



## CUYAHOGA COUNTY COUNCIL

### HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
4<sup>th</sup> FLOOR

#### MEETING AGENDA

TUESDAY, JULY 29, 2025—10:00 A.M.

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#### Committee Members

Martin J. Sweeney, Chair | Dist. 3  
Michael J. Gallagher, Vice Chair | Dist. 5  
Yvonne M. Conwell | Dist. 7  
Michael J. Houser, Sr. | Dist. 10  
Meredith M. Turner | Dist. 9

#### 1. CALL TO ORDER

#### 2. ROLL CALL

#### 3. PUBLIC COMMENT

#### 4. APPROVAL OF MINUTES FROM THE JULY 15, 2025 MEETING

#### 5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0217: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- b) R2025-0244: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- c) R2025-0247: A Resolution confirming the County Executive's reappointment of Patti Choby to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028; and declaring the necessity that this Resolution become immediately effective.
- d) R2025-0248: A Resolution confirming the County Executive's reappointment of Patrick W. Hewitt to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028; and declaring the necessity that this Resolution become immediately effective.
- e) R2025-0249: A Resolution confirming the County Executive's reappointment of Matthew Rymer to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028; and declaring the necessity that this Resolution become immediately effective.

#### 6. MISCELLANEOUS BUSINESS

#### 7. ADJOURNMENT

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



## CUYAHOGA COUNTY COUNCIL

### HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
4<sup>th</sup> FLOOR

#### MEETING MINUTES

TUESDAY, JULY 15, 2025—10:00 A.M.

#### Committee Members

Martin J. Sweeney, Chair | Dist. 3  
Michael J. Gallagher, Vice Chair | Dist. 5  
Yvonne M. Conwell | Dist. 7  
Michael J. Houser, Sr. | Dist. 10  
Meredith M. Turner | Dist. 9

#### 1. CALL TO ORDER

**Chairman Sweeney called the meeting to order at 10:06 a.m.**

#### 2. ROLL CALL

**Mr. Sweeney asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Sweeney, Gallagher and Conwell were in attendance and a quorum was determined. Committee members Turner and Houser were absent. Councilmember Schleper was also in attendance.**

#### 3. PUBLIC COMMENT

**There were no public comments given.**

#### 4. APPROVAL OF MINUTES FROM THE JUNE 17, 2025 MEETING

**A motion was made by Ms. Conwell, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the June 17, 2025 meeting.**

#### 5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0211: A Resolution confirming the County Executive's reappointment of Nakeshia Nickerson to serve on the Cuyahoga County Women's Health Commission for the term 5/1/2025 – 4/30/2028; and declaring the necessity that this Resolution become immediately effective.

**Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2025-0211. Discussion ensued.**

**Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.**

**Ms. Nakeshia Nickerson addressed the Committee regarding her nomination to serve on the Cuyahoga County Women's Health Commission. Discussion ensued.**

Committee members asked questions of Ms. Nickerson pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2025-0211 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2025-0217: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

**There was no legislative action taken on Resolution No. R2025-0217.**

#### 6. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

#### 7. ADJOURNMENT

**Chairman Sweeney adjourned the meeting at 10:21 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0217

|   |   |
|---|---|
| Sponsored by: <b>Councilmember Sweeney on behalf of Cuyahoga County Personnel Review Commission</b> | <b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**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 June 4, 2025, 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.

**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 Revised Classifications:

Exhibit A:      Class Title: *Advocacy Officer*  
                    Class Number: 13011  
                    Pay Grade: 11A/Exempt (No change)

\*PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to the pay grade or FLSA evaluation.

- Exhibit B: Class Title: *Family Justice Center Operations Coordinator*  
Class Number: 12071  
Pay Grade: 11A/Exempt (No change)  
\*PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Intelligence Analyst*  
Class Number: 12131  
Pay Grade: 7A/Non-Exempt (No change)  
\*Medical Examiner's Office was added to the applicable departments for their department use.
- Exhibit D: Class Title: *Manager, Applications Development (Manager, Reporting and Data Analytics)*  
Class Number: 16231  
Pay Grade: 16B/Exempt (No change)  
\*PRC routine maintenance. Classification last revised in 2021. Title was changed to more accurately reflect the work the position does. Changes were made to classification function, essential job functions, and language and formatting. A minimum qualifications equivalency table was added.
- Exhibit E: Class Title: *Senior Emergency Management Specialist*  
Class Number: 12092  
Pay Grade: 10A/Exempt (No change)  
\*PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, technology requirements, and language and formatting. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Records Management Officer*  
Class Number: 10122  
Pay Grade: 6A/Non-Exempt (No change)  
\*PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
- Exhibit G: *Supervisor, Emergency Management*  
Class Number: 12093  
Pay Grade: 13A/Exempt (No change)

\*PRC routine maintenance. Classification last revised in 2021  
Changes were made to essential functions, and language and  
formatting. A minimum qualifications equivalency table was  
added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit H: Class Title: *Child Health Specialist*  
Class Number: 13121  
Pay Grade: 9A/Exempt  
\* The employees performing the duties of this position have  
elected to become bargaining and this position is no longer  
needed in this class plan.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 30, 2025

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

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





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

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

Date: June 6, 2025

To: Cuyahoga County Council President Dale Miller  
Council Members, Human Resources, Appointments & Equity  
Committee

From: F. Allen Boseman, Chairman  
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on June 4, 2025, 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 REVISED CLASSIFICATIONS   |                             |                                 |                                       |
|--|-----------------------------|---------------------------------|---------------------------------------|
| REVISED CLASSIFICATIONS<br>(Revised Title)   | CURRENT PAY<br>GRADE & FLSA | RECOMMENDED<br>PAY GRADE & FLSA | DEPARTMENT                            |
| Advocacy Officer 13011   | 11A Exempt                  | 11A Exempt<br>(No Change)       | Senior and Adult<br>Services          |
| Family Justice Center Operations<br>Coordinator 12071                                    | 11A Exempt                  | 11A Exempt<br>(No Change)       | Public Safety and<br>Justice Services |
| Intelligence Analyst 12131   | 7A Non-Exempt               | 7A Non-Exempt<br>(No Change)    | Public Safety and<br>Justice Services |
| Manager, Applications<br>Development (Manager,<br>Reporting and Data Analytics)<br>16231 | 16B Exempt                  | 16B Exempt<br>(No Change)       | Information<br>Technology             |



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

|  |               |                              |  |
|--|---------------|------------------------------|--|
| Senior Emergency Management Specialist 12092 | 10A Exempt    | 10A Exempt<br>(No Change)    | Public Safety and Justice Services         |
| Senior Records Management Officer 10122      | 6A Non-Exempt | 6A Non-Exempt<br>(No Change) | Public Works and Medical Examiner's Office |
| Supervisor, Emergency Management 12093       | 13A Exempt    | 13A Exempt<br>(No Change)    | Public Safety and Justice Services         |

#### PROPOSED DELETED CLASSIFICATIONS

| DELETED CLASSIFICATION        | PAY GRADE and FLSA STATUS | DEPARTMENT                   |
|-------------------------------|---------------------------|------------------------------|
| Child Health Specialist 13121 | 9A Exempt                 | Children and Family Services |

cc: Thomas Colaluca, Commissioner  
 Deborah Southerington, Commissioner  
 Rebecca Kopcienski, PRC Director  
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
 Sarah Nemastil, HR Director

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |  |                      |       |
|---------------------|--|----------------------|-------|
| <b>Class Title:</b> | Advocacy Officer                                       | <b>Class Number:</b> | 13011 |
| <b>FLSA:</b>        | Exempt   | <b>Pay Grade:</b>    | 11A   |
| <b>Dept:</b>        | Division of Senior and Adult Services <b>EXHIBIT A</b> |                      |       |

## Classification Function

The purpose of this classification is to manage the Division of Senior and Adult Services' (DSAS) advocacy activities, the Advocacy Committee, and activities of the DSAS Advisory Board and committees.

## Distinguishing Characteristics

This is a professional level classification with responsibility for managing the Division of Senior and Adult Services' advocacy activities and Advocacy Committee as well as the DSAS Advisory Board. This position works under the general supervision of the DSAS Administrator. Incumbents receive general guidance and direction regarding work but complete work largely independently and are expected to use own judgment in performing work. Incumbents ensure that all 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.**

0% +/- 10%

- Directs public policy and advocacy activities of the Division of Senior and Adult Services (DSAS); works closely with upper level management to develop and establish the agency's advocacy agenda, public policy priorities and initiatives, and strategic goals; develops project plans and project implementation timelines; leads advocacy presentations on public policy issues at conferences, community public policy groups, agency staff meetings, and trainings; works with management, Board Chairs, and Committee Chairs to develop strategies to further senior agenda; builds and maintains working relationships with elected officials, public policy groups, and advocacy groups to support and achieve the agency's advocacy efforts; researches, analyzes, and monitors impact of legislation and policy issues affecting seniors at local, state, and federal levels and determines best course of action and strategies for implementation based on analysis; prepares documentation (reports, briefing documents, testimony, position statements, fact sheets, comment letters, etc.) for staff, board and committee members, and stakeholders.

30% +/- 10%

- Manages the DSAS Advisory Board and its four committees; serves as DSAS Administrator liaison to Advisory Board; serves as point of contact with County Executive's office; convenes Advisory Board meetings; prepares meeting agendas for Advisory Board meetings; manages board recruitment, orientation, and retention; develops orientation materials, manuals, on-boarding, and protocols for new Board members; evaluates potential members for recommendation to Advisory Board to ensure the best subject matter experts are recruited to provide expertise; develops approaches to engage and involve committee members in advocacy activities; ensures the Board's Code of Regulations, Conflict of Interest, and Ethics policies are all aligned with county and state policies and procedures.

Effective Date: 07.26.2017  
Last Modified: 10.15.2021

20% +/- 10%

- Provides support to DSAS Administrator with on-going special strategic projects and initiatives; researches opportunities and develops strategies to ensure advancement of DSAS priorities and public policy goals; provides oversight to DSAS's food insecurity initiative; develops partnerships with hunger relief organizations to reduce food insecurity; oversees research and surveying of older adult populations to assess and address needs; looks for grant opportunities to assist with addressing needs of adult populations; advocates for additional funding by developing and presenting reports and white papers to increase awareness regarding needs of older adult populations.

10% +/- 5%

- Represents DSAS at local, state, and national levels; provides leadership and collaboration with various local organizational/policy groups; serves as policy committee member with the National Association of Adult Protective Services; conducts presentations and training on public policy issues at statewide and local conferences, community agencies, public policy groups, and DSAS staff meetings; serves as liaison between DSAS and the Executive's Regional Collaboration Office.

