

J.D., University of Akron School of Law, 2006

B.A., *cum laude*, Mount Union College, 2003

Honors

Super Lawyers® Rising Stars distinction (2014-2016, 2021)

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

1.2 A copy of the candidate’s current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

N/A

2. A letter from the appointing authority providing the following information:

2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Cuyahoga County Debarment Review Board

2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

They must be a resident of Cuyahoga County appointed by the County Executive and confirmed by the Cuyahoga County Council. They may not be an employee of Cuyahoga County while serving on the Board. They shall be an attorney at-law in good standing in the State of Ohio.

Section 205.06 A.3 of the Cuyahoga County Code

2.3 The specific term of office during which the candidate would serve;

2/1/2024 - 1/31/2029

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Reappointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Jasmine C. Taylor, Roland J. DeMonte

- 2.8** The candidate's city and county of residence;

Fairview Park, Cuyahoga County

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Northeast Ohio Chapter of the Crohn's and Colitis Foundation- Secretary and Executive Board Member
Cleveland Mediation Center- Advisory Board**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.