



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 26, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **SILENT MEDITATION**
5. **PUBLIC COMMENT RELATED TO AGENDA**
6. **APPROVAL OF MINUTES**
 - a) April 12, 2016 Committee of the Whole Meeting (See Page 7)
 - b) April 12, 2016 Regular Meeting (See Page 10)
7. **ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
8. **MESSAGES FROM THE COUNTY EXECUTIVE**
9. **LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2016-0082: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 29)

Sponsors: Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission

b) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- 1) O2016-0002: An Ordinance amending Titles 4 and 5 of the Cuyahoga County Code to clarify the ethical rights, responsibilities and prohibitions applicable to elected officials, employees, board members, contractors and lobbyists of Cuyahoga County. (See Page 187)

Sponsors: Councilmembers Greenspan, Miller and Simon and County Executive Budish

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2016-0075: A Resolution approving a proposed settlement and Consent Judgment in connection with *Mulloy, et al. v. Cuyahoga County, et al.*, U.S.D.C. Case No. 1:14cv02546; authorizing the Law Director and/or his designee to execute any supporting documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. (See Page 213)

Sponsor: County Executive Budish/Department of Law

- 2) R2016-0083: A Resolution amending the 2016/2017 Biennial Operating Budget for 2016 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 219)

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

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

- 1) R2016-0084: A Resolution confirming the County Executive's appointment of Mark D. Griffin, upon his taking the oath of office, to serve as Inspector General of Cuyahoga County for the term 7/1/2016 - 6/30/2021; and declaring the necessity that this Resolution become immediately effective. (See Page 229)

Sponsor: County Executive Budish

- 2) R2016-0085: A Resolution confirming the County Executive's appointment of Michael Jeans to serve on the Cleveland/ Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 238)

Sponsor: County Executive Budish

- 3) R2016-0086: A Resolution confirming the County Executive's appointment of Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 243)

Sponsor: County Executive Budish

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2016-0079: A Resolution confirming the County Executive's reappointment of Karen Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2016 - 2/28/2019, and declaring the necessity that this Resolution become immediately effective. (See Page 250)

Sponsor: County Executive Budish

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

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

- 1) R2016-0078: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cleveland/ Cuyahoga County Workforce Development Board for an

unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective: (See Page 252)

- i) Theodore N. Carter
- ii) Hermione Malone

Sponsor: County Executive Budish

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

- 2) R2016-0080: A Resolution authorizing the transfer of real property located at E. 79th Street and Hillside Road, Cleveland, also known as Hillside Community Park, Permanent Parcel No. 124-29-010 to Burten, Bell, Carr Development, Inc.; authorizing the County Executive to execute the quit claim deed and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 255)

Sponsors: County Executive Budish/Department of Public Works and Councilmembers Hairston and Jones

Committee Assignment and Chair: Community Development – Hairston

- 3) R2016-0081: A Resolution making an award on RQ35911 to Youth Opportunities Unlimited in the amount not-to-exceed \$5,659,912.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 8/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 258)

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

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

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2016-0056: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Western

Reserve Area Agency on Aging Board of Trustees for the term 1/1/2016 - 12/31/2018, and declaring the necessity that this Resolution become immediately effective: (See Page 260)

- i) Constance Hill-Johnson
- ii) Sue Biagianti

Sponsor: County Executive Budish

- 2) R2016-0063: A Resolution authorizing a First Amendment to Agreement of Sublease with Ohio Department of Rehabilitation and Correction and consented to by Ohio Public Facilities Commission pertaining to the financing of a portion of the cost of the Cuyahoga County Community-based Correctional Facility Project, by changing the aggregate amount of project costs to be paid for or reimbursed from the Adult Correctional Building Fund from \$10,800,000.00 to \$10,842,265.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 263)

Sponsor: County Executive Budish/Department of Public Works

f) CONSIDERATION OF ORDINANCES FOR THIRD READING ADOPTION

- 1) O2016-0004: An Ordinance enacting Section 503.08 of the Cuyahoga County Code to expand the Small Business Enterprise Program to Allow Small Business Set Asides, and declaring the necessity that this Ordinance become immediately effective. (See Page 266)