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

- Bachelor's degree in public administration, public policy, political science, or related degree and five (5) years of experience in public social service program administration, public policy analysis, legislative policy advocacy, or related field; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained                            | Experience required |
|---|---------------------|
| High school diploma/GED   | 10 years            |
| Unrelated associate degree                                      | 8 years             |
| Related associate or unrelated bachelor's degree                | 7 years             |
| Related bachelor's degree or unrelated master's/doctoral degree | 5 years             |
| Related master's/doctoral degree                                | 3 years             |

*Related degree fields:* business administration, psychology, sociology, nonprofit management, social work

*Related work experience:* public policy research, collaborating with legislators, working with advocacy groups, working with/on board committees, board recruitment and retention, strategic planning, monitoring trends, advocacy budgeting, support of DSAS driven work

### Additional Requirements

- No special license or certification is required.

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

#### Physical Requirements

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

#### Technology Requirements

## Advocacy Officer

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), and other software as needed.

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

### **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 agendas, meeting minutes, legislation, news service, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, the Employee Handbook, DSAS Policies and Procedures Manual, DSAS Advisory Board of Regulations, and the Ohio Revised Code.
- Ability to prepare meeting agendas and minutes, strategic goals, project plans, monthly reports, advocacy alerts, position papers, 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, directors, elected officials, other County employees, Advisory Board members, Advocacy Committee members, interns, and members of other agencies and committees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |  |                      |       |
|---------------------|--|----------------------|-------|
| <b>Class Title:</b> | Family Justice Center Operations Coordinator | <b>Class Number:</b> | 12071 |
| <b>FLSA:</b>        | Exempt                                       | <b>Pay Grade:</b>    | 11A   |
| <b>Dept:</b>        | Public Safety and Justice Services           | <b>EXHIBIT B</b>     |       |

### Classification Function

The purpose of this classification is to coordinate the daily operations of a Family Justice Center.

### Distinguishing Characteristics

This is a journey level classification with responsibility of coordinating the daily operations of a Family Justice Center and performing community outreach duties under general supervision of the Manager, Witness/Victim Services. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

70% +/- 10%

- Coordinates the daily operations of a Family Justice Center; assists clients over the phone and walk-in clients with a special emphasis on high-need clients such as those with mental or physical health concerns; assists justice system advocates in properly completing civil protection orders; monitors compliance with intake procedures; triages walk-in clients with complex needs; assists intake staff; helps with front desk duties; prepares referrals for partner agencies; develops and implements policies and procedures; ensures compliance with policies and procedures; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitutes for any absent on-site partners.

10% +/- 5%

- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies; attends meetings regarding program planning and delivery and assists in the implementation of specific programs as needed.

20% +/- 10%

- Performs related administrative responsibilities; prepares for meetings; prepares data and research for topics at various meetings; attends annual trainings; manages all data accrued at the Family Justice Center including analyzing data and preparing statistical spreadsheets, entering clients' data, and reviewing satisfaction surveys; analyzes issues affecting the Family Justice Center and formulates solutions; enters client information in database; ensures policies and procedures are being followed correctly.

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

- Bachelor's degree in social work, criminology, psychology, sociology, or related field with three (3) years of experience in advocacy or social work; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED              | 9 years             |
| Unrelated associate degree           | 7 years             |
| Related associate degree             | 7 years             |
| Unrelated bachelor's degree          | 5 years             |
| Related bachelor's degree            | 3 years             |
| Unrelated master's/doctoral degree   | 3 years             |
| Related master's/doctoral degree     | 2 years             |

*Related degree fields:* sociology, business administration, criminal justice

*Related work experience:* working with victims, experience with criminal justice, court systems, community partner agencies, and family justice centers

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and publishing software (Microsoft Publishing).

#### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Family Justice Center Policy and Procedures, Victim's Rights, and Marsy's Law, Client Confidentiality.

## Family Justice Center Operations Coordinator

- Ability to prepare caseload report, client information report, survey report, client records, advocate walk-in report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may expose employee to secondary trauma through information received about clients' personal experiences with violence.

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |       |
|---------------------|---|----------------------|-------|
| <b>Class Title:</b> | Intelligence Analyst  | <b>Class Number:</b> | 12131 |
| <b>FLSA:</b>        | Non-Exempt  | <b>Pay Grade:</b>    | 7A    |
| <b>Dept:</b>        | Public Safety and Justice Services, Medical Examiner's Office EXHIBIT C |                      |       |

### Classification Function

The purpose of this classification is to research, analyze, and evaluate criminal intelligence information to generate reports regarding potential risk of known terrorist or criminal activity to assist law enforcement, government, and private sector agencies.

### Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Northeast Ohio Regional Fusion Center (NEORFC), an organizational partnership between the Cuyahoga County Department of Public Safety & Justice Services and the City of Cleveland Department of Public Safety. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

45% +/- 10%

- Conducts open-source intelligence research and disseminates the information to superiors; collects information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.) to identify trends in criminal activity and homeland security; analyzes trends to determine the impact on the area of responsibility; receives data (e.g., terrorist and criminal activity, large-scale threats, etc.) from local, state, federal, and private sector contacts; organizes and prioritizes vast amounts of disparate information into a format that is usable to produce finished intelligence products; navigates social media platforms and other intelligence-gathering applications to collect information and identify trends.

35% +/- 10%

- Collects and analyzes data to determine existence of potential threats; receives and analyzes tips and leads submitted to the NEORFC, and carefully reviews to evaluate validity of source information for the existence of potential threats; adjudicates and disseminates authenticated information to appropriate agency; reads and analyzes various forms of qualitative information and determines whether the data can be linked to other bodies of information; verifies originating agency identifier (ORI) and criminal predicate for incoming requests for information (RFIs) that require use of databases containing personally identifiable information (PII) and/or law enforcement sensitive (LES) information; creates threat assessments, intel bulletins, safety bulletins, situational awareness bulletins, suspicious activity reports, and threat briefs; maintains Department of Homeland Security (DHS) SECRET Clearance; conducts research and data mining through the Homeland Secure Data Network (HSDN) and identifies individuals on the Terrorist Watchlist; evaluates critical and timely criminal, terrorist, and suspicious activity related information from stakeholders to inform of potential threats..

20% +/- 10%

- Analyzes, inputs, and summarizes various types of information; creates, prepares, and presents finished intelligence products to various stakeholders; reviews and proofreads written work to correct

## Intelligence Analyst

errors (e.g., grammar, technical jargon, missing information, unclear ideas, etc.); communicates with National Fusion Center Network to share and receive pertinent intelligence information; coordinates with internal staff and presents collected data in a structured format to determine whether a threat is actionable; engages in open dialogue on potential threats to evaluate various factors of the situation; inputs authenticated information into the appropriate database; disseminates actionable intelligence information to various entities through written correspondence or oral presentation; provides strategic intelligence products (e.g., memos, bulletins, situational awareness postings, etc.) to different levels of first responders to assist them with their duties; combines relevant information from various sources to create finished intelligence products that allow stakeholders to make informed decisions; identifies emerging and cross-jurisdictional factors regarding terrorism and crime within the NEORFC's six-county area of responsibility; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; educates community partners on the mission and purpose of the NEORFC.

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

- Bachelor's degree in business, international studies, intelligence analysis, criminal justice, statistics, or related field; and two (2) years of experience with private security, homeland security, or the criminal justice system, or an equivalent combination of education, training, and experience.

### Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must complete Fundamentals of Intelligence Analyst Training (FIAT) within one year of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

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

#### Physical Requirements

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

#### Technology Requirements

- Ability to operate a variety of computer applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (including internal records management software, EGuardian, FBI Virtual Command Center, NFCA Dashboard), and other software applications as needed.

#### 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 such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including Requests for Information (RFI), Suspicious Activity Report (SAR), raw intelligence information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.), Terrorist Screening Center Reports, Situational Intel/Awareness reports, intelligence briefs, Special Event Threat Assessments (SETA), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, federal laws, state laws, 28 CFR Part 23, federal guidelines in regard to SECRET security clearance, Executive Order 13-549 Classified National Security Info Program for state, local, and private sector entities, NEORFC policies, and department policies and procedures.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI), criminal intelligence reports, SAR, Special Event Threat assessments, Situational Awareness report, intelligence briefs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret intelligence and legal related terminology and language.
- Ability to communicate with supervisor, co-workers, law enforcement and fire service personnel, NEORFC interns, state, federal, and private-sector partner agencies, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                       |                      |       |
|---------------------|---------------------------------------|----------------------|-------|
| <b>Class Title:</b> | Manager, Reporting and Data Analytics | <b>Class Number:</b> | 16231 |
| <b>FLSA:</b>        | Exempt                                | <b>Pay Grade:</b>    | 16B   |
| <b>Dept:</b>        | Information Technology                | <b>EXHIBIT D</b>     |       |

### Classification Function

The purpose of the classification is to plan, supervise, direct, and lead a team of developers, project managers, or information system analysts in day-to-day activities and operations. The incumbent is responsible for providing technical direction for the development, design, and deployment of reports, data visualizations, data analysis, and data-centric solutions.

### Distinguishing Characteristics

This is a first-level management classification that provides direct supervision to software developers, data analysts, and other technical positions to support the operations of HHS agencies. This class works under general direction of the Director, Information Technology – HHS and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems, and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee is responsible for coordinating the development of strategic and tactical plans for application development and administration, and ensuring staff understands and delivers the appropriate technology to user 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.**

- 50% +/- 10%
- Manages activities to fill data-centric, user information requests; meets with end-users and/or assigns staff to collect, clarify, and refine the user's needs and requirements; assesses the feasibility of potential solutions and determines the technological infrastructure to be utilized for development activities; designs a cost-effective, technically feasible solution that is consistent with the requestor's requirements and within the confines of the available technical infrastructure; oversees development of a solution consistent with the design; coordinates user testing with the requestor and validates that the solution(s) developed is accurate and satisfies the end-users needs; oversees the deployment of the solution into production and ensure the solution source code is properly documented and stored in source control.
- 20% +/- 10%
- Supervises and directs the work of Data Analysts, Developer 1,2,3s, Information System Analysts, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Provides technical direction for development, design, and deployment of solutions to management and staff; performs technology and software assessment; studies and recommends new development technologies; creates and maintains procedures for production and test environments; develops and recommends best practices, policies, and procedures; applies knowledge of industry trends and developments to improve applications and processes.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field of computer operations, provides technical input during the development of business initiatives.

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

- Bachelor's degree in computer science or related field with five (5) years' experience in a programming environment, including object-oriented programming and relational database management; **or any equivalent combination of training and experience as defined below.**

| <b>Highest degree of education attained</b> | <b>Experience required</b> |
|---|----------------------------|
| High school diploma/GED                     | years                      |
| Unrelated associate degree                  | years                      |
| Related associate degree                    | 7 years                    |
| Unrelated bachelor's degree                 | years                      |
| Related bachelor's degree                   | 5 years                    |
| Unrelated master's/doctoral degree          | years                      |
| Related master's/doctoral degree            | 3 years                    |

*Related degree fields:* statistics, data science,

*Related work experience:*

- Must have knowledge of at least two (2) web programming languages used by the Division.

