



CUYAHOGA COUNTY COUNCIL

HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING AGENDA

TUESDAY, SEPTEMBER 16, 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

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES FROM THE JULY 29, 2025 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0261: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
- b) R2025-0264: A Resolution confirming the County Executive's appointment of Michael Negray to serve on Cuyahoga County Corrections Planning Board for the term 1/2/2025 – 1/1/2028; and declaring the necessity that this Resolution become immediately effective.
- c) R2025-0265: A Resolution confirming the County Executive's reappointment of Dr. Lauren Beene 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.
- d) O2025-0004: An Ordinance amending Sections 1501.01 and 1501.02 of the Cuyahoga County Code and Section 3.02 of the Cuyahoga County Employee Handbook to prohibit discrimination on the basis of a person's hair texture or hair style commonly associated with a particular race or national origin in the areas of housing, employment, and places of public accommodation.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

** Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Download the Metropolis smartphone app and create an account to have parking validated at meetings. Please scan the QR code posted in Council Chambers to input your license plate information for parking to be validated by Metropolis, a non-County entity. You will be responsible for the cost of parking if you are unable to utilize this online parking service.*

***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
4th FLOOR

MEETING MINUTES

TUESDAY, JULY 29, 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

Vice Chairman Gallagher called the meeting to order at 10:06 a.m.

2. ROLL CALL

Mr. Gallagher asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Gallagher, Conwell and Turner were in attendance and a quorum was determined. Committee members Sweeney 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 JULY 15, 2025 MEETING

A motion was made by Ms. Turner, seconded by Ms. Conwell and approved by unanimous vote to approve the 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.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2025-0217. Discussion ensued.

Committee members and Councilmember asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0217 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.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- 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.

Mr. Bouchahine addressed the Committee regarding Resolution No. R2025-0244. Discussion ensued.

Committee members and Councilmember asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0244 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.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- 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.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2025-0247. Discussion ensued.

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

Ms. Patti Choby addressed the Committee regarding her nomination to serve on the Cuyahoga County Monument Commission. Discussion ensued.

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

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0247 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.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- 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.

Mr. Alvarado addressed the Committee regarding Resolution No. R2025-0248. Discussion ensued.

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

Mr. Patrick W. Hewitt addressed the Committee regarding his nomination to serve on the Cuyahoga County Monument Commission. Discussion ensued.

Committee members and Councilmember asked questions of Mr. Hewitt pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0248 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.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- 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.

Mr. Alvarado addressed the Committee regarding Resolution No. R2025-0249. Discussion ensued.

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

Mr. Matthew Rymer addressed the Committee regarding his nomination to serve on the Cuyahoga County Monument Commission. Discussion ensued.

Committee members and Councilmember asked questions of Mr. Rymer pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0249 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.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

6. MISCELLANEOUS BUSINESS

Mr. Alvarado announced that Ms. Ailady Saucedo, Cleveland Foundation Public Fellow, will be leaving the County on August 15th, as her fellowship with the Department of Regional Collaboration is ending. Mr. Alvarado and the Councilmembers thanked Ms. Saucedo for her contributions to the Human Resources, Appointment & Equity Committee and for her assistance in modernizing the process for board appointments that are referred to this committee. Mr. Alvarado and the Councilmembers wished Ms. Saucedo much success in her next chapter.

7. ADJOURNMENT

Vice Chairman Gallagher adjourned the meeting at 10:30 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0261

Sponsored by: Councilmember Sweeney on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on August 6, 2025, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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: *Administrator Development*
 Class Number: 21042
 Pay Grade: 17A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit B: Class Title: *Administrator, Web and Applications Development*
Class Number: 16232

Pay Grade: 20B/Exempt

*PRC routine maintenance. Classification last revised in 2014. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 19B to 20B.

Exhibit C: Class Title: *Building Rehabilitation Specialist*
Class Number: 19011

Pay Grade: 7A/Non-Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit D: Class Title: *Development Housing Specialist*
Class Number: 21021

Pay Grade: 8A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit E: Class Title: *HMIS Administrator*
Class Number: 16031

Pay Grade: 11A/Exempt (No change)

*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.

Exhibit F: Class Title: *Manager, Technical Services*
Class Number: 16272

Pay Grade: 18B/Exempt

*PRC routine maintenance. Classification last revised in 2012. Updates were made to the distinguishing characteristics, essential function and language and formatting. A minimum qualifications equivalency table was added. Pay grade increased from 17B to 18B.

Exhibit G: Class Title: *Senior Development Housing Specialist*
Class Number: 21022

Pay Grade: 12A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit H: Class Title: *Supervisor, Building Rehabilitation Specialist*

Class Number: 19012

Pay Grade: 10A/Exempt (No change)

*Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development.

Exhibit I: Class Title: *Web Designer 2*

Class Number: 16192

Pay Grade: 11B/Exempt (No change)

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

Proposed Deleted Classifications:

Exhibit J: Class Title: *Computer Operator 1*

Class Number: 16051

Pay Grade: 4B/Non-Exempt

* The one employee was laid off and the position is vacant. The tasks performed by this position are no longer needed by the IT department.

Exhibit K: Class Title: *Loan Portfolio Analyst*

Class Number: 21001

Pay Grade: 13A/Exempt

* This position is vacant and no longer being utilized by the department. The tasks of the position are being performed by an Economic and Community Development Program Specialist.

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: September 9, 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: August 7, 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 August 6, 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 (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrator, Development 21042	17A Exempt	17A Exempt (No Change)	Development
Administrator, Web and Applications Development 16232	19B Exempt	20B Exempt	Information Technology
Building Rehabilitation Specialist 19011	7A Non-Exempt	7A Non-Exempt (No Change)	Development
Development Housing Specialist 21021	8A Exempt	8A Exempt (No Change)	Development
HMIS Administrator 16031	11A Exempt	11A Exempt (No Change)	Health and Human Services



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

Manager, Technical Services 16272	17B Exempt	18B Exempt	Information Technology
Senior Development Housing Specialist 21022	12A Exempt	12A Exempt (No Change)	Development
Supervisor, Building Rehabilitation Specialist 19012	10A Exempt	10A Exempt (No Change)	Development
Web Designer 2 16192	11B Exempt	11B Exempt (No Change)	Information Technology

PROPOSED DELETED CLASSIFICATIONS		
DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Computer Operator 1 16051	4B Non-Exempt	Information Technology
Loan Portfolio Analyst 21001	13A Exempt	Development

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

Class Title:	Administrator, Development	Class Number:	21042
FLSA:	Exempt	Pay Grade:	17A
Dept:	Housing and Community Development	EXHIBIT A	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

50% +/- 10%

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

20% +/- 10%

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

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

15% +/- 5%

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

10% +/- 5%

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

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.
- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and

policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Web and Applications Development	Class Number:	16232
FLSA:	Exempt	Pay Grade:	20B
Dept:	Information Technology	EXHIBIT B	

Classification Function

The purpose of the classification is to plan, direct, supervise, coordinate and manage the activities, operations, procedures, and goals of teams responsible for web and applications development within Cuyahoga County's Department of Information Technology.

Distinguishing Characteristics

This is a second-level management classification, responsible for evaluating, developing, and maintaining standards and best practices for system design and development. Under the general direction of the Chief Information Officer, the incumbent is responsible for evaluating effectiveness of information systems and developing short and long-term goals and overall vision. The employee 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. This class is responsible for direct and general supervision over management, professional, and line staff.

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.

- 20% +/- 10%
 - Researches, develops and implements policies, procedures and best practices for application/software development and business process integration; develops vision and short term and long-term goals from a technical and business process perspective; evaluates effectiveness of software systems currently being used; researches current trends and technologies on the web and various trade publications; assesses usability and effectiveness of systems being developed; ensures alignment of application development and software solution strategies with overall IT Department business objectives; applies policies and procedures to resolve organizational and service delivery opportunities.
- 20% +/- 10%
 - Coordinates and oversees Request for Proposal (RFP) process for assigned IT contracts; identifies needs and develops scope; assists with writing RFPs; assists with pre-bid conferences and vendor questions; manages the proposal review process and vendor selection; negotiates final contracts; prepares and processes contracts, agreements, and related documentation by entering all pertinent vendor and contract information into appropriate database system(s); monitors vendor compliance; maintains required documentation and records on vendors.
- 15% +/- 5%
 - Designs and directs project plans, project tasks lists, and action plans for individual systems being designed, developed, or enhanced; defines and documents the requirements for new systems; proposes design options and project cost estimates; ensures that systems align with agency business strategy and are user friendly; ensures that testing is completed on time and within budget; ensures effective system maintenance plans are in place; monitors performance and maintenance of

developed systems to maintain usability, security standards, and alignment with design best practices.

15% +/- 5%

- Supervises and directs the work of Developers, Web Designers, User Experience Designers, the Manager, Technical Services, , 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%

- Analyzes clients' requirements and their agency's mission; meets with clients to understand business requirements; explains technical methods, procedures, and protocols; ; facilitates staff collaboration and design sessions; ensures the client agency is being effectively served; prepares routine status reports, cost estimates, and statements of work; develops and reviews contracts; monitors technology trends to determine when it is best to adopt or retire applications.

10% +/- 5%

- Provides input into department budget decisions and financial oversight of budget funds; develops and manages operating, capital, and personnel budget forecasts; coordinates with the CIO and Fiscal on budget issues and procurement needs; reviews and approves change requests and new technology purchases.

5% +/- 2%

- Performs supporting administrative responsibilities; collaborates with internal departments and cross-functional teams, external stakeholders, NGO's, and professional services firms; serves on Change Advisory Board (CAB) and Technical advisory Commission (TAC), attends and participates in professional group meetings, conferences, seminars, and trainings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or business administration with nine (9) years of previous related experience including planning, supervision, budgeting, contract negotiation, and computer proficiency; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	13 years
Unrelated associate degree	12 years
Related associate degree	11 years
Unrelated bachelor's degree	10 years
Related bachelor's degree	9 years
Unrelated master's/doctoral degree	8 years
Related master's/doctoral degree	7 years

Related fields: information technology, business, math.

Related experience: strategic planning and stakeholder management within Information Technology.

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 computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), spreadsheet software (Microsoft Excel, Microsoft Access), version control system (Git), word processing software (Microsoft Word), publishing software (Microsoft Excel), database software (Microsoft SQL, Oracle, Visio), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase), and project management software (Microsoft Project, Smartsheet, Microsoft Planner, Azure DevOps).