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

- 2) O2016-0005: An Ordinance enacting Sections 503.02 to 503.07 of the Cuyahoga County Code to expand the Small Business Enterprise Program, and declaring the necessity that this Ordinance become immediately effective. (See Page 269)

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

- 3) O2016-0006: An Ordinance enacting Chapters 507 and 508 of the Cuyahoga County Code to establish the County's Risk Management procedures and performance bond and insurance requirements, and declaring the necessity that this Ordinance become immediately effective. (See Page 276)

Sponsors: County Executive Budish/Department of Law and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

- 4) O2016-0007: An Ordinance enacting Chapter 510 of the Cuyahoga County Code to establish the Cuyahoga County Business Economic Inclusion Program, and declaring the necessity that this Ordinance become immediately effective. (See Page 281)

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, MAY 10, 2016
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, MAY 10, 2016
5:00 PM / COUNCIL CHAMBERS

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

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



MINUTES

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 12, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 3:05 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Conwell, Brown, Greenspan, Miller, Schron and Brady were in attendance and a quorum was determined.

[Clerk's Note: Councilmembers Simon, Gallagher, Hairston, Germana and Jones entered the meeting after the roll call was taken to move to Executive Session.]

3. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION:

- a) Collective bargaining matters, including:
 - i) a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 200 employees in various classifications at the Fiscal Office and Board of Revision for the period 1/1/2016 - 12/31/2018.

A motion was made by Mr. Miller, seconded by Ms. Brown and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 3:07 p.m. The following Councilmembers were present: Conwell, Brown, Greenspan, Miller, Schron and Brady. Councilmembers Simon, Gallagher, Hairston, Germana and Jones entered the meeting after the roll call was taken to move to Executive Session. Councilmember Jones entered the meeting during Executive Session. The following additional attendees were present: Director of Law Robert Triozzi, Director of Human Resources Employee and Labor Relations and Chief Labor Counsel Egdilio Morales, Compensation Manager Melissa Foldesi and Special Counsel Michael King. At 3:40 p.m. Executive Session was adjourned, without objection, and Council President Brady then reconvened the meeting.

5. ITEM REFERRED TO COMMITTEE:

- a) R2016-0064: A Resolution authorizing an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/2/2016 to establish a guaranteed maximum price in the amount not-to-exceed \$18,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Michael Dever, Director of Public Works; Mr. Michael Chambers, Fiscal Officer for the Department of Public Works; and Mr. Robert Triozzi, Director of Law, addressed Council regarding Resolution No. R2016-0064. Discussion ensued.

Councilmembers asked questions of Messrs. Dever, Chambers and Triozzi pertaining to the item, which they answered accordingly.

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2016-0064 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.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Richard Jones addressed Council regarding concerns relating to a bridge project in Council District No. 9.

8. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 3:57 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 12, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:00 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Jones, Brown, Hairston, Simon, Greenspan, Miller, Germana, Gallagher, Schron, Conwell and Brady were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

Rev. Pamela Pinkney Butts addressed Council regarding Resolution No. R2016-0079, a Resolution confirming the County Executive's reappointment of Karen Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees.

Mr. Dontez Taylor addressed Council regarding proposed fare increases for the Greater Cleveland Regional Transit Authority.

6. APPROVAL OF MINUTES

- a) March 22, 2016 Committee of the Whole Meeting
- b) March 22, 2016 Regular Meeting

A motion was made by Mr. Hairston, seconded by Ms. Brown and approved by unanimous vote to approve the minutes of the March 22, 2016 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no messages from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported the following:

- a) **A meeting was held today for funders of the Republican National Convention;**
- b) **The Cleveland Health Means Business Forum was held on April 6, 2016 at the Huntington Convention Center; and**
- c) **The Administration is currently discussing partnership opportunities with Say Yes to Education.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2016-0074: A Resolution supporting the County's efforts to collaborate with members of the Aerozone Alliance, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Gallagher and Greenspan and County Executive Budish/Department of Development

Council President Brady referred Resolution No. R2016-0074 to the Economic Development & Planning Committee.