### **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 computers and multifunction printer.

#### **Technology Requirements**

- Knowledge of a variety of software and database systems including application Integrated Development Environments, database management software, database query languages, programming languages and extensions, presentation software, spreadsheet software, version control systems and methodology, word processing software, application lifecycle management, content management system, enterprise content/document management system, and other technologies.

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and ability to perform advanced 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 daily extract, transform and load (ETL) status reports, requirement statements, Customer Service Requests, entity relationship diagrams, technical documentation, issue logs, project updates, project plans, JIRA tickets, technical forums, and employee timesheets.
- Ability to comprehend a variety of reference materials and manuals including the Employee Handbook, data protection laws and guidelines, the department policy manual, requirement statements, coding book and websites, entity relationship diagrams, technical documentation, issue logs, and technical forums.
- Ability to prepare monthly department metrics, data analyses, statement of work, requirement statements, system documentation, user manuals, status reports, source code, JIRA tickets, SMART goals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret statistics, computer programming, network engineering, terminology and language.
- Ability to communicate with staff, IT and HHS management, stakeholders, end-users, vendors, and departmental employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Manager, Reporting and Data Analytics

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |       |
|---------------------|---|----------------------|-------|
| <b>Class Title:</b> | Senior Emergency Management Specialist              | <b>Class Number:</b> | 12092 |
| <b>FLSA:</b>        | Exempt  | <b>Pay Grade:</b>    | 10A   |
| <b>Department:</b>  | Public Safety and Justice Services <b>EXHIBIT E</b> |                      |       |

### Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

### Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower-level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

### 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%

- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); sends requested materials; designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.

15% +/- 10%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Effective Date: 09.28.2017  
Last Modified: 02.09.2021



## Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans; maintains training database by updating spreadsheets, preparedness plans, and posting local trainings to the training calendar; plans, researches, coordinates, and implements training for first responders and other groups within the County; oversees the ReadyCertify program and works with agencies to help them meet necessary requirements.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws; attends outreach events; attends and presents at various conferences.

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

- Bachelor's degree in emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained          | Experience required |
|---|---------------------|
| High School Diploma/GED                       | 9 years             |
| Unrelated associate degree                    | 7 years             |
| Unrelated bachelor's/Related associate degree | 5 years             |
| Related bachelor's degree                     | 3 years             |
| Related/unrelated master's/doctorate degree   | 2 years             |

*Related degree fields:* communications, business administration, , public safety management, law enforcement, criminal justice, fire science

*Related work experience:* writing and reviewing emergency management plans

- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

### 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.

Effective Date: 09.28.2017  
Last Modified: 02.09.2021

### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, database software (TimeTap, CAMEO), and environmental analytics 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.

### **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 such to established criteria to define consequences and develop alternatives.

- Ability to comprehend a variety of informational documents including after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, weather service briefings, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and the Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, CCOEM County Plans, training requests, training applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

## Senior Emergency Management Specialist

### **Environmental Adaptability**

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |  |                      |       |
|---------------------|--|----------------------|-------|
| <b>Class Title:</b> | Senior Records Management Officer          | <b>Class Number:</b> | 10122 |
| <b>FLSA:</b>        | Non-Exempt                                 | <b>Pay Grade:</b>    | 6A    |
| <b>Dept:</b>        | Public Works and Medical Examiner's Office | <b>EXHIBIT F</b>     |       |

## Classification Function

The purpose of this classification is to provide research and reference services at the County Archives or Medical Examiner's Office.

## Distinguishing Characteristics

This is a journey-level classification that works under the general supervision of the Senior Records Management Administrator at the County Archives or Administrator at the Medical Examiner's office and is responsible for providing research and reference services. The employee works within a 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.**

60% +/- 10%

- Provides research and reference services for County archives or Medical Examiner's Office; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.

30% +/- 10%

- Performs library and archival functions in maintaining records; identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; scans and archives closed cases, prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls; returns all records to their appropriate place.

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

- Associates degree in records management, library technology or related field with two (2) years of records management or archival experience; or **any equivalent combination of training and experience as defined below:**

| Highest degree of education attained          | Experience required |
|---|---------------------|
| High School Diploma/GED                       | 8 years             |
| Unrelated associate degree                    | 6 years             |
| Unrelated bachelor's/Related associate degree | 4 years             |
| Related bachelor's degree                     | 2 years             |
| Related/unrelated master's/doctorate degree   | 1 year              |

*Related degree fields:* data analysis

*Related work experience:* maintaining records, archival work

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer, copier, and microfilm reader printer.
- Ability to lift, push, and pull up to 50 pounds.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), data entry (SPSS), and database software (VertiQ).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including record request forms, records of loans, archival records, birth death or marriage certificates, last will and testaments, various County records and documents, police reports, and other reports and records.

## Senior Records Management Officer

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Retention Schedule, Ohio Sunshine Laws, and the Employee Handbook.
- Ability to prepare records research reports, record request forms, correspondence, annual reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret indexing and historical archival terminology and language.
- Ability to communicate effectively with supervisors, co-workers, external agencies and institutions, County and State government agencies, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                    |                      |       |
|---------------------|------------------------------------|----------------------|-------|
| <b>Class Title:</b> | Supervisor, Emergency Management   | <b>Class Number:</b> | 12093 |
| <b>FLSA:</b>        | Exempt                             | <b>Pay Grade:</b>    | 13A   |
| <b>Dept:</b>        | Public Safety and Justice Services | <b>EXHIBIT G</b>     |       |

### Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

### Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call outside of normal business hours for emergency situations.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

50% +/- 10%

- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations; maintains contact lists; remains on-call to provide coverage outside regular work hours during emergencies.

20% +/- 10%

- Supervises and directs work of Emergency Management Specialists, Senior Emergency Management Specialists, 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

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individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; schedules and hosts trainings and workshops.

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

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained          | Experience required |
|---|---------------------|
| High School Diploma/GED                       | 11 years            |
| Unrelated associate degree                    | 9 years             |
| Unrelated bachelor's/Related associate degree | 7 years             |
| Related bachelor's degree                     | 5 years             |
| Related/unrelated master's/doctorate degree   | 4 years             |

*Related degree fields:* communications, business administration, any social science, public safety management, law enforcement, or criminology

*Related work experience:* writing and reviewing emergency management plans, homeland security, HAZMAT work.

- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

#### **Additional Requirements**

- No special license or certification is required.

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

##### **Physical Requirements**



## Supervisor, Emergency Management

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of emergency management planning tools such as a radio, truck and trailer, drone (UAV), tow motor, and a command bus.

### Technology Requirements

Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and various planning/mapping software (CAMEO, WebEOC, ALOHA, MARPLOT, Google Earth).

### Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### Mathematical Ability

- Ability to add, 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 time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, initiative flyers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, Disaster Mitigation Act of 2000, Stafford Act, and the Ohio Revised Code.

## Supervisor, Emergency Management

- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and occasionally in a warehouse or the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, electrical currents, machinery, strong odors, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |  |                      |       |
|---------------------|--|----------------------|-------|
| <b>Class Title:</b> | Child Health Specialist                | <b>Class Number:</b> | 13121 |
| <b>FLSA:</b>        | Exempt                                 | <b>Pay Grade:</b>    | 9A    |
| <b>Dept:</b>        | Children and Family Services EXHIBIT H |                      |       |

### Classification Function

The purpose of this classification is to ensure that the needs are met for all children in the custody of the Division of Children and Family Services (DCFS) by coordinating medical and mental health related services for youth in custody.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating healthcare related services for youth in custody of DCFS. Employees in this classification work under general guidance and supervision of an Administrator, Social Program 2 but are expected to exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, 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.**

35% +/- 10%

- Documents and updates healthcare related information; collects and enters data to complete weekly log for contracted medical provider; collects survey data regarding contracted medical provider services; corresponds with case workers and providers regarding placement information; documents medical record information into Statewide Automated Child Welfare Information System (SACWIS); generates reports regarding child placement and custody termination; assists with processing medical and psychotropic medication requests, logging information, verifying medications, and provides oversight and serves as a point of contact for Health Care related contracts.

25% +/- 10%

- Completes healthcare related duties; works with outside provider agencies on coordination of services and development of consumer friendly forms and procedures; reconciles Medicaid issues and invoices with outside non-contractual agencies; gathers psychiatric information from prescribing physician; attends psychiatric appointments as needed; serves as liaison between agency and community medical providers; provides case consultations to staff regarding resources, psychotropic medications, and healthcare issues; assists with Health Care Unit initiatives; provides suggestions and guidance on procedures, data entry, and record requests; communicates with caregivers and providers; ensures compliance with OAC standards; transport psychotropic medications to designated locations for proper disposal.

20% +/- 10%

- Coordinates second opinion services; gathers and reviews appropriate information and paperwork for submission to contractor; coordinates and monitors second opinion contract with contracted psychiatrists and psychologists; prepares reports for youth eligible for second opinion services; discusses appropriate referrals with coordinating staff.

10% +/- 5%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies, and/or procedures; reviews nationwide best practices regarding child welfare and healthcare related activities and examines implementation for DCFS; contributes to development of policies and procedures; conducts research to improve medical case management program; reviews Requests for Proposals (RFPs) and helps with RFP selection process; prepares statistics, data charts, and graphs for Health Care Unit; analyzes data and reports, identifies areas for improvement, and develops recommendations.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes medical and psychiatric requests and vouchers.

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

- Bachelor's degree in social work, healthcare, psychology, child welfare, or related field with three (3) years of experience in social work, program administration, physical/mental healthcare, or related field; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email software (MS Outlook), spreadsheet software (MS Excel), database software, case management tracking software, and word processing software (MS Word).

#### **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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including medical reports, medication reports, statistical reports, flow charts, invoices, treatment information, contracts, and other reports and records.

## Child Health Specialist

- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Social Work Board regulations.
- Ability to prepare statistical reports, graphs, charts, basic spreadsheets, logs, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, and medical terminology and language.
- Ability to communicate with supervisors, coworkers, customers, consultants, other County employees, contracted providers, and outside agencies.