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 and 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 billing invoices, certificates of insurance, proposals, contract documents, service level agreements, budget reports, financial statements, vendor proposals, purchase orders, statements of work, project management documentation, systems performance reports, strategic planning reports, compliance and audit-related documentation, technical documentation, performance reviews, staff and HR documentation, product specifications and manuals.

Administrator, Web & Applications Development

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, Cuyahoga County Code, American with Disabilities Act Section 508, the department policy manual, computer books and manuals, communications software manuals, hardware manuals, network manuals, and architecture and operation manuals.
- Ability to prepare status and progress reports, project charters, project analysis, annual reports, performance reviews, requests for proposals and for bid, return on investment studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer information, project management, and related legal terminology and language.
- Ability to communicate with staff, coworkers, department leadership, project stakeholders, vendors, contractors, and employees and leadership from other County departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	19011
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Housing and Community Development	EXHIBIT C	

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, inspecting, and managing of housing related rehabilitation activities for the Community Development Division.

Distinguishing Characteristics

This is a journey level classification with the responsibility of inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets; Monitors CDBG and HOME Investment Partnership program, grant, and loan recipients to ensure they follow the Davis Bacon Prevailing Wage; monitors and reports of the Federally required Minority, Female, Small and /or Disadvantaged Business Enterprises, as well as the HUD required Section 3 activity.

35% +/- 10%

- Develops work specifications and cost estimates for projects utilizing construction software; prepares project specifications and bid documentation so that projects can be bid out; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to ensure validity of the requests and associated costs; prepares change orders with client and contractor approval.

Effective Date: 08.08.2018
Last Modified: 07.21.2022

20% +/- 10%

- Performs supporting administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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.
- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

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

Supervisory Ability

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Building Rehabilitation Specialist

- 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 files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, inspection sign off, lead risk assessments, loan documents, production reports, historic compliance reports, Healthy Homes Rating Systems report, BOH final lead clearance report, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, OSHA guidelines, city and state historical guidelines, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, homeowners, Historic Preservation Personnel, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness/humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	21021
FLSA:	Exempt	Pay Grade:	8A
Dept:	Housing and Community Development	EXHIBIT D	

Classification Function

The purpose of this classification is to facilitate the administration of community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities related to the administration and management of community and housing development programs in the Department of Development. This class works under direction from senior management of the Department of Development. The employee works within a framework of established department, state, and federal 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.

30% +/- 10%

- Performs technical duties to facilitate the administration of community and housing development programs; reviews grant applications and eligibility criteria and provides approval recommendations; reviews, recommends, and prepares reimbursement and payment requests; reviews eligibility criteria for loan applications and underwrites loans; reviews eligibility criteria for subordination of mortgage requests and provides approval recommendations; provides information regarding payment history, loan balances, accumulative interest, and loan term information to borrowers; verifies and processes loan payoff requests submitted by title agencies; verifies loan pay-off information with title company; reviews, provides approval recommendations, and processes requests for reduced payoffs submitted by title agencies, law offices, and real estate offices; prepares release memo(s) for Director's signature and records satisfaction of mortgage to release the lien; performs site visits to housing locations and non-profit community partners to monitor for compliance with regulations; receives and handles requests for information regarding housing loan balances, history, payoffs, and subordinations for current/past loan programs; inputs and updates loan and grant information and documentation into appropriate databases; remains up-to-date on program(s) rules, regulations, directives, and policies.

30% +/- 10%

- Inputs, maintains, collects, and analyzes housing and community development data into the ERP system; inputs new or updates existing housing/program information and documents into cross-departmental ERP system; compiles information and data regarding program and housing information (e.g. geographic data, home values, finances, programming costs, demographics, etc.) from state databases, intra-department records, or by requesting directly from clients/partners; analyzes data by calculating averages, sums, percentages, etc. to create program summary reports and other required reports; prepares and maintains physical and electronic records, reports, studies, and/or correspondence related to fiscal activities, operations, and projects; creating and editing purchase orders in the ERP system; creates and uploads documents to Contract Management Modules events for the contract approval process within the ERP system.

Effective Date: 2001

Last modified: 04.27.2021

20% +/- 10%

- Creates a variety of forms, reports, and documentation including program summary reports, annual reports, and mandated reports; creates and updates boilerplate forms, letters, and spreadsheets; independently or collaboratively prepares Request for Proposals (RFPs), contracts, amendments, proposals, narratives, etc. in support of housing and community development programs and department needs; independently or collaboratively prepares reports for internal/external reporting, information requests, and audits in compliance with appropriate guidelines; works with management and consultants to prepare various annual and/or mandated reports (i.e. the County Consortium's Annual Plan, the Consolidated Annual Performance Evaluation Report (CAPER), the County Consortium's 5 Year Consolidated Plan, etc.).

15% +/- 10%

- Assists with management, budget, monitoring, and evaluation of community and housing development programs; oversees the servicing of the Community Development and Housing Loan Portfolio; conducts monitoring activities for housing loan and grant programs to ensure compliance with County, state, and federal housing loan regulations; assists with housing program(s) funding and budget by monitoring account balances, processing and inspecting financial forms, and coordinating with the fiscal office to ensure funds are available; assists in the preparation of program budget(s); provides technical assistance and advice regarding loan applications and program qualifications; participates in identifying program(s) needs and goals, forecasting resources required, and establishing metrics to determine program outcomes, impact, and success; monitors program outcomes by analyzing reports summarizing outcomes; participates in program and policy development for housing programs; participates in collaboration for new program development, improvement of existing programs, and improvement of program administration efficiency.

5% +/- 2%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; acts as a resource and provides technical assistance to outside organizations, agencies, and businesses regarding Cuyahoga County development and housing programs; interfaces with public constituencies as the representative of the Cuyahoga County department of development in various meetings and conferences; responds to requests for information from County, state, and federal auditors.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (MS Word), spreadsheet software (MS Excel) email software (MS Outlook), desktop publishing software (Publisher), presentation software (MS PowerPoint), PDF software (Nitro), database software (MS Access), enterprise resource planning software (OnBase, Infor), financial software.

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

- 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 eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan, Request for Reimbursement), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary, settlement statement), agreements (i.e.- purchase agreement, landlord agreement, current tenant lease agreement), applications (i.e. - Rehabilitation Loan Application, Demolition Fund Application, Community Development Supplemental Grant Application), income documents, federal tax return, billing invoices, insurance reports, monthly reports, credit report, title reports, home appraisal, budget reports, Requests for Proposal (RFP), memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, Ohio Home and Building Codes, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare Loan Payoff Notification, Foreclosure Analysis, Subordination of Mortgage Analysis, Repayment History Analysis, Asset Analysis Sheet, Reduced Payoff Analysis and Recommendation, Consolidated Annual Performance Evaluation Report, semi-annual and annual reports, memos, reports, program metric reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, loan underwriting, financial counseling, and related legal terminology and language.

Development Housing Specialist

- Ability to communicate with supervisor, co-workers, department management, clients, corporate representatives, Board of Health Staff, banks and lending institutions, non-profit representatives, home owners, attorneys, city officials, appraisers, caseworkers, employees of external agencies and businesses (i.e. – title agencies, insurance agents, etc.), other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Homeless Management Information System Administrator	Class Number:	16031
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services EXHIBIT E		

Classification Function

The purpose of this classification is to plan, direct, and manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care, and provide technical support for related software.

Distinguishing Characteristics

This is a journey level classification with responsibility for planning, directing, and managing the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC) and providing technical support for HMIS software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. 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.

30% +/- 10%

- Plans, directs, and manages activities and operations of the HMIS for the Cuyahoga County CoC; manages all HMIS functions for local CoC HMIS software including system administration, project management, telecommunications support, software maintenance, procurement, and user support functions; ensures availability and reliable performance of the software application; facilitates system changes, updates, and upgrades and assures adherence to federal regulations; performs system configurations; manages system access and licenses; ensures compliance of data standards, system performance, and monitors utilization; troubleshoots software and hardware problems; communicates design and programming changes to vendor's development team; leads testing efforts and ensures issues are identified, tracked, reported, and resolved in a timely manner; leads efforts for system improvement and reporting; gathers requirements for new programs through document analysis and interviews; collaborates across multiple business areas to determine effective solutions in support of business requirements and strategic direction; manages project design, data collection, workflow, delivery, and reporting related to all new programming in HMIS; identifies opportunities to streamline business processes and increase efficiencies; serves as IT/HMIS technical point of contact for vendors, business partners, HMIS agencies, researchers, consultants, and other government agencies.

25% +/- 10%

- Conducts research, data analysis, and strategic planning; performs needs assessments; manages project design, data collection, workflow, service delivery, and reporting; develops and documents project forms, workflows, and their associated procedures; transforms technical releases and other high-level information into detailed specifications; recommends acquisition of new tools and software applications; develops and assists with writing complex reports to meet the expanding needs of the CoC.

Effective Date: 03.30.2015
Last Modified: 01.06.2021

25% +/- 10%

- Manages local, state, and federal HMIS reporting; creates standardized reporting process for HMIS participating agencies; works with users to define data definitions, concepts, and processes; monitors timeliness and quality of data collection; ensures data quality and compliance; determines timelines and defines project performance; enforces deadlines and schedules; implements corrective action procedures for participating agencies.

10% +/- 5%

- Provides site-based training and development to users; develops training content and materials; responds to user questions, concerns, and problems.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; may assign work to other personnel related to HMIS functions; responds to emails and phone calls; attends various trainings, workshops, and meetings; keeps up to date on professional knowledge, new business trends, and changes in policies; prepares and delivers public presentations; establishes and updates local HMIS Policies and Procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or related field with five (5) years of computer information systems, relational database and project management, or related experience with two (2) years of experience working with a HMIS; **or any equivalent combination of training and experience as defined below:**

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

**Each level of education requires 2 years of HMIS experience*

Related degree fields: computer science, social work, social science, psychology, urban studies, non-profit administration

Related work experience: computer information systems, relational databases, project management, database management/administration, statistical analysis software, technical support, data collection management. HMIS experience must include ServicePoint and/or Clarity HMIS platforms.

Additional Requirements

- Must obtain training and/or certifications as required by the HMIS Software Vendor.

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 copier.