- b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2016-0048: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon, Miller, **Hairston and Conwell**

On a motion by Ms. Simon with a second by Mr. Hairston, Resolution No. R2016-0048 was considered and adopted by unanimous vote.

- c) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- 1) O2016-0002: An Ordinance amending Titles 4 and 5 of the Cuyahoga County Code to clarify the ethical rights, responsibilities and prohibitions applicable to elected officials, employees, board members, contractors and lobbyists of Cuyahoga County.

Sponsors: Councilmembers Greenspan, Miller and Simon and County Executive Budish

Committee Assignment and Chair: Council Operations & Intergovernmental Relations – Miller

Clerk Schmotzer read Ordinance No. O2016-0002 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

- d) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- 1) O2016-0008: An Ordinance amending Section 202.18 of the Cuyahoga County Code to provide for creation and adoption of a County Sustainability Plan.

Sponsors: Councilmembers Miller and Simon and County Executive Budish/Department of Sustainability **and Councilmember Conwell**

On a motion by Mr. Miller with a second by Ms. Simon, Ordinance No. O2016-0008 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2016-0075, R2016-0076 and R2016-0077.

- 1) R2016-0075: A Resolution approving a proposed settlement and Consent Judgment in connection with *Mulloy, et al. v. Cuyahoga County, et al.*, U.S.D.C. Case No. 1:14cv02546; authorizing the Law Director and/or his designee to execute any supporting documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

[Clerk's Note: Resolution No. R2016-0075 was held at the request of the sponsor.]

- 2) R2016-0076: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 200 employees in various classifications at the Fiscal Office and Board of Revision for the period 1/1/2016 - 12/31/2018; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law, Fiscal Office and Board of Revision

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2016-0076 was considered and adopted by unanimous vote.

- 3) R2016-0077: A Resolution amending the 2016/2017 Biennial Operating Budget for 2016 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Greenspan with a second by Mr. Miller, Resolution No. R2016-0077 was considered and adopted by unanimous vote.

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

- 1) R2016-0078: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective:

- i) Theodore N. Carter
- ii) Hermione Malone

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2016-0078 to the Human Resources, Appointments & Equity Committee.

- 2) R2016-0079: A Resolution confirming the County Executive's reappointment of Karen Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2016 - 2/28/2019, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2016-0079 to the Human Resources, Appointments & Equity Committee.

- 3) R2016-0080: A Resolution authorizing the transfer of real property located at E. 79th Street and Hillside Road, Cleveland, also known as Hillside Community Park, Permanent Parcel No. 124-29-010 to Burten, Bell, Carr Development, Inc.; authorizing the County Executive to execute the quit claim deed and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2016-0080 to the Community Development Committee.

- 4) R2016-0081: A Resolution making an award on RQ35911 to Youth Opportunities Unlimited in the amount not-to-exceed \$5,659,912.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 8/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2016-0081 to the Health, Human Services & Aging Committee.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2016-0056: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2016 - 12/31/2018, and declaring the necessity that this Resolution become immediately effective:

- i) Constance Hill-Johnson
- ii) Sue Biagianti

Sponsor: County Executive Budish

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

Clerk Schmotzer read Resolution No. R2016-0056 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

- 2) R2016-0063: A Resolution authorizing a First Amendment to Agreement of Sublease with Ohio Department of Rehabilitation and Correction and consented to by Ohio Public Facilities Commission pertaining to the financing of a portion of the cost of the Cuyahoga County Community-based Correctional Facility Project, by changing the aggregate amount of project costs to be paid for or reimbursed from the Adult Correctional Building Fund from \$10,800,000.00 to \$10,842,265.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

Clerk Schmotzer read Resolution No. R2016-0063 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2016-0051, R2016-0052, R2016-0053, R2016-0054, R2016-0055, R2016-0064, R2016-0065, R2016-0066, R2016-0067, R2016-0068, R2016-0069, R2016-0070, R2016-0071, R2016-0072 and R2016-0073.