## 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.*

Posted: 5/29/2025

Meeting: 4/4/2025

| <u>Job Title</u>   | <u>Classification Number</u>            | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u>  | <u>Rationale</u>   |
|--|---|-------------------------------------|---|--|--|
| <b><u>REVISED</u></b>  |   |                                     |   |  |  |
| Advocacy Officer   | 13011                                   | 11A Exempt                          | 11A Exempt (No Change)                  | Senior and Adult Services  | PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA evaluation.   |
| Family Justice Center Operations Coordinator                                       | 12071                                   | 11A Exempt                          | 11A Exempt (No Change)                  | Public Safety and Justice Services   | PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.   |
| Intelligence Analyst   | 12131                                   | 7A Non-Exempt                       | 7A Non-Exempt (No Change)               | Public Safety and Justice Services   | Medical Examiner's Office was added to the applicable Departments for their department use.  |
| Manager, Applications Development ( <i>Manager, Reporting and Data Analytics</i> ) | 16231                                   | 16B Exempt                          | 16B Exempt (No Change)                  | Information Technology   | PRC routine maintenance. Classification last revised in 2021. Title was changed to more accurately reflect the work the position does. Changes were made to classification function, essential job functions, and language and formatting. A minimum qualifications equivalency table was added. |
| Senior Emergency Management Specialist   | 12092                                   | 10A Exempt                          | 10A Exempt (No Change)                  | Public Safety and Justice Services   | PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, technology requirements, and language and formatting. No change to pay grade or FLSA status.   |
| Senior Records Management Officer  | 10122                                   | 6A Non-Exempt                       | 6A Non-Exempt (No Change)               | Public Works and Medical Examiner's Office   | PRC routine maintenance. Classification last revised in 2021. Changes were made to language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.   |
| Supervisor, Emergency Management   | 12093                                   | 13A Exempt                          | 13A Exempt (No Change)                  | Public Safety and Justice Services   | PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.  |
| <b><u>DELETED CLASSIFICATION</u></b>   | <b><u>PAY GRADE and FLSA STATUS</u></b> |                                     | <b><u>DEPARTMENT</u></b>                | <b><u>Rationale</u></b>  |  |
| Child Health Specialist 13121  | 9A Exempt                               |                                     | Children and Family Services            | The employees performing the duties of this position have elected to become bargaining and this position is no longer needed in the class plan |  |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0244

|   |   |
|---|---|
| Sponsored by: <b>Councilmember Sweeney on behalf of Cuyahoga County Personnel Review Commission</b> | <b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective. |
|---|---|

**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 July 9, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) 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.

**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 Revised Classifications:

Exhibit A:     Class Title: *Chief Surveyor*  
                  Class Number: 18083  
                  Pay Grade: 17A/Exempt (No change)

\*PRC routine maintenance. Classification last revised in 2021. Changes were made to essential functions, language and formatting. A technology section and minimum qualifications equivalency table were added. No change to pay grade or FLSA status.

- Exhibit B: Class Title: *Emergency Management Specialist*  
Class Number: 12091  
Pay Grade: 8A/Exempt (No change)  
\* PRC Routine Maintenance. Classification last revised in 2021. Changes were made to essential functions, language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Job Coach*  
Class Number: 14191  
Pay Grade: 8A/Exempt (No change)  
\* PRC routine Maintenance. Classification last revised in 2021. Changes were made to essential functions, language and formatting. A minimum qualifications equivalency table and technology section were added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Manager, Multimedia*  
Class Number: 16212  
Pay Grade: 16B/Exempt  
\* PRC routine Maintenance. Classification last revised in 2016. Updates were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 15B to 16B.
- Exhibit E: Class Title: *Multimedia Designer*  
Class Number: 16211  
Pay Grade: 12B/Exempt  
\* PRC routine Maintenance. Classification last revised in 2016. Updates were made to essential functions, and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 11B to 12B.
- Exhibit F: Class Title: *Supervisor, CECOMS Operations*  
Class Number: 12101  
Pay Grade: 9A/Exempt (No change)  
\* PRC routine Maintenance. Classification last revised in 2021. Changes were made to essential job functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.



Exhibit G:     Class Title: *Supervisor, Parking Facility*  
                  Class Number: 15131  
                  Pay Grade: 5A/Non-Exempt (No change)  
                  \* PRC routine Maintenance. Classification last revised in 2021.  
                  Changes were made to essential functions, and language and  
                  formatting. A minimum qualifications equivalency table was  
                  added. No change to pay grade or FLSA status.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: July 22, 2025  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



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

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

Date: July 11, 2025

To: Cuyahoga County Council President Dale Miller  
Council Members, Human Resources, Appointments & Equity  
Committee

From: F. Allen Boseman, Chairman  
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on July 9, 2025, 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 REVISED CLASSIFICATIONS      |                          |                              |                                      |
|---------------------------------------|--------------------------|------------------------------|--------------------------------------|
| REVISED CLASSIFICATIONS               | CURRENT PAY GRADE & FLSA | RECOMMENDED PAY GRADE & FLSA | DEPARTMENT                           |
| Chief Surveyor 18083                  | 17A Exempt               | 17A Exempt<br>(No Change)    | Public Works                         |
| Emergency Management Specialist 12091 | 8A Exempt                | 8A Exempt<br>(No Change)     | Public Safety and Justice Services   |
| Job Coach 14191                       | 8A Exempt                | 8A Exempt<br>(No Change)     | Human Resources and Sheriff's Office |
| Manager, Multimedia 16212             | 15B Exempt               | 16B Exempt                   | Communications                       |
| Multimedia Designer 16211             | 11B Exempt               | 12B Exempt                   | Communications                       |



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

|  |               |                              |                                       |
|--|---------------|------------------------------|---------------------------------------|
| Supervisor, CECOMS Operations<br>12101 | 9A Exempt     | 9A Exempt<br>(No Change)     | Public Safety and<br>Justice Services |
| Supervisor, Parking Facility 15131     | 5A Non-Exempt | 5A Non-Exempt<br>(No Change) | Public Works                          |

cc: Thomas Colaluca, Commissioner  
Deborah Southerington, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah Nemastil, HR Director

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                |                      |       |
|---------------------|----------------|----------------------|-------|
| <b>Class Title:</b> | Chief Surveyor | <b>Class Number:</b> | 18083 |
| <b>FLSA:</b>        | Exempt         | <b>Pay Grade:</b>    | 17A   |
| <b>Dept:</b>        | Public Works   | <b>EXHIBIT A</b>     |       |

### Classification Function

The purpose of this classification is to manage the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, permits, and public assistance regarding land boundary records. In addition, this classification directs tax map section operations related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

### Distinguishing Characteristics

This is a management classification with responsibility for planning, directing, and controlling the Survey section of the Public Works Engineering Office. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

40% +/- 10%

- Plans, organizes, directs, and controls the functions of the surveying section of Public Works; reviews survey requests and determines scopes of work and work plans for projects; assigns work based on survey requests; evaluates bid proposals, consultant submissions, and new equipment performance; evaluates section performance and the section's interaction with other sections and departments within and outside of the County; enforces safety rules and regulations; estimates costs and makes recommendations for section budget.

25% +/- 10%

- Supervises and directs the work of Engineering Map Supervisors, Licensed Land surveyors, Survey Technicians, Engineering Technicians, Project Managers, 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%

- Prepares and reviews a variety of survey related documentation (parcel maps, legal descriptions, records of surveys, subdivision maps, drawings, etc.) for technical accuracy for use in projects or for record keeping; reviews and approves condominium and Air Rights plats for recording at the

Effective Date: 07.10.2012  
Last Modified: 04.27.2021

## Chief Surveyor

County Recorder's Office; assists with review and approval of property legal descriptions for the County Land Bank and the Prosecutor's Office.

10% +/- 5%

- Performs supporting administrative responsibilities; attends a variety of trainings and meetings (pre-construction meetings, project status meetings, consultant meetings, etc.); provides road, bridge, and property records for public records requests; stays abreast of new technology and equipment in the surveying field; develops and implements improvements in survey methods, procedures, and equipment.

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

- Bachelor's degree in surveying or a related field and six (6) years of experience including highway/bridge plan preparation, field surveying practices, and/or GPS/GIS mapping; **or any equivalent combination of training and experience as defined in the table below:**
- Valid driver's license and proof of automobile insurance.

| Highest degree of education attained            | Experience required |
|---|---------------------|
| HS diploma/GED or unrelated degree of any level | Screened out        |
| Related bachelor's degree                       | 6 years             |
| Related master's/doctoral degree                | 4 years             |

*Related degree fields:* surveying, civil engineering, geophysics, construction.

*Related work experience:* highway/bridge plan preparation, field surveying practices, GPS/GIS mapping, historical survey research.

### Additional Requirements

- A Professional Surveyor (PS) license is required. If the PS license is not issued by the State of Ohio, then an Ohio PS license must be obtained within six (6) months of hire.

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

#### Physical Requirements

- Ability to operate surveying tools, surveying equipment, and a variety of 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.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Effective Date: 07.10.2012  
Last Modified: 04.27.2021

## **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and PDF software (Adobe, Bluebeam).

## **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and perform college level algebra, geometry, and calculus.

## **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, project survey data, bid documents, certifications, subpoenas, right of way plans, survey plans, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., Ohio Administrative Code 4733, County conveyance standards, N.G.S. guidelines, Employee Handbook, reference manuals, contracts, specifications, standards, guidelines, equipment manuals, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposals, databases, charts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering and related legal terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature or weather extremes, smoke, dust, pollen, wetness, humidity, animals, wildlife, bright or dim lights, machinery, noise extremes, and traffic hazards.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                                    |                      |       |
|---------------------|------------------------------------|----------------------|-------|
| <b>Class Title:</b> | Emergency Management Specialist    | <b>Class Number:</b> | 12091 |
| <b>FLSA:</b>        | Exempt                             | <b>Pay Grade:</b>    | 8A    |
| <b>Dept:</b>        | Public Safety and Justice Services | <b>EXHIBIT B</b>     |       |

### Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

### Distinguishing Characteristics

This is an entry level classification that receives general and specific direction from management as well as receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. 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.**

40% +/- 10%

- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; assists with providing technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; assists with planning emergency preparedness test exercises; organizes and coordinates the logistics of training programs, workshops, and exercises; attends and participates in Local Emergency Planning Committee (LEPC) meetings, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences; creates maps using geographic information software; helps to identify areas of improvement across the County Emergency Plan Program to ensure compliance with the Emergency Management Accreditation Program (EMPAP) standards.

30% +/- 10%

- Provides support with coordinating public outreach campaigns and materials; assists with developing training materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; manages social media accounts and posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers presentations regarding emergency management plans.

10% +/- 5%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur; acts as a member of the incident support team; assists with fulfillment of resource requests; coordinates with public officials and communities for damage reports; assists with performing damage assessments of public and private property; maintains activity logs to document emergency or disaster events; ensures the operational readiness of the operations center; tests and evaluates equipment.

20% +/- 10%

Effective Date: 06.16.2016  
Last Modified: 02.09.2021



## Emergency Management Specialist

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; receives and fills public records requests; completes/coordinates completion of mandated reporting (Tier II reports, spill reports, damage reports, etc.); stays abreast of best practices, new policies and procedures, and laws; meets with internal and external stakeholders.

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

- Bachelor's degree in emergency management, public administration, or other public safety discipline with one (1) year of public safety experience; or **any equivalent combination of training and experience as defined below:**

| Highest degree of education attained          | Experience required |
|---|---------------------|
| High School Diploma/GED                       | 7 years             |
| Unrelated associate degree                    | 5 years             |
| Unrelated bachelor's/Related associate degree | 3 years             |
| Related bachelor's degree                     | 1 year              |
| Related/unrelated master's/doctorate degree   | 1 year              |

*Related degree fields:* communications, business administration, any social science, public safety management, law enforcement

*Related work experience:* emergency response management, occupational safety, fire safety, public safety, first responder.