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 (HMIS, HDX, SAGE, e-SNAPs, OCEAN), and presentation software (Microsoft PowerPoint).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring management of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, database sets, configuration specifications, software specifications, source materials, request for proposals, computer periodicals, federal agency flow charts and diagrams, training documents, vendor release forms, system generated reports, help desk tickets, monthly Annual Performance Reports (APRs), quarterly coordinated entry reports, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, U.S. Department of Housing and Urban Development (HUD) Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare system reports and presentations; project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, Housing Inventory Count (HIC), System Performance Measures (Sys PM), Longitudinal System Analysis (LSA), correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and provide oversight to others, instruct and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal, basic medical, and computer system terminology and computer programming languages.
- Ability to prepare and deliver presentations, communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

Environmental Adaptability

HMIS Administrator

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Technical Services	Class Number:	16272
FLSA:	Exempt	Pay Grade:	18B
Dept:	Information Technology	EXHIBIT F	

Classification Function

The purpose of the classification is to assess, plan, and implement enterprise information technology systems in support of business objectives. The incumbent is responsible for developing and managing application portfolios and identifying opportunities for integration, consolidation, or elimination of redundant processes or systems to improve cost effectiveness, expand efficiencies, and improve customer service.

Distinguishing Characteristics

This is a second-level management classification that provides direct supervision to software developers, database administrators, systems & applications analysts, information systems analysts, and other technical staff to support the software systems for assigned County departments. This class works under general direction of a senior manager level position and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery challenges and to ensure that assigned projects and 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.

30% +/- 10%

- Develops and manages application portfolios and identifies opportunities for integration, consolidation, or elimination of redundant processes or information technology systems to improve cost effectiveness, expand efficiencies, and improve customer service; coordinates the evaluation, deployment, management, and maintenance of current and future information technology systems; designs and directs project plans, project tasks lists, and action plans for individual systems being designed/developed; designs solutions, database schemas, wireframe diagrams, and software flow; gathers requirements for new systems, proposes options and project cost estimates, monitors software engineering processes, ensures testing plans are in place and that execution is completed on time and within budget, ensures effective system maintenance plans are in place; ensures applications comply with all applicable data security standards.

30% +/- 10%

- Collaborates with clients to determine project objectives and requirements; analyzes business requirements of assigned departments/internal customers; explains technical procedures, processes, and protocols in non-technical language; determines and designs project milestones, project plans, service level agreements, and resource allocation; tracks spending against allocated budget; communicates project status and concerns to executive team, department leads, support staff, and end users.

20% +/- 10%

- Supervises and directs the work of developers, system administrators, information systems analysts, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; promotes employee development; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions,

Manager, Technical Services

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.

10% +/- 5%

- Participates in the evaluation of business processes and current and emerging technologies to ensure that systems are appropriate and cost-effective; develops business case justifications and cost benefit analyses for information technology spending and initiatives; communicates information technology investment benefits and risks with stakeholders; identifies and makes recommendations for the improvement of information technology infrastructure, policies, processes, and systems; contributes to Requests for Proposals (RFPs) related to applications development by assisting with specifications, scope of services, and cost estimates; contributes to vendor selection by participating in the process to review and score proposals; reviews and approves change requests and new technology purchases.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars, and training; facilitates project status meetings; provides operational and metric readouts to IT leadership; facilitates team meetings; submits forecasts for operating, capital, and personnel expenditures to assist with budget preparation; stays abreast of new trends and industry best practices.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or a related field with six (6) years information technology systems management 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	9 years
Related associate degree	8 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	6 years
Unrelated master's/doctoral degree	5 years
Related master's/doctoral degree	4 years

Related degree fields: computer science, information technology (IT), or anything pertaining to IT (e.g., information science/systems, computer engineering, cybersecurity, software engineering, application design and development, geographic information systems). Specific business degrees with overlapping IT curriculum are also relevant (e.g., data science, business/data analytics, business intelligence, business/management information systems).

Related work experience: information technology systems management, data science and analytics, database administration, enterprise resource planning (ERP), report writing and business intelligence, software integration systems.

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 computers and multifunction printer.

Technology Requirements

- Knowledge of a variety of software and database software and systems including application Integrated Development Environments (Visual Studio, VS code, Cursor), database management software (Microsoft SQL Server Management Studio, Oracle SQL Developer, SQL Developer), database/application programming languages and extensions, file transfer software (SFTP, Filezilla), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), project planning software (Microsoft Project, Azure DevOps, SmartSheet, SharePoint, Microsoft Planner, Power Platforms), workflow design software (Visio), website content management systems (Progress Sitefinity), source code repository (Git) 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 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, and calculate decimals and percentages, and ability to perform mathematical operations involving algebra, statistics, 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 meeting notes, data reports, change control requests, proposals, contracts, white papers, employee timesheets, invoices, requirement statements, technical forms and documentation, flow charts, and data diagrams.

Manager, Technical Services

- Ability to comprehend a variety of reference materials and manuals including the Employee Handbook, departmental policy manual, Ohio Revised Code, County Code, requirement statements, technical design documentation, technical architecture documents, computer books, cybersecurity standards, and trade magazines.
- Ability to prepare statement of work, requirement statements, project review report, operational reports, requests for proposals, technical design documents, programming standards documents, functional procedures documents, business case document, change request documentation, project status reports, performance appraisals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer system software and hardware terminology and language.
- Ability to communicate with staff, stakeholders, end-users, consultants, vendors, information technology employees, and information technology administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	12A
Dept:	Housing and Community Development	EXHIBIT G	

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower-level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that assists with the administration and management of the County's housing and development programs. This class works under the direction of the Administrator or Director, Housing and Community Development and receives instruction or assistance only as unusual situations arise and is expected to exercise a high level of independent judgment and initiative. The employee is expected to be fully aware of relevant regulations, policies, and procedures and ensures that all projects are completed in a timely and efficient manner. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation and process and program improvement and supervising the lower-level class.

Essential Job Functions

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

- 55% +/- 10%
- Assists with the administration and management of the County's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts completes environmental reviews for required projects; collaborates with management and consultants to complete the required HUD 5 year and annual plans.
- 20% +/- 10%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; collaborates with management to develop new or revised programs and procedures; retrieves data regarding grant funded project units and costs in order to record, assess, analyze, and report to management and stakeholders.
- 15% +/- 5%
- Supervises Development Housing Specialists; 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

Senior Development Housing Specialist

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

10% +/- 5%

- Performs supporting administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting; attends meetings regarding future and proposed initiatives for receiving grant funding.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration, or related field with five (5) years of community or economic development experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (US Treasury Portal, HUD Integrated Disbursements and Information system (IDIS), HEROS system, and ClearPoint).

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 and moderate math.

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 objectives, functions, and requirements. Requires discretion in determining and referencing such established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, , correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, the Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Building Rehabilitation Specialist	Class Number:	19012
FLSA:	Exempt	Pay Grade:	10A
Dept:	Housing and Community Development	EXHIBIT H	

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. This position oversees the operations and promotes the efficiencies of the unit, incorporates process improvements, and ensures that projects meet time and quality objectives. This class reports to the Deputy Director of Housing & Community Development. Employees are expected to exercise judgment in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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%

- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, Department of Housing and Urban Development (HUD) housing, housing quality standards, energy efficiencies, deteriorating lead paint, and/or building code deficiencies; inspects, manages, and/or monitors compliance with requirements for projects including but not limited to housing quality and workmanship standards, trade and contract specifications, and building and housing codes; consults with historic representative to ensure that state historic guidelines are being addressed; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors work performed on single and multi-family structures and compliance with program specifications =; provides final inspection of all work performed; creates housing quality standards report for each project; monitors program budgets.

25% +/- 10%

- Oversees contractor payrolls according to federal regulations; conducts personnel wage interviews with contractors; maintains prevailing wage law updates; prepares and maintains reports and records regarding prevailing wages; resolves issues with prevailing wages and makes recommendations; monitors contract compliance and performs construction site inspections for prevailing wage laws; oversees the monitoring of federally funded activities and reporting of the required Minority, Female, Small and /or Disadvantaged Business Enterprises as well as the HUD required Section 3 activity.

20% +/- 10%

- Supervises and directs the work of the Building Rehabilitation Specialist(s); 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%

- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to ensure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

15% +/- 5%

- Performs supporting administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a vehicle.

Additional Requirements

- Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

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.
- Ability to walk, balance, climb, crouch, crawl, bend, and twist during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Technology Requirements

Supervisor, Building Rehabilitation Specialist

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

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- 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 utilize basic 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, reimbursement requests, staff mileage and timesheets, loan documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, various grant site spreadsheets, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Supervisor, Building Rehabilitation Specialist

- Ability to supervise and counsel employees, to communicate effectively with clients, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction, building codes and specifications,, and related legal terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations may involve exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, animals/wildlife, noise extremes, bright/dim lights, traffic hazards, and vibrations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Designer 2	Class Number:	16192
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology	EXHIBIT I	

Classification Function

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

Distinguishing Characteristics

This is a technical, journey level classification working under direction from the Administrator, Web and Applications Development and is responsible for designing, building, implementing, testing, deploying, and maintaining County websites. This position is distinguished from the Web Designer 1 by an increased level of autonomy and responsibility. While guidance is available for unusual situations, the incumbent is generally expected to manage projects independently, exercising sound judgment and initiative in accordance with established standards and best practices. The Web Designer series is distinguished from the Developer series in that it focuses primarily on front-end design whereas the Developer series concentrates on programming and back-end infrastructure.

Essential Job Functions

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

75% +/- 10%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; identifies, troubleshoots, and debugs errors on websites and website applications; performs maintenance and updates on existing websites; creates or modifies images and graphics; designs page templates and page layouts; utilizes Cascading Style Sheets (CSS) frameworks to ensure responsive, mobile-friendly design and consistent styling across devices and browsers; edits HyperText Markup Language (HTML) and CSS; creates online interactive forms; extends functionality of the content management system (CMS) by creating modules; organizes content and ensures that the site is optimized for search engine placement, is user friendly, ADA accessible, and conforms to current technological standards.

15% +/- 5%

- Works with clients to determine project objectives and requirements; researches project topic; updates project plans; reviews website analytics; monitors web page audits; provides status updates and time estimates for assigned projects; collaborates with developers, system analysts, and user experience designers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for

website design and development, experience with HTML or CSS; **or any equivalent combination of education, training, and experience as defined below.**

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

Related degree fields: computer science, visual arts, web development

Related work experience: graphic design, user experience (UX/UI) design, front-end development, digital design, or website editing

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 use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML, CSS, JavaScript), web-content management software (Sitefinity or similar CMS, Visual Studio, GitHub), design and prototyping software (Figma, Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove, UserWay, LevelAccess)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics and utilize the principles of geometry and algebra.