- 1) R2016-0051: A Resolution confirming the County Executive's appointment of Thomas D. Pristow, upon his taking the oath of office, as Director of the Department of Health and Human

Services; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Brady

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2016-0051 was considered and adopted by unanimous vote.

[Clerk’s Note: Immediately after passage of Resolution No. R2016-0051, County Executive Budish administered the oath of office to Thomas Pristow.]

2) R2016-0052: A Resolution confirming the County Executive’s appointment of various individuals to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund representing the Great Lakes Region for an unexpired term ending 12/31/2017, and declaring the necessity that this Resolution become immediately effective:

- i) Councilmember Dale Miller
- ii) Robin Martin

Sponsors: County Executive Budish and Councilmembers Conwell and Germana

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

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2016-0052 was considered and adopted by majority vote, with Mr. Miller recusing himself from the vote.

3) R2016-0053: A Resolution confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective:

- i) Gwendolyn Garth for an unexpired term ending 3/31/2017.
- ii) Mark Avsec for the term 4/1/2016 - 3/31/2019.

Sponsor: County Executive Budish

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2016-0053 was considered and adopted by unanimous vote.

- 4) R2016-0054: A Resolution confirming the County Executive’s reappointment or appointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i) Reappointments for the term 1/1/2016 - 12/31/2018:
 - a) The Honorable K. J. Montgomery
 - b) Arthur B. Hill
 - c) Paul Jurcisin
 - d) Russel R. Brown III
 - ii) Appointment for an unexpired term ending 12/31/2018:
 - a) Dean Jenkins

Sponsor: County Executive Budish

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

Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0054. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Schron, Resolution No. R2016-0054 was considered and adopted by unanimous vote, as substituted.

- 5) R2016-0055: A Resolution confirming the County Executive’s reappointment or appointment of various individuals to serve on the Tax Incentive Review Council for various terms, and

declaring the necessity that this Resolution become immediately effective:

- i) Reappointments for the term 1/1/2016 - 12/31/2016:
 - a) Joseph Farris
 - b) Marionette Richardson-Scott
 - c) Joseph Micciulla

- ii) Appointment for an unexpired term ending 12/31/2016:
 - a) Lisa Rocco

Sponsor: County Executive Budish

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2016-0055 was considered and adopted by unanimous vote.

- 6) R2016-0064: A Resolution authorizing an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/2/2016 to establish a guaranteed maximum price in the amount not-to-exceed \$18,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Brady

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2016-0064 was considered and adopted by majority vote, with Ms. Brown recusing herself from the vote.

- 7) R2016-0065: A Resolution making an award on RQ35947 to The C. A. Agresta Construction Co. in the amount not-to-

exceed \$1,188,333.50 for 2016 Operations Resurfacing Program – Group 1, located in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- i) Eddy Road from St. Clair Avenue to Interstate 90 in the City of Cleveland.
- ii) East 152nd Street from Coit Avenue to Woodworth Avenue in the City of East Cleveland.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmembers Hairston and Conwell

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

On a motion by Mr. Germana with a second by Mr. Hairston, Resolution No. R2016-0065 was considered and adopted by unanimous vote.

- 8) R2016-0066: A Resolution making an award on RQ36083 to Chagrin Valley Paving, Inc. in the amount not-to-exceed \$1,194,726.75 for 2016 Operations Resurfacing Program – Group 3, located in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:
 - i) Emery Road from Warrensville Center Road to Northfield Road in the Village of North Randall.
 - ii) Miles Road from Interstate 480 to North Randall East Corporation Line in the Village of North Randall.

- iii) Solon Road from Bedford Heights West Corporation Line to Bedford Heights East Corporation Line in the City of Bedford Heights.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer **and Councilmember Brown**

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

On a motion by Mr. Germana with a second by Ms. Brown, Resolution No. R2016-0066 was considered and adopted by unanimous vote.