- Valid driver license, proof of automobile insurance, and access to a vehicle for travel.

### Additional Requirements

- No special license or certification is required.

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

#### Physical Requirements

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

#### Technology Requirements

Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (CANVA, Microsoft PowerPoint), video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and various planning/mapping software (CAMEO, ReadyMaps).

#### Supervisory Requirements

- No supervisory responsibilities required.

Effective Date: 06.16.2016  
Last Modified: 02.09.2021

### **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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including after action reports, Tier II reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, correspondence, evaluation forms, records requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Emergency Planning and Community Right-to-Know Act, relevant federal and state laws, department guidelines, policies, and procedures, and the Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, excel spreadsheets, job aids, compliance reports, activity logs, meeting agendas, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment but may be required to be in the field to assist with conducting damage assessments.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |       |
|---------------------|---|----------------------|-------|
| <b>Class Title:</b> | Job Coach   | <b>Class Number:</b> | 14191 |
| <b>FLSA:</b>        | Exempt  | <b>Pay Grade:</b>    | 8A    |
| <b>Dept:</b>        | Human Resources and Sheriff's Office <b>EXHIBIT C</b> |                      |       |

### Classification Function

The purpose of this classification is to provide individualized development plans to improve the performance and well-being of County employees within an assigned department.

### Distinguishing Characteristics

This is a journey-level classification with the responsibility of developing individualized development plans working with employees and their supervisors to improve employee performance and well-being within the assigned department. This class works under direct supervision, progressing to more independence as experience is acquired. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

50% +/- 10%

- Develops and implements individualized development plans to improve the performance and well-being of County employees within the assigned department; identifies, monitors, and communicates performance improvements; assists the employee with adapting to different work demands; works with supervisor to resolve an employee's job performance challenges; assists employee with problem solving and relationship building; connects the employee to resources and social assistance programs to support employee well-being; mediates problem relationships between the employee and supervisor or the employee and co-workers; conducts individual coaching sessions to support employee development.

30% +/- 10%

- Observes and measures the job performance of assigned employees; provides feedback and support to the employee; informs employee's supervisor of employee performance; develops, monitors, and adjusts performance goals with employee and supervisor; suggests disciplinary actions; tracks employee performance and disciplinary actions in a spreadsheet.

15% +/- 5%

- Works with supervisors, the Organizational and Employee Development and Training Specialist, the Training Manager, and department management to identify departmental solutions to support the performance and well-being needs of employees; collaborates with stakeholders on improving the training and evaluation of employee performance and well-being; assists with assessing training effectiveness to ensure training is used on the job; maintains supplies for training programs.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; schedules meetings with employees, supervisors, and stakeholders; attends job and career fairs.

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

- Associate degree in communication, human resources, labor relations or related field with three (3) years of experience in human resources, conflict resolution, employee & labor relations, counseling, coaching; or any equivalent combination of training and experience as defined below:

| Highest degree of education attained        | Experience required |
|---|---------------------|
| High school diploma/GED                     | 5 years             |
| Unrelated associate degree                  | 4 years             |
| Related associate degree                    | 3 years             |
| Unrelated bachelor's degree                 | 2 years             |
| Related bachelor's/master's/doctoral degree | 1 year              |

*Related degree fields:* business, psychology, sociology, business administration, public administration, social work, education

*Related work experience:* training, measuring job performance, customer service, conflict resolution

## 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.

### Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), teleconferencing software (Microsoft Teams), database software (Relias).

### Supervisory Responsibilities

- No supervisory responsibilities required.

### Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, 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

## Job Coach

- Ability to comprehend a variety of informational documents including performance management forms, job counseling reports, discipline reports, discipline tracking sheets, hiring tracking sheets, attendance reports, daily assignment sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, County Code, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare trend reports, performance management reports, discipline tracking reports, new hire reports, attendance reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, and outside agencies.

### **Environmental Adaptability**

- Work is typically performed within a corrections facility environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                     |                      |       |
|---------------------|---------------------|----------------------|-------|
| <b>Class Title:</b> | Manager, Multimedia | <b>Class Number:</b> | 16212 |
| <b>FLSA:</b>        | Exempt              | <b>Pay Grade:</b>    | 16B   |
| <b>Dept:</b>        | Communications      | <b>EXHIBIT D</b>     |       |

### Classification Function

The purpose of the classification is to plan, direct, coordinate, and manage the technical production of video media activities initiated, generated, and produced by County staff.

### Distinguishing Characteristics

This is a professional, management-level class working under the direction of the Communications Director. The person in this class is responsible for overseeing internal and external resources, client relations, and content creation and dissemination to support the goals of the Communication Department. This position is responsible for monitoring the work of outside service vendors as well as supervising and participating with staff. The employee in this class uses interpersonal communication, analytical, and problem-solving skills, as well as technical skills to demonstrate the ability to think creatively and provide marketable solutions in developing and producing content. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of multimedia development for the County. This class requires extensive knowledge of multimedia, A/V, and video equipment, systems, and programs.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

40% +/- 10%

- Directs and oversees the development and execution of multimedia projects from initial concept to final delivery and ensures the strategic alignment and quality of projects; gathers project requirements, reviews project proposals, prepares status reports, and monitors projects to ensure that they remain on schedule, within budget, and are in alignment with current technical standards and communication strategy; works with stakeholders to develop strategic communication plans; reviews and researches client concerns and acts as lead collaborative with stakeholders and productions staff to ensure adherence to brand standards and strategic objectives of the Communications department; contributes and produces multi-platform communications for use by broadcast, web, social media, and print; oversees and coordinates graphic design, copywriting, and production.

20% +/- 10%

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

15% +/- 5%

- Captures, directs, and edits Cuyahoga County video productions including in-studio, on-location, live events, and special projects; produces original client driven multimedia content and AV system solutions; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; uses aesthetic judgment and presentation skills to stylize assigned programs; produces, shoots, and edits high-definition video and optimizes media for various formats.

15% +/- 5%

- Oversees operation of the County AV broadcast systems and digital asset management system; ensures effective live-streaming and archival of County Council meetings and other public meetings; oversees the transition of conference room AV technologies.

10% +/- 5%

- Oversees and maintains production facilities including studio, meeting control rooms, edit stations, and equipment rooms to ensure proper setup, use, and maintenance of production areas and equipment; oversees the work of vendors including A/V installation, configuration, and maintenance; monitors and evaluates the efficiency and effectiveness of multimedia delivery methods and procedures, and makes recommendations for improvements; conducts research for production equipment purchases and provides budgetary pricing and purchase recommendations for future needs and advances in technology.

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

- Bachelor's degree in communications, video productions, management, digital media, or a related field with six (6) years of experience involving photography, videography, digital editing, storytelling, or related experience; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED              | 10 years            |
| Unrelated associate degree           | 10 years            |
| Related associate degree             | 8 years             |
| Unrelated Bachelor's degree          | 10 years            |
| Related Bachelor's degree            | 6 years             |
| Unrelated graduate degree            | 6 years             |
| Related graduate degree              | 4 years             |

*Related degree fields:* journalism, multimedia technologies, multimedia design, digital media engineering, visual communications

*Related work experience:* multimedia production, video content production

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

#### Additional Requirements

- No special license or certification is required.

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

### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to move, set-up, and operate a variety of camera systems and video equipment, lighting equipment and light-board, production equipment, AV systems equipment, voice recorders, live broadcasting hardware, sound mixer and other sound equipment, aerial drone with camera system, and various other technologies and software utilized by the County multimedia department.

### **Technology Requirements**

- Ability to operate a variety of multimedia production software including cloud-based digital asset management software (EVO Sharebrowser, Canto), collaboration software (MS OneNote), email software (Outlook), publishing/photo editing software (Adobe Creative Cloud suite: Premiere Pro, Illustrator, Photoshop, InDesign, XD), presentation software (PowerPoint), spreadsheet software (MS Excel), word processing software (MS Word), AV systems software interface (Crestron, Softron, Mersive, etc.), and live stream management software (Streamyard, LiveU Solo, etc.).

### **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 utilize principles of algebra and geometry.

### **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 project concepts, weekly and monthly analytics reports, strategic plans/objectives, scripts, project outlines, project intake forms, agency promotional and operational documents, video release forms, billing invoices, performance evaluations forms, and other reports and records.
- Ability to comprehend a variety of reference books and materials including the Employee Handbook, Ohio Revised Code, FAA Guidelines for drones, broadcast standards, departmental and County



## Manager, Multimedia

policy manual, software manuals, video productions, editing tutorial guides, and various other handbooks and manuals.

- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, timesheets, status reports, departmental operational readout reports, annual analytics reports, budget information, 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 marketing, video and audio production, web and network, AV systems, schematic drawings, construction blueprints, renderings, and sound mastering terminology and language.
- Ability to communicate with subordinates, manager, County leadership, agency and department directors, community partners, clients, vendors, contractors, departmental employees, media reporters and broadcast teams, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at field locations.
- Work in the field locations may involve exposure to weather conditions, noise extremes, and bright/dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                     |                      |       |
|---------------------|---------------------|----------------------|-------|
| <b>Class Title:</b> | Multimedia Designer | <b>Class Number:</b> | 16211 |
| <b>FLSA:</b>        | Exempt              | <b>Pay Grade:</b>    | 12B   |
| <b>Dept:</b>        | Communications      | <b>EXHIBIT E</b>     |       |

### Classification Function

The purpose of the classification is to capture, direct, and edit video productions including in-studio, on-location, live events, and special projects to meet the goals and communication needs for the agencies, organizations, and partners of Cuyahoga County.

### Distinguishing Characteristics

This is a journey level classification responsible for designing, creating, and providing video and multimedia content through multiple County platforms. This position works under general supervision of the Manager, Multimedia and is expected to exercise independent judgment and initiative. The employee in this class ensures that assigned activities are completed in a timely and efficient manner and according to policies, procedures, and related regulations. This class is distinguished from the Manager, Multimedia in that the latter supervises this class and performs the more complex work of the unit.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

25% +/- 10%

- Captures, directs, and edits video productions including in-studio, on-location, live events, and special projects; utilizes creative storytelling to drive the conception and development of original content from ideation to storyboarding, to piloting, to multimedia program production; produces, shoots, and edits visual communication projects and optimizes media for various formats; transports and sets up lighting, audio, photo, video, and grip equipment at filming locations; operates digital cameras, camcorders, and audio equipment to record video and audio; ensures composition, focus, exposure, audio levels, and video signals are set to proper guidelines and best results; edits video footage and sound files; captures and edits photography; schedules, plans, and coordinates photography session and photography related projects for marketing, advertising, and communication initiatives; edits and enhances the appearance and level of professionalism in finalized photos.