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.

Web Designer 2

- Ability to comprehend a variety of informational documents including statements of work, project plans, wireframes, web page audits, website analytics, technical specifications, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, reference manuals developed by colleagues for website enhancement and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training documentation and manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, webpage audits, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, coworkers, supervisors, other County departments and employees, and work group members.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Computer Operator 1	Class Number:	16051
FLSA:	Non-Exempt	Pay Grade:	4B
Dept:	Information Technology	EXHIBIT J	

Classification Function

The purpose of the classification is to assist in mainframe equipment and hardware operations, system software, and customer service support duties. Incumbents log, reconcile, and distribute work products.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from the Administrator, Infrastructure and Operations. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are perform the more routine duties 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.

40% +/- 10%

- Assists in maintaining availability of the system in running production jobs; monitors production activity; performs initial problem determination and problem resolution; refers problems as necessary; monitors the County's databases on a regular hourly basis to make sure they are functioning correctly and to ensure the integrity of the databases; researches and reports all issues and outages; follows up on all issues and document the results.

20% +/- 10%

- Schedules and processes batch production; prepares jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes output materials.

20% +/- 10%

- Prepares printed reports for distribution to customers; separates reports by job name and number; operates decollater; operates burster; trims reports; operates folder; seals forms and reports; enters system commands to control and operate printer devices; aligns all forms; notifies lead of damaged reports and forms; packages all reports and special forms for delivery to other county agencies and county residents.

15% +/- 5%

- Provides front line customer and technical support to individuals who access the County's mainframe computer system and the County databases; answers the County help desk phone and either corrects the issue or directs the call to the proper County agency or staff member.

5% +/- 2%

- Participates in internal and external groups to address and correct problems; stays abreast of current technology in the field.

Effective Date: 09.11.2012
Last Modified: 03.02.2021

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with six months of computer operations experience with an automated scheduling software or help desk experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification 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 database including database software (MS Access), IBM mainframe software (TSO, SDSF), spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including scheduling reports, tape rotation reports, shift turnovers, exam reports, time sheets, and requests for vacation or leave.
- Ability to comprehend a variety of reference books and manuals including software manuals, users guides, forms handling book, operations call book, printer service log, and policy manual.
- Ability to prepare shift turnovers, performance appraisals, County payroll, CRIS turnover, time reports, warrants for payment, parking tickets, vouchers, letters and applications, mailers, benefits cards and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including mainframe users, vendors, and working groups.
- Ability to use and interpret computer mainframe terminology and language

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Loan Portfolio Analyst	Class Number:	21001
FLSA:	Exempt	Pay Grade:	13A
Dept:	Development	EXHIBIT K	

Classification Function

Provides oversight of Cuyahoga County's economic development loan portfolio and servicing functions for all County originated loans, across all programs; ensures accuracy and completeness for all loan portfolio covenant data and account reconciliation.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the accuracy and completeness of all County loan portfolio covenant and loan repayment data valued over 82 million. This class works under general direction from the Loan Portfolio Manager and receives instruction as new or unusual situations arise and is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The employee plans own work to meet given objectives and processes and is expected to use judgment when 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.

- 30% +/- 10%
 - Determines and recommends appropriate loan recalibrations and/or other appropriate loan adjustments; performs credit analysis and risk assessment; mitigates exposure to high risk borrowers; reaches agreement with borrowers on loan terms resulting from previous errors and ambiguous and/or errant language throughout loan documents; delivers recalibrations and adjustments to Chief and Deputy Director; participates in bi-weekly portfolio reporting meetings with leadership.
- 25% +/- 10%
 - Coordinates and implements all reporting and covenant compliance regarding the Economic Development Loan Portfolio; generates portfolio status reports; records data into the County's loan record system software; provides direction to administrator on report generation; monitors County's compliance to established Loan Portfolio Management Reporting System; maintains expertise in the loan portfolio software.
- 20% +/- 10%
 - Reviews existing borrower requests, loan agreements, required documentation, and invoices prior to final review by Loan Portfolio Manager; reviews the documentation and information entered by other verticals within the department into the loan portfolio software; reviews the reports for integrity of the asset pledged as collateral; reconciles the loan portfolio software with the County's accounting system; prepares loan satisfaction memo; works with loan origination team to ensure all required documentation and procedures have been followed before a loan is closed and loan proceeds are disbursed.

20% +/- 10%

- Handles loan servicing recordation in conjunction with Loan Portfolio Manager; creates and maintains accurate and up-to-date file and data management storage to ensure the department knows what documentation it has, where it is located, and how to locate it.

5% +/- 2%

- Performs the duties of the Loan Portfolio Manager when incumbent is not available.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in accounting, finance, economics, mathematics, or related field with five (5) years of finance, credit analysis, or loan servicing management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- Must obtain, or be enrolled in, an Economic Development Finance Professional accreditation program or equivalent accreditation within 180 days of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities at this time.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including financial and accounting documents, loan contracts, loan reimbursement draw requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook and Department Loan Policies and Procedures
- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Loan Portfolio Analyst

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Posted: 7/31/2025
Meeting: 8/6/2025

<u>Job Title</u> REVISED	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
Administrator, Development	21042	17A Exempt	17A Exempt (No Change)	Development	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
Administrator, Web and Applications Development	16232	19B Exempt	20B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2014. Updates were made to the essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 19B to 20B.
Building Rehabilitation Specialist	19011	7A Non-Exempt	7A Non-Exempt (No Change)	Development	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
Development Housing Specialist	21021	8A Exempt	8A Exempt (No Change)	Development	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
HMIS Administrator	16031	11A Exempt	11A Exempt (No Change)	Health and Human Services	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, Technical Services	16272	17B Exempt	18B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2012. Updates were made to the distinguishing characteristics, essential functions and language and formatting. A minimum qualifications equivalency table was added. Pay Grade increased from 17B to 18B.
Senior Development Housing Specialist	21022	12A Exempt	12A Exempt (No Change)	Development	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development
Supervisor, Building Rehabilitation Specialist	19012	10A Exempt	10A Exempt (No Change)	Development	Changes requested by the department of Housing and Community Development. The Department was changed to reflect the change from the Department of Development to the Department of Housing and Community Development

Web Designer 2	16192	11B Exempt	11B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2021. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A minimum qualifications equivalency table was added. No change to pay grade or FLSA status.
<u>DELETED CLASSIFICATION</u>	<u>PAY GRADE and FLSA STATUS</u>		<u>DEPARTMENT</u>	<u>Rationale</u>	
Computer Operator 1 16051	4B Non-Exempt		Information Technology	The one employee was laid off and the position is vacant. The tasks performed by this position are no longer needed by the IT department.	
Loan Portfolio Analyst 21001	13A Exempt		Development	This position is vacant and no longer being utilized by the department. The tasks of the position are being performed by an Economic and Community Development Program Specialist.	

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0264

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Michael Negray to serve on Cuyahoga County Corrections Planning Board for the term 1/2/2025 – 1/1/2028 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5149 of the Ohio Revised Code (ORC) provides for the organization of a community-based corrections program; and

WHEREAS, ORC 5149.34 provides for the creation of a County Corrections Planning Board and further provides for the composition of the board and the means by which appointments are made; and

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

WHEREAS, County Executive Budish has nominated Michael Negray to serve on the Cuyahoga County Corrections Planning Board for the term 1/2/2025 – 1/1/2028; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Michael Negray to serve on the Cuyahoga County Corrections Planning Board for the term 1/2/2025 – 1/1/2028.

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: September 9, 2025

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

Journal _____

_____, 20__



August 27th, 2025

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

Re: Cuyahoga County Corrections Planning Board

Dear President Miller,

Pursuant to Ohio Revised Code Chapter 5149, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Corrections Planning Board:

- **Michael Negray**
 - **New appointment, 3-year term, 1/2/2025-1/1/2028**
 - Filling the currently vacant seat formerly held by Russell R. Brown III
 - Resident of Broadview Heights (Cuyahoga County)
 - Candidates for this board seat shall be:
 - (ORC 5149.34/HB86 Requirement): *Official from the largest municipal corporation located in the county*
 - (Cuyahoga County Resolution): *Official from the Largest Municipality within the County of Cuyahoga*

The Cuyahoga County Community Corrections Planning Board develops, implements, and operates a local community-based corrections plan and reduces the number of non-dangerous offenders committed to the state penal system and to local jails while maintaining public safety.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Michael J. Negray



SUMMARY

- Over 30 years of progressively responsible experience as an employee of the Cleveland Municipal Court.
- Over 12 years of experience as the Deputy Court Administrator of the Cleveland Municipal Court and 24 years in the Administrative Services Department.
- 2013 graduate of the Ohio Court Management Program Tier 2 Certified Court Executive (CCE).
- 2007 Graduate of the Court Management Program (CMP) of the Institute of Court Management, which is the educational arm of the National Center for State Courts.
- Developed excellent communication and interpersonal skills as a result of working with diverse groups of people, including Judges, members of executive and legislative branches of government, private agencies, and private citizens.
- Currently represent the Court as a member of the Advisory Committee on Court Management of the Ohio Supreme Court.
- 20-year member of the Ohio Association of Court Administration and 2017 past President.

EXPERIENCE

Deputy Court Administrator- Cleveland Municipal Court, Cleveland, Ohio
February 2013 to present

- Directly supervise department managers in the various departments of the Court.
- Act as liaison with internal departments and external criminal justice agencies including, but not limited to Cleveland Police Department, Cleveland Prosecutor's office, Clerk of Court, Cuyahoga County Common Pleas Court, and other city and county agencies.
- Responsible for ensuring consistent implementation of all policies, procedures, and practices of the department and Court.
- Assist with overseeing the day-to-day functions of the Court's case management and non-judicial operations.
- Lead and/or participate in the recruitment, screening, interviewing, hiring, evaluation, and corrective action of court employees.
- Develop and implement methods and procedures to improve operational effectiveness and improve the quality of services to customers and the public.

Criminal Case Manager- Cleveland Municipal Court, Cleveland, Ohio

January 2011 to present

- Monitor and improve the efficiency of criminal case flow from case filing to disposition for all individuals having business in the traffic, misdemeanor, or felony courtrooms.
- Provide supervision and coordinate the functions of judicial staff and clerk of courts staff to develop an improved process for case file movement in a timely and efficient manner.
- Implement recommendations set forth by the National Center for State Courts as it pertains to the overall operations of criminal arraignment.
- Created a new Judges operational manual to help with the process of training all new Judges at Cleveland Municipal Court.