- 9) R2016-0067: A Resolution making an award on RQ36387 to The James B. Oswald Company in the amount not-to-exceed \$803,634.00 for professional healthcare consultant services for the period 4/15/2016 - 4/14/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

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

Ms. Conwell introduced a proposed substitute to Resolution No. R2016-0067. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Brady, Resolution No. R2016-0067 was considered and adopted by unanimous vote, as substituted.

- 10) R2016-0068: A Resolution authorizing an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$914,124.00 for the Newborn Home Visiting Program for the Invest in Children Program for the period 1/1/2016 - 12/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent

with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood and Councilmembers Hairston, **Simon, Brown, Miller and Conwell**

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2016-0068 was considered and adopted by unanimous vote.

11) R2016-0069: A Resolution making awards on RQ36215 to various providers, in the total amount not-to-exceed \$5,700,000.00, for various services for Cuyahoga Tapestry System of Care for the period 3/1/2016 - 12/31/2018; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) for community wraparound care coordination and family/youth advocacy and support services:
 - a) Applewood Centers, Inc. in the approximate amount of \$600,490.44.
 - b) Beech Brook in the approximate amount of \$1,389,705.42.
 - c) Bellfaire Jewish Children’s Bureau in the approximate amount of \$343,137.72.
 - d) Catholic Charities Corporation (Parmadale) in the approximate amount of \$171,569.25.
 - e) OhioGuidestone in the approximate amount of \$2,230,390.95.
 - f) Pressley Ridge in the approximate amount of \$514,706.22.

ii) for evaluation, fidelity and monitoring services:

- a) Case Western Reserve University in the approximate amount of \$450,000.00.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

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

Mr. Jones introduced a proposed substitute to Resolution No. R2016-0069.

Discussion ensued.

A motion was then made by Mr. Jones, seconded by Mr. Hairston and approved by unanimous vote to accept the proposed substitute.

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2016-0069 was considered and adopted by unanimous vote, as substituted.

- 12) R2016-0070: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2016 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

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

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2016-0070 was considered and adopted by unanimous vote.

- 13) R2016-0071: A Resolution authorizing a revenue generating Cooperative Partnership Agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,350,000.00 for eligibility evaluation and supportive services for the period 1/1/2016 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services and Councilmember Hairston

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

On a motion by Mr. Jones with a second by Ms. Brown, Resolution No. R2016-0071 was considered and adopted by unanimous vote.

- 14) R2016-0072: A Resolution authorizing a contract with Pointe Blank Solutions Ltd. in the amount not-to-exceed \$3,000,000.00 for software, maintenance, monitoring and support services for the Justice Matters and DocuPointe Case and Document Management Systems for the period 2/29/2016 - 2/28/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish on behalf of Cuyahoga County Prosecutor

Committee Assignment and Chair: Finance & Budgeting – Greenspan

On a motion by Mr. Greenspan with a second by Mr. Miller, Resolution No. R2016-0072 was considered and adopted by unanimous vote.

- 15) R2016-0073: A Resolution authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$510,000.00 for information technology services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2016 - 3/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish on behalf of Court of Appeals of Ohio, Eighth Appellate District

Committee Assignment and Chair: Finance & Budgeting – Greenspan

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2016-0073 was considered and adopted by unanimous vote.

e) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING

- 1) O2016-0004: An Ordinance enacting Section 503.08 of the Cuyahoga County Code to expand the Small Business Enterprise Program to Allow Small Business Set Asides, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

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

Clerk Schmotzer read Ordinance No. O2016-0004 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

- 2) O2016-0005: An Ordinance enacting Sections 503.02 to 503.07 of the Cuyahoga County Code to expand the Small Business Enterprise Program, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

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

Clerk Schmotzer read Ordinance No. O2016-0005 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

- 3) O2016-0006: An Ordinance enacting Chapters 507 and 508 of the Cuyahoga County Code to establish the County's Risk Management procedures and performance bond and

insurance requirements, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Department of Law and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

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

Clerk Schmotzer read Ordinance No. O2016-0006 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

- 4) O2016-0007: An Ordinance enacting Chapter 510 of the Cuyahoga County Code to establish the Cuyahoga County Business Economic Inclusion Program, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

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

Clerk Schmotzer read Ordinance No. O2016-0007 into the record.