20% +/- 10%

- Designs and develops multimedia content for a variety of media platforms; communicates with clients to establish multimedia projects' purpose, feasibility, and scope; identifies technical resources and methods needed to achieve project goals; participates in the design of graphics, titles, music, and creative look and sound of projects; makes editorial decisions regarding the assembly of the information, content, and vision as communicated by project stakeholders/management; ensures that project deliverables are produced within the established budget and timeline and according to County brand standards; conducts research and gathers materials to create accurate and engaging messaging.

20% +/- 10%

- Administers AV broadcast systems; determines what equipment and systems are appropriate for each broadcasting project; connects, configures, and troubleshoots AV setups to ensure high-quality broadcasting and live streaming.

## Multimedia Designer

20% +/- 10%

- Administers library database of County media content; maintains database containing user accounts, categories, groups, and permissions; monitors the performance of digital media broadcast systems and subsystems including County wide digital sign system and live streaming networks; tracks multimedia analytics tied to consumption of multimedia content.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various meetings; attends professional group meetings, conferences, seminars, and trainings to learn new information on industry trends; stays up to date on new technology and trends in the field; applies new learned knowledge to existing multimedia projects; research equipment, hardware, software, technology, and high-end storage systems; makes recommendations to management on purchases of Audio-Video and multimedia technology.

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

- Bachelor's degree in visual or multimedia arts, communications, digital art / design, film, journalism, or a related field with two (2) years previous experience that includes photography, videography, film editing, or a related field, or any equivalent combination of education, training, and experience.

| Highest degree of education attained | Experience required |
|--------------------------------------|---------------------|
| High school diploma/GED              | 6 years             |
| Unrelated associate degree           | 6 years             |
| Related associate degree             | 4 years             |
| Unrelated Bachelor's degree          | 6 years             |
| Related Bachelor's degree            | 2 years             |
| Unrelated graduate degree            | 6 years             |
| Related graduate degree              | 1 year              |

*Related degree fields:* multimedia technologies, multimedia design, digital media engineering, visual communications

*Related work experience:* video content production, digital film editing

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

### Additional Requirements

- No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to move, set-up, and operate a variety of camera systems and video equipment, lighting equipment and light-board, production equipment, AV systems equipment, voice recorders, live

## Multimedia Designer

broadcasting hardware, sound mixer and other sound equipment, aerial drone with camera system, and various other technologies and software utilized by the County multimedia department.

### Technology Requirements

- Ability to operate a variety of multimedia production software including cloud-based digital asset management software (EVO Sharebrowser, Canto), collaboration software (MS OneNote), email software (Outlook), publishing/photo editing software (Adobe Creative Cloud suite: Premiere Pro, Illustrator, Photoshop, InDesign, XD), presentation software (PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and utilize 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 project concepts, project proposals, project scripts, AV schematics, AV&IT systems drawings and diagrams, equipment lists, equipment order forms, media treatment forms, order delivery sheets, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and materials including the Employee Handbook, software manuals, video specifications and regulations, editing tutorial guides, and various other handbooks and manuals.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices, AV broadcast flow charts and diagrams, media treatment forms, timesheets, mileage reimbursement requests, status reports, equipment inventory, budget information, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret marketing, video and audio production, web and network, and A/V systems terminology and language.
- Ability to communicate with supervisors, co-workers, County Council Members, Executive leadership, department administrators, clients, vendors, contractors, other County employees, representatives from external agencies and businesses, and the general public.

### Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations may involve exposure to weather conditions and bright/dim lights.

## Multimedia Designer

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |   |                      |       |
|---------------------|---|----------------------|-------|
| <b>Class Title:</b> | Supervisor, CECOMS Operations                       | <b>Class Number:</b> | 12101 |
| <b>FLSA:</b>        | Exempt  | <b>Pay Grade:</b>    | 9A    |
| <b>Dept:</b>        | Public Safety and Justice Services <b>EXHIBIT F</b> |                      |       |

### Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

### Distinguishing Characteristics

This is a first-line supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee supervises subordinate personnel and provides emergency communications services. The employee works within a 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 requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

50% +/- 10%

- Supervises and directs the work of Emergency Call-Takers, and other assigned personnel at CECOMS; 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; prepares schedules for personnel and ensures that the emergency call center is adequately staffed; completes weekly Quality Assurance Reviews.

20% +/- 10%

- Answers 9-1-1 cellular calls; obtains caller information and transfers calls to appropriate Public Safety Answering Point (PSAP); monitors radio channels for emergency traffic; monitors the status of county hospitals; monitors Marcs and Motorola radios; answers administrative phones; provides medical instructions to callers during emergencies using standard procedures; accurately enters call information into a records management system; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; completes incident cards; logs calls on 9-1-1 statistic sheet; performs tests on equipment and ensures working condition.

15% +/- 5%

- Coordinates, prepares, and broadcasts emergency/non-emergency messages utilizing various radio, call management systems, CAD system, mass notification systems, and emergency alert systems; broadcasts severe weather information to county fire department and hospitals; announces Amber

Alert requests when a child is reported missing from a law enforcement agency; relays information and messages such as name, location, nature of call, and pre-arrival instructions to and from emergency sites to law enforcement agencies, emergency responders, and all other individuals or groups requiring notification; provides routine notifications to outside agencies including other PSAPs, utilities providers, private agencies, and businesses; notifies hospitals, police, and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions so that other facilities are utilized; tests communication and alarm systems by adjusting systems and reporting any malfunctions to maintenance units.

15% +/- 5%

- Performs supporting administrative responsibilities; attends meetings, conferences, and trainings; recommends emergency communications policies and procedures; generates and reviews monthly analytics reports; prepares Hazardous Materials (HAZMAT) release reports; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals; monitors access to secure and highly sensitive materials and 911 call information; completes public record requests; updates information such as amber alerts, compiles hospitals restriction information and maintains County Hospital Restriction status webpage; implements hospital override procedure.

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

- High School diploma or equivalent with three (3) years of public safety, emergency management, or related experience; or **or any equivalent combination of training and experience as defined below.**

| Highest degree of education attained  | Experience required |
|---------------------------------------|---------------------|
| High school diploma/GED               | 3 years             |
| Unrelated associate/bachelor's degree | 3 years             |
| Related associate/bachelor's degree   | 2 years             |
| Unrelated master's/doctoral degree    | 3 years             |
| Related master's/doctoral degree      | 2 years             |

*Related degree fields:* public safety, criminal justice, emergency medical services management, fire service; public safety telecommunicator, emergency medical dispatch; emergency management

*Related work experience:* customer service, public safety communications center, emergency services dispatch, law enforcement, Fire/EMS.

### Additional Requirements

- Must obtain and maintain Federal Emergency Management Agency (FEMA), Emergency Medical Dispatch (EMD), and Cardiopulmonary Resuscitation (CPR) certifications within one year of hire date.
- Must obtain and maintain certification from the Ohio State Highway Patrol as a Law Enforcement Automated Data System (LEADS) practitioner within six 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 operate a computer-based phone system, emergency alert system, two-way radio, and dispatch console.
- Ability to sit 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), email software (Microsoft Outlook), PDF Software (Adobe), Computer Aided Dispatch (CAD) software, LEADS software, 9-1-1 system and records management system 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, and perform routine statistics.

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e.-timesheets, overtime forms, vacation requests), Mutual Aid Box Alarm System (MABAS) requests, Emergency Alert System (EAS) requests, hazardous material spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, call-taker analytics; attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, CECOMS Operation Manual, Master Street Address Guide (MSAG), Cuyahoga County Atlas, OPBA collective bargaining contract, Emergency Operations Plan, Mile Marker Reference book.



- Ability to prepare dispatch call reports, shift reports, quality assurance report, emergency procedure and implementation reports, service activation forms (Amber Alert, Hazmat, Media), hazardous materials report, MABAS requests, public records request, EMResource request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, probationary employee performance evaluations, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, co-workers, subordinates, public safety personnel (including police departments, fire departments, CECOMS dispatchers, local hospitals), other County department directors and managers, members of the media, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office and dispatch center environment.
- Work may involve exposure to bright lights and loud noise.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

|                     |                              |                      |       |
|---------------------|------------------------------|----------------------|-------|
| <b>Class Title:</b> | Supervisor, Parking Facility | <b>Class Number:</b> | 15131 |
| <b>FLSA:</b>        | Non-Exempt                   | <b>Pay Grade:</b>    | 5A    |
| <b>Dept:</b>        | Public Works                 | <b>EXHIBIT G</b>     |       |

### Classification Function

The purpose of this classification is to supervise lower-level parking attendants in the daily operations of the parking facility and to oversee parking facilities.

### Distinguishing Characteristics

This is a supervisor-level classification responsible for supervising a unit of Facility Attendants in the daily operations of the parking facility and overseeing parking facilities. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

75% +/- 10%

- Oversees parking facilities; coordinates, directs and schedules parking services for downtown venues; communicates with county agencies and venues that require parking services; checks, tickets and tows illegally parked vehicles as needed; notifies delinquent customers and collects back pay; collects revenue from meter boxes; operates cash register to receive payments and to give change to patrons; handles complaints; prepares daily cash flow for transfer to bank and maintains adequate cash balance for operations; prepares daily revenue receipts for Fiscal; collects money from remote parking facilities; maintains all parking equipment and database systems.

10% +/- 5%

- Supervises and directs the work of lower level parking attendants and other assigned staff in the daily operations of the parking facility; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares employee work schedules; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops 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.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares daily, weekly, and monthly financial reports; tallies and prepares deposits; maintains information and invoices for monthly customers; picks up and drops off information at the sheriff's department.

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

- High school diploma or equivalent and two (2) years of customer service and cash collection experience; **or any equivalent combination of training and experience as defined below:**

| <b>Highest degree of education attained</b> | <b>Experience required</b> |
|---|----------------------------|
| High school diploma/GED                     | 2 years                    |
| Any college degree                          | No experience required     |

*Related work experience:* parking attendant, any customer service position.

### **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 operate auto pay stations, ticket dispensing machines, and gate equipment.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), publishing software (Microsoft Publisher), word processing software (Microsoft Word, parking software (I Parc Professional Database), and credit card and QR code validation software (AMI Validation System, Opus).