Case Flow Coordinator – Cleveland Municipal Court, Cleveland, Ohio

November 2007 to January 2011

- Develop strategies to address case flow issues and implement plans for those strategies for the benefit of the Court and the public.
- Act as a liaison for all individuals having business in the traffic, misdemeanor or felony courtrooms including but not limited to, the general public, court staff and law enforcement personnel.
- Assist the Presiding Judge in acquainting new Judges and personal bailiffs as to judicial procedures of the Court.
- Provide quality that meets or exceeds public expectations, and to ensure all are treated with courtesy, dignity, and respect.

Special Projects Officer - Cleveland Municipal Court, Cleveland, Ohio

December 2001 to November 2007

- Manage projects including Weed and Seed Diversion Programs, 3rd Floor Prosecutors Plea, and the first Employee Identification Badge Program.
- Manage daily Court operations and communicate with outside agencies and other branches of Government.
- Responsible for preparing official court minutes for the Operations Committee
- Successfully coordinated the Cleveland Municipal Court Mock Trial Competition for the past Seven years.
- Frequently required to answer questions, obtain information, and provide guidance to Judges and Court personnel.

Probation Officer-Cleveland Municipal Court, Cleveland, Ohio
December 1994- December 2001

- Conducted investigations and prepared reports in order to assist Judges in determining the appropriate sentencing of individuals before the Court.
- Supervised, interviewed, and managed criminal offenders of the Mentally Disordered Offenders Unit and enforced compliance of all court orders.
- Acted as a liaison with other Government Agencies and Courts.
- Empowered individuals to make the necessary changes to succeed.

AFFILIATIONS

- Member of the Advisory Committee on Case Management for the Supreme Court of Ohio.
- Ohio Association for Court Administration- (O A C A) Member

EDUCATION

Kent State University

- Bachelor of Business Administration, December 1987

National Center for State Court

- 2013 graduate of the Ohio Court Management Program
(Certified Court Executive)

National Center for State Courts

- 2007 Graduate of the Court Management Program (CMP)



VOTER SEARCH RESULTS

CLICK ON YOUR NAME BELOW TO SEE COMPLETE DETAILS INCLUDING INFORMATION ABOUT YOUR VOTER REGISTRATION STATUS.

Name	Address
MICHAEL J NEGRAY	

If you are unable to locate your voter registration information, but believe you are registered to vote, it is recommended that you search again making sure all information provided is accurate. Contact your county board of elections regarding any questions pertaining to your voter registration. [Follow this link for a full listing of Boards of Elections.](#)

[Follow this link to search again.](#)

If you are unable to locate your voter registration information but think you are registered to vote and you have not moved outside of your county of prior registration, you may be eligible to cast a provisional ballot during in-person absentee voting period at an appropriate early voting location or the county board of elections, or on Election Day at the correct polling place for your current address that may be counted.

Register to
VOTE



Update Your Ohio
Voting Address
Online



My vote
My Right • My Responsibility

For More
Voting
Information
Click Here

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 Corrections Planning Board

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

ORC 5149.34 / HB86 requires "Official from the largest municipal corporation located in the county".

Cuyahoga County Resolution requires “Official from the Largest Municipality within the County of Cuyahoga.”

Michael Negray meets these qualifications as the Court Administrator at Cleveland Municipal Court (Cuyahoga County).

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

1/2/2025-1/1/2028

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

Appointment

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

Russell R. Brown III

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;

Michael Negray

2.8 The candidate’s city and county of residence;

Broadview Heights, Cuyahoga County

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

Member of the Advisory Committee on Case Management for the Supreme Court of Ohio; Ohio Association for Court Administration (OACA) Member

- 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. R2025-0265

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's reappointment of Dr. Lauren Beene 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.
---	--

WHEREAS, the Cuyahoga County Women's Health Commission was created to serve as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women's health and the rights of women to make their own healthcare decisions and have access to a full range of reproductive healthcare options; and

WHEREAS, in accordance with Section 206.03 of the County Code, the Cuyahoga County Women's Health Commission shall be composed of thirteen (13) members, including the County Executive or the Executive's designee, the County Council President or the Council President's designee, the Director of Health and Human Services or the Director's designee, the President of the MetroHealth System or the System President's designee, and nine (9) members appointed by the County Executive and confirmed by County Council who are electors of Cuyahoga County (the "Community Appointees"); and

WHEREAS, three (3) of the Community Appointees shall have an initial term of one (1) year, three (3) of the Community Appointees shall have an initial term of two (2) years, and three (3) of the Community Appointees shall have an initial term of three (3) years; thereafter, all terms shall be for three (3) years; and

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

WHEREAS, County Executive Ronayne has nominated Dr. Lauren Beene to serve as a Community Appointee on the Cuyahoga County Women’s Health Commission for the term 5/1/2025 – 4/30/2028.

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 Dr. Lauren Beene to serve on the Cuyahoga County Women’s Health Commission for the term 5/1/2025 – 4/30/2028.

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: September 9, 2025
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal_____

_____, 20__



August 27, 2025

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

Re: Cuyahoga County Women's Health Commission

Dear President Miller,

The Cuyahoga County Women's Health Commission was established to serve as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women's health and the rights of women to make their own healthcare decisions and have access to a full range of reproductive healthcare options.

The Women's Health Commission shall be composed of thirteen (13) members, including: the County Executive or the Executive's designee; the County Council President or the President's designee; the Director of Health and Human Services or the Director's designee; The President of the Metro Health System or the President's designee; and nine (9) members appointed by the County Executive and confirmed by County Council (the "Community Appointees"). Community Appointees shall be electors of Cuyahoga County.

Pursuant to Section 206.03 of the Cuyahoga County Code, I submit the following nomination for reappointment to the Cuyahoga County Women's Health Commission:

- **Dr. Lauren Beene**, 3-year term (5/1/2025 – 4/30/2028)
 - Reappointment (Seat 1)
 - Currently resides in University Heights (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 2 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 Chris Alvarado in my office at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne
County Executive

Lauren Cookingham Beene, MD

LCB39@case.edu

PROFESSIONAL SUMMARY:

As a dedicated Community Pediatrician, my core mission revolves around advocating for my patients both individually and within the community. I am deeply committed to ensuring that every child under my care receives unobstructed access to the highest standard of medical care. I believe in fostering lasting and trusted relationships with children and their families, understanding that such bonds are crucial in delivering personalized, effective, patient-centered healthcare.

EMPLOYMENT:

2019 – present General Pediatrician – *Suburban Pediatrics, Shaker Heights & Solon, OH*

2018 – present Pediatric Rapid Care Physician – *Univ. Hospitals Rainbow Babies & Children's Hospital, Cleveland, OH*

EDUCATION / TRAINING:

2018 – 2019 Chief Resident, Pediatrics, *Rainbow Babies & Children's Hospital, Cleveland, OH*

2015 – 2018 Pediatrics Residency, Advocacy Track, *Rainbow Babies & Children's Hospital, Cleveland, OH*

2010 – 2015 Medical Doctor, *Case Western Reserve University (CWRU) School of Medicine, Cleveland, OH*

2007 – 2010 Master of Science in Biology, Cellular Track, *Oakland University, Rochester, MI*

2003 – 2007 Bachelor of Arts in American Studies, Concentration in Law and Society, *Cornell University, Ithaca, NY*

LICENSURE: Sept. 2018 – present, Board Certified in Pediatrics

HONORS / AWARDS:

2024 Senatorial Citation, Special Commendation for receiving the OSMA Physician Advocate of the Year Award, *Ohio State Senate Minority Leader Senator Nickie Antonio*

2024 Physician Advocate of the Year, *Ohio State Medical Association, 6 April 2024*

2023 Women Faculty CWRU SOM Gender Equity Award, *CWRU School of Medicine*

2023 Jane B. Sheats Community Impact Award, *presented by Ohio Senator Kent Smith, "For your strategy, skill and zeal to restore reproductive freedom in Ohio."*

2023 Cuyahoga Democratic Women's Caucus Honor for extraordinary work to ensure women have the right to their decisions about their bodies and their health,

2017 PL-2 Resident Teacher of the Year Award, *Rainbow Babies & Children's Hospital*

2016 Resident Research Award, Potential for Clinical Impact, *Rainbow Babies & Children's Hospital*

2015 Alpha Omega Alpha, *CWRU of Medicine*

2012 Knights Templar Eye Foundation Career-Starter Grant, *Cleveland Clinic Cole Eye Institute*

2012 Fight For Sight Summer Student Fellowship, *Cleveland Clinic Cole Eye Institute*

2011 Summer Genetics Scholars Award, *American College of Medical Genetics Foundation*

2011 – 2015 Donald R. James Scholarship Award for Medical Education, *Valley of Cleveland Foundation*

2009 Student Commencement Speaker, Fall Graduation Ceremony, *Oakland University*

LEADERSHIP EXPERIENCE:

2023 Executive Committee Member, *Ohio United for Reproductive Rights (OURR)*

OURR was the coalition of statewide reproductive health, rights, and justice organizations working to ensure Ohioans, not the government, have control over their own reproductive freedom. This campaign successfully passed Issue 1 in the Ohio constitution.

2022 – present Executive Director/Vice President and co-Founder, *Ohio Physicians for Reproductive Rights (OPRR)*

In my role as Executive Director and Co-Founder of OPRR, I spearheaded the movement to safeguard reproductive freedom in the Ohio constitution. As the leader of OPRR since its inception in 2022, I have dedicated my efforts towards advocacy, development, and organizational leadership, ensuring a lasting impact on reproductive healthcare rights in Ohio. My key achievements include:

- Drafting Key Legislation: *co-authored the amendment "The Right to Reproductive Freedom with Protections for Health and Safety."*
- Building Strategic Coalitions: *Formed and led Protect Choice Ohio, a broad coalition of community organizations, and secured endorsements from prominent medical societies statewide.*
- Leading Signature Campaigns: *Successfully oversaw a campaign that gathered over 710,000 signatures.*
- Collaborative Fundraising Leadership: *Worked together with our fundraising team in raising approximately \$7 million for the Issue 1 campaign.*
- National and Governmental Liaison: *Played a pivotal community-facing role, engaging with national media and government officials.*
- Post-Issue 1 Legislation Strategy: *Continuously advocating for reproductive healthcare access in Ohio.*
- [Click for media coverage of my work with OPRR](#)

2022 – present Co-Founder, *Healthcare Workers for Reproductive Freedom (HWRF)*

As leader of HWRF, helped establish a nationwide network of medical professionals with shared mission to protect reproductive healthcare across the country.