This item will move to the April 26, 2016 Council meeting agenda for consideration for third reading adoption.

11. MISCELLANEOUS COMMITTEE REPORTS

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, April 19, 2016 at 10:00 a.m.

Mr. Jones reported that the Health, Human Services & Aging Committee will meet on Wednesday, April 20, 2016 at 1:00 p.m.

Mr. Hairston reported that the Community Development Committee will meet on Monday, April 18, 2016 at 9:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, April 20, 2016 at 3:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, May 2, 2016 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

Mr. Greenspan announced that he is hosting a Town Hall meeting on Wednesday, April 20, 2016 at 7:00 p.m. at the North Olmsted Branch of the Cuyahoga County Public Library.

Mr. Jones announced that there will be a community meeting on Thursday, April 14, 2016 at 6:30 p.m. at Milkovich Middle School to discuss the proposal to close the Neighborhood Family Service Center located at Southgate USA.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Rev. Pamela Pinkney Butts addressed Council regarding concerns relating to her campaign for the 2016 presidential election.

Mr. Dontez Taylor invited Councilmembers to attend the Gospelfest Explosion celebration that will be held at Grey's Temple on Sunday, June 26, 2016 at 2:00 p.m.

Mr. Don Bryant addressed Council regarding concerns relating to the Republican National Convention being held in the City of Cleveland in July.

Mr. Kent Whitley addressed Council regarding support for clean energy legislation.

14. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)

- a) R2014-0270: A Resolution authorizing a Casino Revenue Fund loan in the amount not-to-exceed \$1,500,000.00 to Downtown Cleveland Alliance for the benefit of the Streetscape Improvement Project located in the Gateway and Warehouse Districts in the City of Cleveland; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution.

Sponsor: County Executive Budish/Department of Development

- b) R2014-0272: A Resolution authorizing a Casino Revenue Fund loan in the amount not-to-exceed \$3,000,000.00 to Gateway-Huron, LLC for the benefit of the Gateway Huron Project, located at East 4th Street, Cleveland; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution.

Sponsor: County Executive Budish/Department of Development

Clerk Schmotzer reported that Resolution Nos. R2014-0270 and R2014-0272 were withdrawn at the request of the Administration.

15. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Schron with a second by Ms. Simon, the meeting was adjourned at 5:43 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0082

Sponsored by: Councilmember Conwell 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

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

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

WHEREAS, on April 20, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through CC), and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-bargaining Classification Plan:

New Classifications: (See Attached Classification Specifications)

Exhibit A:	Class Title:	<i>Communications/9-1-1 Planner</i>
	Number:	1062441
	Pay Grade:	9
Exhibit B:	Class Title:	<i>Emergency Management Specialist</i>
	Number:	1062421
	Pay Grade:	8
Exhibit C:	Class Title:	<i>Emergency Management Supervisor</i>
	Number:	1062422
	Pay Grade:	13
Exhibit D:	Class Title:	<i>Forensic Scientist 3 – Drug Chemistry</i>
	Number:	1071252
	Pay Grade:	12
Exhibit E:	Class Title:	<i>Forensic Scientist 1 – Firearms & Toolmarks</i>
	Number:	1071281
	Pay Grade:	10
Exhibit F:	Class Title:	<i>Forensic Scientist 3 – Firearms & Toolmarks</i>
	Number:	1071283
	Pay Grade:	12
Exhibit G:	Class Title:	<i>Forensic Scientist 3 – Fingerprints</i>
	Number:	1071233
	Pay Grade:	12
Exhibit H:	Class Title:	<i>Hazardous Materials (HazMat) Coordinator</i>
	Number:	1062412
	Pay Grade:	10
Exhibit I:	Class Title:	<i>Quality Assurance Supervisor</i>
	Number:	1062432
	Pay Grade:	10
Exhibit J:	Class Title:	<i>Senior GIS Analyst</i>
	Number:	1053193
	Pay Grade:	12B
Exhibit K:	Class Title:	<i>Wellness Coordinator</i>
	Number:	1053671
	Pay Grade:	11