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees, and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily reports and summaries, parking contracts, cashier reports, parking payroll deductions, daily deposit receipts, billing and supply invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Union Contracts, Parking Equipment Operation Manuals, Huntington Park Garage Policy and Procedures, and computer handbooks.
- Ability to prepare daily, weekly, and monthly financial reports, services requests, printing requests, AMI Validation reports, special event schedules, correspondence, invoices, time sheets, requests for leave, overtime, and vacation, work schedules, performance evaluations, disciplinary forms, 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 basic accounting terminology and language.
- Ability to communicate effectively with customers, supervisors, Sheriff's department, vendors, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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Posted: 7/3/2025  
Meeting: 7/9/2025

| <u>Job Title</u>                | <u>Classification Number</u> | <u>Current Pay Grade &amp; FLSA</u> | <u>RECOMMENDED PAY GRADE &amp; FLSA</u> | <u>Department</u>                    | <u>Rationale</u>  |
|---------------------------------|------------------------------|-------------------------------------|---|--------------------------------------|---|
| <b><u>REVISED</u></b>           |                              |                                     |   |                                      |   |
| Chief Surveyor 18083            | 18083                        | 17A Exempt                          | 17A Exempt (No Change)                  | Public Works                         | PRC routine maintenance. Classification last revised in 2021. Changes to essential functions, language, and formatting. A technology section and minimum qualifications equivalency table were added. No change to pay grade or FLSA status |
| Emergency Management Specialist | 12091                        | 8A Exempt                           | 8A Exempt (No Change)                   | Public Safety and Justice Services   | PRC routine maintenance. Classification last revised in 2021. Changes to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status                         |
| Job Coach                       | 14191                        | 8A Exempt                           | 8A Exempt (No Change)                   | Human Resources and Sheriff's Office | PRC routine maintenance. Classification last revised in 2021. Changes to essential functions, language, and formatting. A minimum qualifications equivalency table and technology section were added. No change to pay grade or FLSA status |
| Manager, Multimedia             | 16212                        | 15B Exempt                          | 16B Exempt                              | Communications                       | PRC routine maintenance. Classification last revised in 2016. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 15B to 16B.          |
| Multimedia Designer             | 16211                        | 11B Exempt                          | 12B Exempt                              | Communications                       | PRC routine maintenance. Classification last revised in 2016. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 11B to 12B           |
| Supervisor, CECOMS Operations   | 12101                        | 9A Exempt                           | 9A Exempt (No Change)                   | Public Safety and Justice Services   | PRC routine maintenance. Classification last revised in 2021. Changes were made to essential job functions and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.        |
| Supervisor, Parking Facility    | 15131                        | 5A Non-Exempt                       | 5A Non-Exempt (No Change)               | Public Works                         | PRC routine maintenance. Classification last revised in 2021. Changes to essential functions, language, and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status                         |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0247

|  |  |
|--|--|
| Sponsored by: <b>County Executive Ronayne.</b> | <b>A Resolution</b> confirming the County Executive's reappointment of Patti Choby to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028; and declaring the necessity that this Resolution become immediately effective. |
|--|--|

**WHEREAS**, the County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities and historic events, as well as to provide the opportunity to further enrich such citizenry through public monuments; and

**WHEREAS**, pursuant to County Code Section 206.10, the County Monument Commission shall be composed of seven members who are electors of the County: one representative from the Cuyahoga County Planning Commission, one representative from the Cuyahoga County Department of Public Works, a member of the Cuyahoga County Council selected by the Council President, and four (4) individuals who have demonstrated a significant interest in studying the arts or local history; and

**WHEREAS**, members of the County Monument Commission shall be appointed to serve a three-year term; and

**WHEREAS**, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, in accordance with Section 6.04 of the Charter and Section 206.10 of the County Code, with the exception of the County Monument Commission member selected by the Council President, the members of the County Monument Commission shall be appointed by the County Executive, subject to confirmation by the Council; and

**WHEREAS**, the County Executive has nominated Patti Choby to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028.

**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 Patti Choby to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028.

**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: July 22, 2025  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal\_\_\_\_\_

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





July 9, 2025

Dale Miller, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Monument Commission

Dear President Miller,

The Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities, and historic events. The Monument Commission will ensure that new monuments are erected on Cuyahoga County property and the restoration and renovation of existing monuments is performed in accordance with uniform procedures. The Monument Commission will establish appropriate guidelines for considering proposals, designs, locations and other aspects of maintenance of all monuments on County property.

Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members. The membership of the Commission shall be:

- One representative from the Cuyahoga County Planning Commission
- One representative from the Cuyahoga County Department of Public Works
- A member of the Cuyahoga County Council, selected by the Council President; and
- Four (4) individuals who have demonstrated a significant interest in studying the arts or local history

Pursuant to Chapter 206.10 of the Cuyahoga County Code, I submit the following nominations for reappointment to the Monument Commission:

- **Patti Choby**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission, City Year Cleveland
  - Demonstrated a significant interest in studying the arts or local history
- **Patrick Hewitt**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission
  - Representative from the Cuyahoga County Planning Commission
- **Matt Rymer**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Strongsville (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission
  - Representative from the Cuyahoga County Department of Public Works

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 6 candidates 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 in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

## **Patti Choby**

### **Biography**

Patti Choby is Principal and Founder of Cobalt Group, a Cleveland-based consulting practice founded in 1997. Patti has spent four decades engaged in civic and entrepreneurial endeavors and has worked in a variety of priority areas with regional impact including: business and job creation/growth, employee and community engagement, entrepreneurship, education/youth development, housing, transportation/public infrastructure, health, community services and the environment. She also is a Gallup-certified coach.

In her daily work at Cobalt Group she is responsible for leading diverse teams for planning, designing and executing large-scale, long-term investments in people and/or place. Cobalt Group is an interdisciplinary consulting practice and works in all three sectors (public, private and nonprofit).

Cobalt Group also serves as an “owner’s representative” with facilities investment initiatives. In these situations, Cobalt is primarily engaged to assist the client with strategic thinking, public/private partnership design, creation of sources and uses budgets that leverage multiple funding sources, proposal/prospectus writing, land use and zoning changes, community relations, other planning/legal/regulatory/compliance issues, among other requirements.

Most recently, Cobalt Group has provided services in: P-16 (pre-birth to post-secondary education continuum) partnerships and K-12 School capital planning and construction; regional housing and land use policy and planning; regional transportation planning, and strategic advisory and coaching services to business owners.

## Get Your Voting Information

### Voter

PATRICIA M. CHOBY

### Date of birth

1964

### Address

### Current polling location

[Map and directions](#)

### Precinct

CLEVELAND-06-G

### Party Affiliation

Democrat

### District

- CLEVELAND CSD -TAX ID # 1809
- CLEVELAND LIBRARY DISTRICT
- CLEVELAND MUNICIPAL COURT DIST.
- CLEVELAND WARD 06
- CONGRESSIONAL DISTRICT 11
- COUNTY COUNCIL DISTRICT 07
- HOUSE DISTRICT 20
- METROPARKS DISTRICT
- STATE BOARD OF EDU DISTRICT 11
- STATE SENATE DISTRICT 23

## **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

**Professional licenses are not required for this position under County Charter or state law.**

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 Monument Commission**

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

**Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall have Four (4) individuals who have demonstrated a significant interest in studying the arts or local history. Patti Choby meets the**

**qualification of demonstrating significant interest in studying the arts or local history**

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

**9/1/2025-8/31/2028**

**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;

**Daniel Pajak  
Jason Wyatt Frederick  
Marc Ashed  
Matt Rymer  
Patti Choby  
Patrick Hewitt**

**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;

**Cuyahoga County Monument Commission  
City Year Cleveland 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.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0248

|  |   |
|--|---|
| Sponsored by: <b>County Executive Ronayne.</b> | <b>A Resolution</b> confirming the County Executive’s reappointment of Patrick Hewitt to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028; and declaring the necessity that this Resolution become immediately effective. |
|--|---|

**WHEREAS**, the County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities and historic events, as well as to provide the opportunity to further enrich such citizenry through public monuments; and

**WHEREAS**, pursuant to County Code Section 206.10, the County Monument Commission shall be composed of seven members who are electors of the County: one representative from the Cuyahoga County Planning Commission, one representative from the Cuyahoga County Department of Public Works, a member of the Cuyahoga County Council selected by the Council President, and four (4) individuals who have demonstrated a significant interest in studying the arts or local history; and

**WHEREAS**, members of the County Monument Commission shall be appointed to serve a three-year term; and

**WHEREAS**, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, in accordance with Section 6.04 of the Charter and Section 206.10 of the County Code, with the exception of the County Monument Commission member selected by the Council President, the members of the County Monument Commission shall be appointed by the County Executive, subject to confirmation by the Council; and



**WHEREAS**, the County Executive has nominated Patrick Hewitt to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028.

**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 Patrick Hewitt to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028.

**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: July 22, 2025  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal\_\_\_\_\_

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



July 9, 2025

Dale Miller, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Monument Commission

Dear President Miller,

The Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities, and historic events. The Monument Commission will ensure that new monuments are erected on Cuyahoga County property and the restoration and renovation of existing monuments is performed in accordance with uniform procedures. The Monument Commission will establish appropriate guidelines for considering proposals, designs, locations and other aspects of maintenance of all monuments on County property.

Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members. The membership of the Commission shall be:

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  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission, City Year Cleveland
  - Demonstrated a significant interest in studying the arts or local history
- **Patrick Hewitt**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission
  - Representative from the Cuyahoga County Planning Commission
- **Matt Rymer**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Strongsville (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission
  - Representative from the Cuyahoga County Department of Public Works

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 6 candidates 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 in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

# PATRICK W HEWITT AICP

**Senior Planner certified by the American Institute of Certified Planners. Nine years of experience leading the development of planning projects. Extensive writing experience. Skilled public speaker and meeting facilitator. Passionate about urban planning and the positive benefits planning can have on residents and communities.**

## PROFESSIONAL EXPERIENCE

### Senior Planner (2014-Present)

*Cuyahoga County Planning Commission; Cleveland, OH*

#### Community Master Plans

- Leads comprehensive master planning processes for communities across Cuyahoga County
- Analyzes and outlines action plans for community development, economic development, and physical improvements
- Develops physical plans for the layout of buildings, streets, transportation assets, and infrastructure elements as part of master plan processes
- Manages a team of up to seven planners in conducting plans
- Consistently maintains professional planning certification and continuing education credits to utilize up-to-date planning practices

#### Countywide Planning

- Collaborates with regional agencies to develop coordinated plans for stormwater, parks, infrastructure, economic development, and transportation
- Represents County Planning to regional agencies, local communities, and private sector groups

#### Meeting Facilitation

- Organizes, facilitates, and builds consensus at meetings of the public, government officials, and regional entities
- Works in communities of various racial, ethnic, and income categories to effectively manage diverse opinions in establishing community goals

#### Project Management

- Develops work plans, scopes, and budgets for plans with an average 14-month project timeframe and with budgets of \$50,000 to \$100,000
- Acts in a supervisory role to train, mentor, and guide planners and interns in the completion of planning processes

## EDUCATION

Master of City and Regional  
Planning  
Ohio State University  
2010-2012

Danish Institute for Study Abroad  
2008

Bachelor of History, Cum Laude  
Denison University  
2006-2010

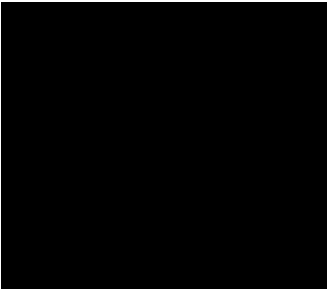
## VOLUNTEERISM

Denison University Alumni  
Council  
DenisonPride (LGBT  
Community) Representative  
2015-Present