2023 – present Council Member (equivalent to Board member, *Ohio State Medical Society*)

2023 – present Board Member & Reproductive Freedom Taskforce Member, *Committee to Protect Healthcare*

2023 Delegate to the Women's Physician Section, *Ohio State Medical Society Annual Meeting*

2022 – 2024 Board Member, *Early Childhood Enrichment Center, Shaker Heights, OH*

2021 – 2022 Rainbow Primary Care Institute Clinical Practice Guideline Committee, *Rainbow Babies & Children's*

2015 – 2018 Resident Advisory Council and Resident Form, *University Hospitals Cleveland*

2017 GME Annual Institutional Review Committee, *University Hospitals Cleveland*

2015 – 2018 Antibiotic Stewardship Initiative, *Rainbow Babies & Children's Hospital*

2014 – 2015 Leader of team-based learning group for 1st and 2nd year medical students, *CWRU School of Medicine*

2015 Student Review Committee for New Health Education Campus, *CWRU School of Medicine*

2011 – 2012 Ohio State Medical Association, Chapter Founder and Alternate Delegate, *CWRU School of Medicine*

2010 – 2012 Physicians for Social Responsibility, Chapter Co-Founder, *CWRU School of Medicine*

2004 – 2007 Voices Magazine, Founder and Editor-in-Chief, *Cornell University*

PEER REVIEWED PUBLICATIONS:

Beene, LC, Traboulsi EI, Seven I, Ford MR, Sinha Roy A, Butler RS, Dupps, WJ, "Corneal deformation response and ocular geometry: A new diagnostic strategy in Marfan syndrome." *American Journal of Ophthalmology*. 2016 Jan;161:56-64.e1.

Beene LC, Xin B, Lukas C and Wang H, "Mutations in *ELANE* and *COH1 (VPS13B)* genes cause severe neutropenia in a patient with Cohen syndrome." *Journal of Clinical & Cellular Immunology*. 2015 Dec;6:378.

Beene LC, Wang LW, Hubmacher D, Keene DR, Reinhardt DP, Annis DS, Mosher DF, Mecham RP, Traboulsi EI and Apte SS. "Non-selective assembly of fibrillin-1 and fibrillin-2 in the rodent ocular zonule and in cultured cells: Implications for Marfan syndrome." *Investigative Ophthalmology & Visual Science*. 2013 Dec 23;54(13):8337-44.

Beene LC, Halluer J, Yoshinaga M, Hamdi M, and Liu Z, "Pentavalent Arsenate Transport by Zebrafish Phosphate Transporter NaPi-IIb1." *Zebrafish*. 2011 Dec;8(3):125-31.

McDermott JR, Jiang X, **Beene L**, Rosen B, Liu Z, "Pentavalent methylated arsenicals are substrates of mammalian AQP9." *BioMetals*. 2010 Feb;23(1):119-27.

Hamdi M, Sanchez M, **Beene L**, Liu Q, Landfear S, Rosen B, Liu Z, "Arsenic transport by zebrafish aquaglyceroporins." *BMC Molecular Biology*. 2009 Nov 25;25:104.

OTHER PUBLICATIONS:

- Beene, L.**, Et. al., “Ohio’s 24 hour waiting period for abortion violates new issue 1 constitutional requirements,” *Cleveland.com*, 11 April 2024.
- Beene, L.**, Et. al., “Issue 1 will not remove parental consent for abortions. Here’s how we know,” *The Columbus Dispatch*, 1 November 2023.
- Beene, L.**, Et. al., “Ohio Pediatricians Support Reproductive Freedom with Protections for Health and Safety Amendment,” *Ohio Pediatrics*, Fall 2023.
- Beene, L.**, Et. al., “Another reason why Crain’s got it wrong with DeWine endorsement,” *Crain’s Cleveland Business*, 7 November 2022.
- Beene, L.**, Et. al. “Doctors Say Early Pregnancies Harm Girls.” *Ms. Magazine*. 23 August 2022.
- Beene, L.**, Et. al., “Ohio attorney general’s further victimized 10-year-old girl,” *The Columbus Dispatch*. 15 July 2022.
- Beene L.**, Et. al, “Using Letters to the Editor to Advocate for Pediatric Issues.” *Ohio Pediatrics: A Quarterly Newsmagazine of the Ohio Chapter of the American Academy of Pediatrics*. Fall 2016.

INVITED PRESENTATIONS:

- (Anticipated) “How We Won Ohio Issue 1: Messaging on Abortion and Faith” panel discussion, *Netroots Nation 2024*, Baltimore, MD 13 July 2024
- (Anticipated) “Death and Dying: An Intimate Conversation on Maternal Mortality. *Ms. Magazine’s 14th Annual Supreme Court Review Georgetown University Law School – A Crisis of Health and Democracy*, 1 July 2024
- (Anticipated) “Rainbow Connections: How Does the Passage of Issue 1 in Ohio Affect the Lives of Women and LGBTQ+ People?” 25 June 2024
- Keynote speaker, *National Federation of Democratic Women Convention*, Lorain, OH, 6 June 2024
- “Fighting Back & the Path Forward for Abortion Rights” panel discussion, *12th Annual Ms. Magazine Luncheon*, Palo Alto, CA, 1 May 2024
- “The Past and Future of Reproductive Justice in America,” panel discussion, *Stanford University American Studies Program and Ms. Magazine*, Palo Alto, CA, 1 May 2024
- General Assembly Speaker and “We’re All About Elections: Abortion and Women’s Rights are Winning Issues” panel discussion, *Feminist Majority Foundation Young Feminist Leadership Conference*, 23 March 2024
- Schwartz Rounds, University Hospitals Rainbow Babies & Children’s, Cleveland, OH 26 April 2022.
- “Amish Around Us.” Medical Genetics Grand Rounds. Department of Genetics and Center for Human Genetics, Case Western Reserve University School of Medicine, Cleveland, OH, 20 January 2017.
- “The Eye in Marfan Syndrome.” Medical Genetics Grand Rounds. Department of Genetics and Center for Human Genetics, Case Western Reserve University School of Medicine, Cleveland, OH, 14 March 2014.
- “Fibrillin-2 is a component of the rodent ocular zonule.” International Society for Genetic Eye Diseases & Retinoblastoma Annual Conference, Ghent, Belgium, 22 Aug. 2013.

ACADEMIC POSTERS:

- Beene L.**, Bhakta H, Dell M, Desai A, Frank E. “Avoiding tunnel vision in the sexually active adolescent with labial ulcers.” Pediatric Hospital Medicine Annual Conference. Nashville, TN. 22 July 2017.
- Bhakta H, **Beene L.**, Wyllie, Boutry M, Desai An Frank E. “Unusual presentation of Kawasaki Disease Resembling Retropharyngeal Abscess.” Pediatric Hospital Medicine Annual Conference. Nashville, TN. 22 July 2017.
- Kim E, **Beene L.**, Azok J, Desai A, Kang E, Kim A, Li H, Stephans A. “A Retrospective Chart Review to Assess Factors Contributing to Inpatient Admission of Pediatric Patients with Skin and Soft Tissue Infections (SSTIs).” Pediatric Hospital Medicine Annual Conference. Chicago, IL. 31 July 2016.
- Beene L.**, Wang L, Mecham R, Reinhardt D, Traboulsi E, Hubmacher D, Apte S. “Fibrillin-2 is a

component of the rodent ocular zonule.” Association for Research in Vision and Ophthalmology, Annual Meeting, Seattle, WA. 5 May 2013.

PROFESSIONAL AFFILIATIONS:

American Academy of Pediatrics
Ohio State Medical Association

REFERENCES:

Matthew Mascioli, MD, Suburban Pediatrics
Matthew.Mascioli@uhhospitals.org, 216-991-4180

Lyn Dickert-Leonard, MD, Suburban Pediatrics
Lyn.Dickert-Leonard@uhhospitals.org, 216-991-4180

Dawn Riebe, MD, Suburban Pediatrics
Dawn.Riebe@uhhospitals.org, 440-349-4714

Get Your Voting Information

Attention Cleveland Residents: The Board of Elections has completed processing ward and precinct boundary adjustments for Cleveland to reflect a reduction in the number of wards in the city from 17 to 15. This includes adjustments to polling location assignments. The information listed in the Voter Resources tools on the Board's website is now current and accurate. All Cleveland voters will receive correspondence of the changes in the mail the week of April 7, 2025.

Voter

LAUREN COOKINGHAM BEENE

Date of birth

3/13/1985

Address

Current polling location

[Map and directions](#)

Precinct

UNIVERSITYHEIGHTS-00-E

Party Affiliation

Democrat

District

- CLEVE HTS/UNIV HTS CSD - 1810
- CLEVE HTS/UNIV HTS LIBRARY DIST.
- CONGRESSIONAL DISTRICT 11
- COUNTY COUNCIL DISTRICT 10
- HOUSE DISTRICT 21
- METROPARKS DISTRICT
- SHAKER HTS MUNI CT DISTRICT
- STATE BOARD OF EDU DISTRICT 10
- STATE SENATE DISTRICT 21

Change of Address

If you are looking to change your address, you can do so on the Ohio Secretary of State website.

[Change Address on Secretary of State Site](#)

Attention

Public Safety Officials

If you are a public safety professional that has submitted an [Ohio Attorney General Request to Redact Address form](#) to the Cuyahoga County Board of Elections to redact your home address from the public database, your voter registration information is not available through the online voter query. Please call the Board of Elections to verify your registration information.

[216-443-VOTE \(8683\)](#)

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

N/A

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

Please see attached.

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

Please see attached.

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

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

Women's Health Commission

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

Candidates must be a certified elector in Cuyahoga County. The nominee is a certified elector in Cuyahoga County. Please see attached.

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

5/1/2025 – 4/30/2028

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

Reappointment

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

N/A

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

7. A cumulative list of individuals who applied for the position;

**Dr. Lauren Beene
Ebony Spano**

8. The candidate's city and county of residence;

University Heights, Cuyahoga County

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

**Member and VP, Ohio Physicians for Reproductive Rights, Early Childhood Enrichment Center (Shaker Heights)
Council of the Ohio State Medical Association Committee to Protect Healthcare Education Fund.**

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.

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.