Downtown Cleveland Alliance  
City Advocate  
2016-2018

American Planning Association of  
Southwest Pennsylvania  
Secretary  
2013-2014

## CONTACT



### **Historic District Design Review Vice Chair (2016-2018)**

*(volunteer position)*

*Cleveland Landmarks Franklin-West Clinton Design Review Committee;  
Cleveland, OH*

- Reviewed local development applications for consistency with the U.S. Secretary of the Interior's standards for construction in historic districts
- Assisted applicants in preparing proposals and successfully navigating the review process
- Facilitated committee meetings and member discussions to ensure fair and timely reviews of development projects
- Designed a historic district website to more easily communicate district standards and requirements to applicants

### **Design Consultant (2010-2012)**

*Cityscape Studios (freelance consulting); Youngstown, OH*

- Completed renderings and streetscape plans focusing on improving an area's pedestrian experience
- Provided freelance design and rendering services for private sector clients

### **Housing & Community Development Specialist (2012-2014)**

*Mullin & Lonergan Associates; Pittsburgh, PA*

- Served as consultant for communities nationwide in developing data-drive comprehensive investment strategies for housing and economic development
- Developed Fair Housing analyses to assist communities in understanding how policy decisions affected housing choice among protected classes
- Researched and wrote Consolidated and Annual Plans for communities using federal Community Development Block Grant (CDBG) funds

### **Planning Intern (2010-2012)**

*Franklin County Economic Development & Planning Department;  
Columbus, OH*

- Managed long-range community plan and associated planning team
- Presented planning documents for adoption by Township Trustees and County Commissioners
- Assisted in the preparation and presentation of staff reports on development proposals
- Worked with Community Development staff to implement plan recommendations using federal grant programs

## **PROJECT HISTORY**

Maple Heights, OH Master Plan  
Rocky River, OH Master Plan and  
Community Survey  
Euclid, OH Master Plan and  
Community Survey  
Cleveland Heights, OH Master  
Plan  
Bay Village, OH Community  
Survey  
Olmsted Falls, OH Master Plan  
Beachwood, OH Master Plan  
Orange Village, OH Community  
Survey  
Cuyahoga County Economic  
Development Framework  
Special Improvement District  
Guidebook  
State of Washington Public  
Housing Inventory  
Cedar Falls, Iowa Analysis of  
Impediments to Fair Housing  
Choice  
Gaithersburg, MD Analysis of  
Impediments to Fair Housing  
Choice  
Westmoreland County, PA Annual  
Action Plan  
Westmoreland County, PA  
Housing Plan  
NYO Property Group Investment  
Portfolio  
Commerce Street Conceptual  
Streetscape Plan (Youngstown,  
OH)  
Clinton West Neighborhood Plan  
(Franklin County, OH)  
Scioto-Franklin Neighborhood  
Plan (Franklin County, OH)

## **SKILLS**

Adobe InDesign  
Adobe Photoshop  
Adobe Illustrator  
ArcGIS  
Sketchup  
Microsoft Office Suite

## Get Your Voting Information

### Voter

PATRICK HEWITT

### Date of birth

8/6/1988

### Address

[REDACTED]

### Current polling location

[REDACTED]

[Map and directions](#) 

### Precinct

CLEVELAND-12-C

### Party Affiliation

Democrat

### District

- CLEVELAND CSD -TAX ID # 1809
- CLEVELAND LIBRARY DISTRICT
- CLEVELAND MUNICIPAL COURT DIST.
- CLEVELAND WARD 12
- CONGRESSIONAL DISTRICT 11
- COUNTY COUNCIL DISTRICT 03
- HOUSE DISTRICT 13
- METROPARKS DISTRICT
- STATE BOARD OF EDU DISTRICT 11
- STATE SENATE DISTRICT 23

## **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

**Professional licenses are not required for this position under County Charter or state law.**

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 Monument Commission**

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

**Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall have one representative from the Cuyahoga County Planning Commission. Patrick Hewitt meets this qualification.**



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

**9/1/2025-8/31/2028**

- 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;

**Daniel Pajak  
Jason Wyatt Frederick  
Marc Ashed  
Matt Rymer  
Patti Choby  
Patrick Hewitt**

- 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;

**Cuyahoga County Monument Commission,  
American Planning Association of Ohio,  
Cleveland Section Board,  
City of Cleveland Far West Design Review Committee**

- 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. R2025-0249**

|  |   |
|--|---|
| Sponsored by: <b>County Executive Ronayne.</b> | <b>A Resolution</b> confirming the County Executive’s reappointment of Matt Rymer to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028; and declaring the necessity that this Resolution become immediately effective. |
|--|---|

**WHEREAS**, the County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities and historic events, as well as to provide the opportunity to further enrich such citizenry through public monuments; and

**WHEREAS**, pursuant to County Code Section 206.10, the County Monument Commission shall be composed of seven members who are electors of the County: one representative from the Cuyahoga County Planning Commission, one representative from the Cuyahoga County Department of Public Works, a member of the Cuyahoga County Council selected by the Council President, and four (4) individuals who have demonstrated a significant interest in studying the arts or local history; and

**WHEREAS**, members of the County Monument Commission shall be appointed to serve a three-year term; and

**WHEREAS**, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

**WHEREAS**, in accordance with Section 6.04 of the Charter and Section 206.10 of the County Code, with the exception of the County Monument Commission member selected by the Council President, the members of the County Monument Commission shall be appointed by the County Executive, subject to confirmation by the Council; and

**WHEREAS**, the County Executive has nominated Matt Rymer to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028.

**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 Matt Rymer to serve on the Cuyahoga County Monument Commission for the term 9/1/2025 – 8/31/2028.

**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: July 22, 2025

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

Journal \_\_\_\_\_

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



July 9, 2025

Dale Miller, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Monument Commission

Dear President Miller,

The Cuyahoga County Monument Commission was established to encourage and promote a diverse and representative cultural environment for and on behalf of the citizens of Cuyahoga County and visitors to this region through appropriate memorialization of significant persons, communities, and historic events. The Monument Commission will ensure that new monuments are erected on Cuyahoga County property and the restoration and renovation of existing monuments is performed in accordance with uniform procedures. The Monument Commission will establish appropriate guidelines for considering proposals, designs, locations and other aspects of maintenance of all monuments on County property.

Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall be composed of seven members. The membership of the Commission shall be:

- One representative from the Cuyahoga County Planning Commission
- One representative from the Cuyahoga County Department of Public Works
- A member of the Cuyahoga County Council, selected by the Council President; and
- Four (4) individuals who have demonstrated a significant interest in studying the arts or local history

Pursuant to Chapter 206.10 of the Cuyahoga County Code, I submit the following nominations for reappointment to the Monument Commission:

- **Patti Choby**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission, City Year Cleveland
  - Demonstrated a significant interest in studying the arts or local history
- **Patrick Hewitt**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission
  - Representative from the Cuyahoga County Planning Commission
- **Matt Rymer**, 3-year, term, 9/1/2025-8/31/2028
  - Currently resides in Strongsville (Cuyahoga County)
  - Currently serves on the following boards/commissions: Monument Commission
  - Representative from the Cuyahoga County Department of Public Works

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 6 candidates 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 in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

# MATTHEW RYMER

216-348-3862

[mrymer@cuyahogacounty.us](mailto:mrymer@cuyahogacounty.us)

I am a career engineer with strong facilities management, capital program management, and construction project management experience.

## EXPERIENCE

**DATES FROM SEPTEMBER 2016– PRESENT**

**FACILITIES DESIGN & MAINTENANCE ADMINISTRATOR, CUYAHOGA COUNTY**

Executes the facilities maintenance/operations programs, and the capital maintenance/construction programs for Cuyahoga County owned facilities. Selection committee member for selection of County architectural and engineering services consultant firms who serve as A/E of record for project designs. Coordinates capital construction program owner project management actions, budget support actions, and program development through end user engagement.

**DATES FROM MAY 1993– AUGUST 2016**

**OFFICER-ENGINEER, UNITED STATES COAST GUARD**

Coast Guard Officer with experience in operations, construction management, facilities engineering, capital project planning & design, property management, and federal program management.

- 1993-1995 – Operations Officer USCGC BRAMBLE
- 1995-1997 – Coast Guard Post-Graduate Program University of Illinois (Civil Engineering)
- 1997-2000 – Project Manager – Facilities Design & Construction Center Pacific
- 2000-2004 – Assistant Facilities Engineer Coast Guard Training Center Cape May, NJ
- 2004-2008 – Planning Chief, Coast Guard Civil Engineering Unit Cleveland
- 2008-2012 – Facilities Engineer – Coast Guard Training Center Yorktown, VA
- 2012-2015 – Executive Officer – Coast Guard Facilities Design & Construction Center
- 2015-2016 – DHS Acquisition Program Manager – Integrated Fixed Towers Program

## EDUCATION

**JANUARY 1997**

**MASTER OF SCIENCE – CIVIL ENGINEERING, UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN**

**MAY 1993**

**BACHELOR OF SCIENCE – CIVIL ENGINEERING, UNITED STATES COAST GUARD ACADEMY**



## **SKILLS**

- Registered Professional Engineer – Ohio #PE.83748 (2018-Present)
- Registered Professional Engineer – Illinois #062058029 (2004-Present)

## **ACTIVITIES**

- Dedicated public servant.
- Dedicated Father & Husband.
- Seeking volunteer appointment to Strongsville City Schools Facilities Development Committee.
- Nominated for assignment to Cuyahoga County Monument Commission.

## Get Your Voting Information

### Voter

MATTHEW A. RYMER

### Date of birth

7/5/1971

### Address



### Current polling location



[Map and directions](#)

### Precinct

STRONGSVILLE-02-F

### Party Affiliation

Democrat

### District

- BERA MUNICIPAL COURT DISTRICT
- CONGRESSIONAL DISTRICT 07
- COUNTY COUNCIL DISTRICT 05
- CUYAHOGA COUNTY LIBRARY DISTRICT
- HOUSE DISTRICT 17
- METROPARKS DISTRICT
- POLARIS JVSD
- STATE BOARD OF EDU DISTRICT 11
- STATE SENATE DISTRICT 24
- STRONGSVILLE CSD - TAX ID # 1830
- STRONGSVILLE WARD 2

## **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

**Professional licenses are not required for this position under County Charter or state law.**

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 Monument Commission**

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

**Pursuant to provisions in County Code Section 206.10, the Cuyahoga County Monument Commission shall have one representative from the Cuyahoga County Department of Public Works. Matt Rymer meets this qualification.**

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

**9/1/2025-8/31/2028**

- 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;

**Daniel Pajak  
Jason Wyatt Frederick  
Marc Ashed  
Matt Rymer  
Patti Choby  
Patrick Hewitt**

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

**Strongsville, Cuyahoga County**

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

**Cuyahoga County Monument Commission**

- 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.