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

Ordinance No. O2025-0004

Sponsored by: Councilmembers Houser, Turner, Schleper, Simon, Miller, Jones and County Executive Ronayne	An Ordinance amending Sections 1501.01 and 1501.02 of the Cuyahoga County Code and Section 3.02 of the Cuyahoga County Employee Handbook to prohibit discrimination on the basis of a person's hair texture or hair style commonly associated with a particular race or national origin in the areas of housing, employment, and places of public accommodation.
---	---

WHEREAS, this legislation, known as the Cuyahoga County CROWN Ordinance, affirms the right of individuals to wear their natural hair without fear of discrimination in housing, employment, or public accommodations.

WHEREAS, Racial and national origin discrimination can and do occur because of longstanding racial and national origin biases and stereotypes associated with hair texture and style; and

WHEREAS, The Project Noir survey of 1,324 Black women in Northeast Ohio conducted by Enlightened Solutions reports that 68% of respondents were subjected to inappropriate comments about their features such as hair in the workplace, and 51% were retaliated against when they objected to such inappropriate comments; and

WHEREAS, Cuyahoga County Council has determined to prohibit discrimination on the basis of a person's hair texture or hairstyle commonly associated with a particular race or national origin in the areas of housing, employment, and places of public accommodation.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Section 1501.01 of the Cuyahoga County Code is hereby amended to add as follows (additions are underlined, deletions stricken):

Section 1501.01: Definitions

As used in this chapter of the Cuyahoga County Code:

- A. The prohibitions in this Title concerning “Age” mean individuals who are at least forty (40) years old.
- B. “Burial Lot” means any lot for the burial of deceased persons within any public burial ground or cemetery, including but not limited to, cemeteries owned and operated by companies or associations incorporated for cemetery purposes.
- C. “Commission” means the Human Rights Commission created by Section 206.13.
- D. “Complaint” means any petition or written statement under oath that alleges a violation of and/or discriminatory practice or act under this Title.
- E. “Complainant” means any person who claims to have suffered an injury under this Title.
- F. “Conciliation Agreement” means a written agreement resolving or otherwise disposing of issues raised by a Complaint through informal negotiations, and which is entered by the parties and the Commission or prior to an adjudicatory hearing.
- G. “Disability” means a physical or mental impairment that substantially limits one (1) or more major life activities, including the functions of caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; a record of a physical or mental impairment; or being regarded as having a physical or mental impairment.
- H. “Physical or mental impairment” includes any of the following:
 - 1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one (1) or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine;
 - 2. Any mental or psychological disorder, including but not limited to an intellectual disability, organic brain syndrome, emotional or mental illness, and learning disabilities;
 - 3. Diseases and conditions, including, but not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus infection, intellectual disability, emotional illness, drug addiction, and alcoholism.

I. “Substantially limits” means the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity to be considered substantially limiting.

A determination of whether a physical or mental impairment substantially limits a major life activity should be made without regard to the ameliorative effects of mitigating measures, except ordinary eyeglasses and contact lenses.

An impairment that is episodic in nature or in remission is a disability if it would substantially limit a major life activity when active.

J. “Physical or mental impairment” does not include any of the following:

1. Pedophilia, exhibitionism, voyeurism, or any other sexual or behavioral disorders;
2. Compulsive gambling, kleptomania, or pyromania;
3. Psychoactive substance use disorders resulting from current illegal use of controlled substance and current use of alcoholic beverages.

K. “Discriminate and discrimination” includes the segregation, separation, maltreatment, ill-treatment, or any unfavorable difference in treatment based on race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, gender identity or expression.

L. “Employee” means an individual employed by any employer and includes “independent worker and/or contractor,” but does not include any individual employed in the domestic service of any person.

M. “Employer” means any person who employs four (4) or more persons, within the County of Cuyahoga.

N. “Employment Agency” means any persons regularly undertaking with or without compensation, to procure opportunities for employment or to procure, recruit, refer, or place employees.

O. The prohibitions in this Title concerning “Familial Status” means individuals who fit either of the following circumstances:

1. One (1) or more individuals who are under eighteen (18) years of age and who are domiciled with a parent or guardian having legal custody of the individual or domiciled, with the written permission of the parent or guardian having legal custody, with a designee of the parent or guardian;
2. Any person who is pregnant or in the process of securing legal custody of any individual who is under eighteen (18) years of age;

P. “Family” includes a single individual, civil unions, and same-sex or heterosexual-marriage based relationships.

Q. “Gender identity or expression” means an individual’s actual or perceived gender-related identity, appearance, expression, mannerisms, or other gender-related characteristics, regardless of the individual’s designated sex at birth.

R. “Housing accommodations” includes any building or structure or portion thereof, which is used or occupied or is intended, arranged, or designed to be used or occupied as a home residence, or sleeping place of one or more individuals, groups or families, whether living independently of each other; and any vacant land offered for sale or lease. It also includes any housing accommodations held or offered for sale or rent by a real estate broker, salesperson, or agent, or by any other person pursuant to authorization of the owner, by the owner, or by such person’s legal representative.

S. “Labor organization” includes any organization that exists for the purpose, in whole or in part, of collective bargaining or other mutual aid or protection in relation to employment.

T. “Mediation” means an informal conference held by a neutral third party to help the parties resolve their disputes prior to a hearing on Complaint filed under this Title.

U. “Military Status” means any person who is engaged in the “service in the uniformed services, a member of “uniformed services” or veteran.

V. “Person” includes one (1) or more individuals, partnerships, associations, organizations, corporations, legal representatives, trustees, and trustees in bankruptcy, receivers, and other organized groups of persons. It also includes, but is not limited to, any owner, lessor, assignor, builder, manager, broker, salesperson, appraiser, agent, employee, and lending institutions.

W. “Place of public accommodation” means any hotel, motel, inn, restaurant, eating establishment, public swimming pool, public sports facility, public sports arena, theme park, amusement parks, museum, barbershop, public conveyance by air, land or water, movie theater, music arena, concert hall, performing arts venue, theater, store, or other place for the sale of merchandise to the public, or any other place of public accommodation or amusement where the accommodation advantages, facilities, or privileges thereof are available to the public.

X. “Respondent” means any person, business entity, organization or agency who is notified to defend or substantiate their alleged discriminatory actions or activities under this Title.

Y. “Restrictive covenant” means any specification in a contract, deed, land-contract, or lease limiting the transfer, rental, lease or other use of any housing accommodations because of race, color, religion, military status, national origin,

disability, age, ancestry, familial status, sex, sexual orientation, or gender identity or expression or any limitation based upon affiliation with or approval by any person, directly or indirectly, employing race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, or gender identity or expression as a condition of affiliation or approval.

Z. “Service in the Uniformed Services” means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, reserve duty in uniform, and performance of duty or training by a member of the Ohio organized militia pursuant to Chapter 5923 of the Ohio Revised Code. “Service in the uniformed services” includes also the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.

AA. The terms “because of sex” and “on the basis of sex” include, but are not limited to, because of or on the basis of pregnancy, any illness arising out of and occurring during the course of a pregnancy, childbirth, or related medical conditions, breastfeeding or pumping, or other sexual or reproductive health decisions. For the purposes of this Chapter, the term "sexual or reproductive health decisions" means decisions relating to the use or intended use of products or services for contraception, sterilization, fertility treatment, pregnancy or its termination, hormone therapy including that which alters gender expression or affirms gender identity, or medical treatments that affirm gender identity. Nothing in this division shall be construed to require an employer to provide health insurance benefits for sexual or reproductive health products or services.

AB. “Sexual orientation” means homosexuality, bisexuality, or heterosexuality.

AC. “Uniformed services” means the Armed Forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency.

AD. “Unlawful discriminatory practice” means any act prohibited under this Title.

AE. “Veteran” means any person who has completed service in the armed forces, including the national guard of any state, or a reserve component of the armed forces.

AF. For purposes of this Title, “race,” “based on race,” or “because of race” includes discrimination against any person based on the person’s hair texture or hairstyle, if that hair texture or hairstyle is commonly associated with a particular race or national origin (including, but not limited to, a hairstyle in which hair is tightly coiled or tightly curled, locs, cornrows, twists, braids, Bantu knots, and Afros).

SECTION 2 Section 1501.02 of the Cuyahoga County Code is hereby amended to read as follows (additions are underlined, deletions stricken):

Section 1501.02 Prohibited Discriminatory Practices

A. Fair Housing

1. It shall be an unlawful discriminatory practice for any person to:

- a. Refuse to sell, transfer, assign, rent, lease, sublease, finance or otherwise deny, withhold, or discriminate against any person in housing accommodations because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any prospective owner, occupant, or user of such housing accommodations;
- b. Represent to any person for a discriminatory purpose that housing accommodations are not available, or unavailable for inspection when in fact they are so available;
- c. Refuse to lend money or extend credit, whether or not secured by mortgage or otherwise, for the rental, acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations or otherwise withhold financing of housing accommodations from any person because of based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations, provided such person, whether an individual, corporation, or association of any type, lends money as one of the principal aspects of their business or incidental to their principal business; but not as long as the lending is part of the purchase price of an owner-occupied residence who is selling their own residence or when such residence is sold by owner to a relative or friend;
- d. Discriminate against any person in the terms or conditions of selling, transferring, assigning, renting, leasing or, subleasing any housing accommodations or in furnishing facilities, services, or privileges in connection with the ownership, occupancy or use of any housing accommodations, including the sale of fire, extended coverage, or homeowners insurance, because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation,

or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations;

e. Discriminate against any person in the terms or conditions of any loan of money or credit extension, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of any housing accommodations because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations;

f. Make, print, publish, or circulate any statement or advertisement relating to the sale, transfer, assignment, rental, lease, sublease, or acquisition of any housing accommodations or the loan of money or credit extension, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations which indicates any preference, limitation, specification, or discrimination based upon race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression, of any present or prospective owner, occupant, or user of such housing accommodations;

g. Make any inquiry, elicit any information, or make or keep any record, or use any form of application containing questions or entries concerning race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression, in connection with the sale, rent, or lease of any housing accommodations or the loan of any money or extension of credit, whether or not secured by a mortgage or otherwise, for the acquisition, construction, rehabilitation, repair or maintenance of housing accommodations;

h. Include in any contract, deed, land-contract, or lease of housing accommodations any restrictive covenant, or honor or exercise, or attempt to honor or exercise, any restrictive covenant, that would prohibit, restrict, or limit the sale, transfer, assignment, rental lease, sublease, or finance of housing accommodations to or for any person because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any prospective owner, occupant, or user of such housing accommodations so long as in accordance with the law;

i. Induce or solicit, or attempt to induce or solicit, any housing accommodations listing, sale, rent, or transaction by representing that a

change has occurred or may occur in the block, neighborhood, or area in which the housing accommodations are located, which change is related to the presence or anticipated presence of any persons based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression;

j. Induce or solicit or attempt to induce or solicit, any housing accommodations listing, sale, rent, or transaction by representing that the presence or anticipated presence of persons of any race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression in the area will or may negatively impact the property, including, but not limited to:

- i. The lowering of property values;
- ii. A refusal by current or prospective neighbors to live in the area;
- iii. An increase in criminal or antisocial behavior in the area; or
- iv. A decline in the quality of schools serving the area.

k. Discourage or attempt to discourage the purchase by prospective purchasers of any housing accommodations by representing that any block, neighborhood, or area has or might undergo a change based upon race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of the residents;

l. Deny any person access to or membership or participation in any multiple listing service, real estate, brokers' organization, or other service, organization, or facility relating to the business of selling or renting housing accommodations, or to discriminate against them in the terms of conditions of such access, membership, or participation, on account of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression;

m. Coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or because of that person's having exercised or enjoyed, or on account or having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by this section;

n. Whether or not acting under color of law, by force or threat of force willfully injure, intimidate or interfere with, or attempt to injure, intimidate, or interfere with:

i. Any person based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression and because that person is or has been selling, purchasing, renting, financing, occupying or contracting or negotiating for the sale, purchase, rental, financing, or occupation of any dwelling, or applying for or participating in any service, organization, or facility relating to the business of selling or renting housing accommodations;

ii. Any person because that person is or has been, or to intimidate such person or any other person or any class of persons from:

a. Participating, without discrimination based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression in any of the activities, services, organizations, or facilities described in this Section;

b. Affording another person or class of persons the opportunity or protection so to participate; or

c. Discouraging any person from lawfully aiding or encouraging other persons to participate, without discrimination on account of based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression in any of the activities, services, organizations, or facilities described in division of this Section, or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to so participate.

o. Refuse to sell, transfer, assign, rent or lease, sublease, finance or otherwise deny or withhold a burial lot from any person because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any prospective owner or user of such lot; or

p. For any person to discriminate in any manner against any other person because that person has opposed any unlawful discriminatory practice defined in this Title, or because that person has made a charge, testified, assisted, or participated in any manner, in any investigation, proceeding, or hearing under the provisions of this Title.

2. Exemptions:

a. Nothing in this Section shall bar any religious or denominational institution or organization, or any nonprofit charitable or educational organization that is operated, supervised, or controlled by or in connection with a religious organization, from limiting the sale, rental, or occupancy of housing accommodations that it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference in the sale, rental, or occupancy of such housing accommodations to persons of the same religion, unless membership in the religion is restricted on account of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression.

b. Nothing in this Section shall bar any bona fide private or fraternal organization that, incidental to its primary purpose, owns or operates lodgings for other than a commercial purpose, from limiting the rental or occupancy of the lodgings to its members or from giving preference to its members.

c. Nothing in this Section limits the applicability of any reasonable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations. Nothing in that division prohibits the owners or managers of housing accommodations from implementing reasonable occupancy standards based on the number and size of sleeping areas or bedrooms and the overall size of a dwelling unit, provided that the standards are not implemented to circumvent the purposes of this chapter and are formulated, implemented, and interpreted in a manner consistent with this chapter and any applicable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations.

d. Nothing in this Section requires that housing accommodations be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

e. Nothing in this Section pertaining to discrimination based on familial status shall be construed to apply to any of the following:

i. Housing accommodations provided under any state or federal program that have been determined under the “Fair Housing Amendments Act of 1988,” 102 Stat. 1623, 42 U.S.C. 3607, as amended, to be specifically designed and operated to assist elderly persons;

ii. Housing accommodations intended for and solely occupied by persons who are sixty-two years of age or older;

iii. Housing accommodations intended and operated for occupancy by at least one person who is fifty-five years of age or older per unit, as determined under the “Fair Housing Amendments Act of 1988,” 102 Stat. 1623, 42 U.S.C. 3607, as amended.

f. Nothing in Section shall be construed to require any person selling or renting property to modify the property in any way or to exercise a higher degree of care for a person with a disability, to relieve any person with a disability of any obligation generally imposed on all persons regardless of disability in a written lease, rental agreement, or contract of purchase or sale, or to forbid distinctions based on the inability to fulfill the terms and conditions, including financial obligations, of the lease, agreement, or contract.

g. The provisions of this Section relating to the rental of a dwelling shall not apply to the following:

i. If the dwelling unit is inadequate, under applicable laws and ordinances relating to occupancy, to house all persons who intend to live there;

ii. The refusal to rent to a person because the person is under the age of majority;

iii. Solely with respect to age and familial status, to the restriction of the sale, rental or lease of housing accommodations exclusively to individuals 62 years of age or older and the spouse of any such individual, or for housing intended and operated for occupancy by at least one individual 55 years of age or older per unit;

iv. To limit a landlord’s right to establish and enforce legitimate business practices necessary to protect and manage the rental property, such as the use of references. Further, nothing in this section requires that a housing accommodation or multiple dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of their individuals or whose tenancy would result in substantial physical damage to the property of others. However, this

subdivision shall not be used as a pretext for discrimination in violation of this Section.

B. Unlawful Employment Practices

1. It shall be an unlawful discriminatory practice, except where based upon applicable national security regulations established by the United States:

a. For any employer, because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression, to discharge without cause, to refuse to hire a person or otherwise to discriminate against any person with respect to hire, promotion, tenure, discharge, or any terms, conditions or privileges of employment, or any matter related to employment;

b. For any employer, employment agency, or labor organization to establish, announce or follow a policy discriminating against, denying, or limiting, the employment or membership opportunities of any person or group of persons because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;

c. For any employer, labor organization, or joint labor-management committee controlling apprentice training programs to discriminate against any person because of that person's race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression in admission to employment in any program established to provide apprentice training;

d. For any employer, employment agency, or labor organization to publish or circulate, or to cause to be published or circulated, any notice or advertisement relating to employment or membership which indicates any preference, limitation, specification or discrimination based upon race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;

e. For any person seeking employment to publish or to cause to be published any advertisement which specifies or in any manner indicates that person's race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression of any prospective employer;

f. For any employment agency to refuse or fail to accept, register, classify properly, or refer for employment or otherwise to discriminate against any person because of a person's race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;

g. For any employer, employment agency, or labor organization to utilize in the recruitment or hiring of persons, any employment agency, placement service, labor organization, training school or center, or any other employee-referring source, known to discriminate against persons because of race color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;

h. For any labor organization to discriminate against any person or limit that person's employment opportunities, or otherwise adversely affect that person's status as an employee, or that person's wages, hours, or employment conditions, because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, gender identity or expression;

i. For an employment agency, to comply with, accommodate, or otherwise assist with locating an employee related to a request from an employer for referral of applicants for employment if the request indicates that the employer fails, or may fail, to comply with this Title;

j. For any labor organization to limit or classify its membership based on race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;

k. Except where based on a bona fide occupational qualification, for any employer, employment agency or labor organization to:

i. Elicit or attempt to elicit any information concerning the race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression of an applicant for employment or membership;

ii. Use any form of application for employment or personnel or membership blank seeking to elicit information regarding race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression but an employer holding a contract containing a non-discrimination clause with the government of the United States or any department or agency thereof,

may require an employee or applicant for employment to furnish documentary proof of United States citizenship and may retain such proof in the employer's personnel records and may use photographic or fingerprint identification for security purposes;

iii, Voluntary requests for demographic information by an employer to aid in Diversity and Inclusion efforts are not unlawful.

iv. For any employer, employment agency or labor organization to discriminate against any person because that person has opposed any practice forbidden by this Title, or because that person has made a complaint or assisted in any manner in any investigation or proceeding or hearing under this Title.

v. For any person to aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice by this Title, or to obstruct or prevent any person from enforcing or complying with the provisions of this Title, or to attempt to commit any act declared by this Title, to be an unlawful discriminatory practice by this Title, or to attempt to obstruct or prevent any person from enforcing or complying with the provisions of this chapter, or to attempt to commit any act declared by this Title, to be an unlawful discriminatory practice.

2. Exemptions. This section does not apply to a religious corporation, association, educational institution, or society with respect to the employment of an individual of a particular religion to perform work connected with the carrying on by that religious corporation, association, educational institution, or society of religious activities. **Nothing in this section shall be construed to prohibit an employer from enforcing health or safety standards, provided such standards are applied equally and are not designed or used as a pretext for discrimination on the basis of hair texture or hairstyle.**

C. Unlawful Discrimination in a Place of Public Accommodations.

1. It shall be an unlawful discriminatory practice:

a. For any proprietor or any employee, agent, keeper, or manager of a place of public accommodation to deny, discriminate against, or treat differently any person except for reasons applicable alike to all persons regardless of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression the full

enjoyment of the accommodations, advantages, facilities, or privileges of a place of public accommodation;

b. For any person to knowingly aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice under this Section.

D. False Complaints

No person shall knowingly file a complaint including false or fraudulent information, submitted in bad faith with the intent to defame or to cause other reputational or material harm to an individual or organization. A determination or finding by the Commission that a complaint is unsubstantiated is, alone, insufficient to prove the existence of a false complaint. Upon a finding by the Commission that a Complainant has filed a false complaint, the Commission may impose a civil penalty on the Complainant as provided in Section 1501.05.

E. Diversity and Inclusion Efforts

1. Unless otherwise prohibited by law, nothing contained in this Title shall be construed to prohibit diversity and inclusion efforts and promotional activities and practices designed primarily to encourage participation by members of any historically marginalized protected group, in furtherance of the purposes of this Title.

2. It shall not be an unlawful discriminatory practice for any person to carry out an affirmative action plan. An affirmative action plan is any plan devised to effectuate remedial or corrective action taken in response to past discriminatory practices against a historically marginalized group, or as otherwise required by state or federal law.

SECTION 2. Section 3.02 of the Cuyahoga County Employee Handbook is hereby amended to read as follows (additions are underlined):

3.02 Equal Employment Opportunity

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, hair texture or hairstyle commonly associated with a particular race or national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance 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 Ordinance was duly adopted.

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: September 9, 2025

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

Additional Sponsorship Requested on the Floor: September 9, 2025

Journal _____
_____, 20__