Proposed Revised Classifications:

- Exhibit L: Class Title: *9-1-1 Coordinator*
Number: 1062451
Pay Grade: 7
*Revised functions to reflect current duties and updated spec to new format to include percentages of time spent on essential functions.
- Exhibit M: Class Title: *CECOMS Operations Supervisor*
Number: 1041311
Pay Grade: 9
*Revised essential job functions to reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit N: Class Title: *Development Housing Specialist*
Number: 1055221
Pay Grade: 8
*Revised essential job functions to reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit O: Class Title: *Emergency Operations Supervisor*
Number: 1062432
Pay Grade: 10
*Revised pay grade from 10 to 11 and changed title from *Senior CECOMS Operations Supervisor*.
- Exhibit P: Class Title: *Emergency Services Administrator*
Number: 1062435
Pay Grade: 16
*Changed title from *CECOMS Manager* and changed pay grade from 16 to 17.
- Exhibit Q: Class Title: *Environmental Specialist*
Number: 1062411
Pay Grade: 6
*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 6 to 5.

- Exhibit R: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 9B
*The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from 9B to 10B.
- Exhibit S: Class Title: *GIS Planning and Development Manager*
Number: 1053193
Pay Grade: 17B
*Classification number changed from 1053193 to 1053194 to accommodate for a new classification.
- Exhibit T: Class Title: *GIS Specialist*
Number: 1053191
Pay Grade: 7
*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from pay grade 7 to 7B.
- Exhibit U: Class Title: *Kennel Manager*
Number: 1022433
Pay Grade: 13
*The classification title is changing to *Animal Shelter Administrator*. The essential job functions have been updated. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from 13 to 15.
- Exhibit V: Class Title: *Kennel Operations Supervisor*
Number: 1022431
Pay Grade: 7
*The classification title is changing to *Animal Shelter Medical Supervisor* to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit W: Class Title: *Parking Facility Manager*
Number: 1042422
Pay Grade: 10
*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit X: Class Title: *Printing Coordinator*
Number: 1061211
Pay Grade: 7
*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from a pay grade 7 to 7B.

Exhibit Y: Class Title: *Forensic Pathologist 2*
Number: 1071412
Pay Grade: 27
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit Z: Class Title: *Forensic Pathologist 3*
Number: 1071413
Pay Grade: 28
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit AA: Class Title: *Forensic Scientist 1 - Toxicology*
Number: 1071241
Pay Grade: 10
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit BB: Class Title: *Web Maintenance Technician*
Number: 1011251
Pay Grade: 4B
*Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

Proposed Deleted Classifications:

Exhibit CC: Class Title: *Support Officer Supervisor*
Number: 1056611
Pay Grade: 11

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 enacted.

Yeas:

Nays:

County Council President		Date

County Executive		Date

Clerk of Council		Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Robert M. Wolff, Commissioner

To: PRC Commissioners

From: Rebecca Kopcienski, Administrator

Date: March 21, 2016

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-bargaining Classification Plan. Changes in departments' operational needs, essential functions, and routine maintenance necessitate classifications be created, revised or deleted. These changes have been prepared and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes. The new and revised classifications have been sent to the County's classification consultant for pay grade and FLSA evaluation. Once received and finalized, you will receive updated documents prior to formal action. Below are the recommended changes.

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>
REVISE			
9-1-1 Coordinator	1062451*	7	Public Safety and Justice Services
CECOMS Operations Supervisor	1041311*	9	Public Safety and Justice Services
Development Housing Specialist	1055221	8	Development
Emergency Operations Supervisor*	1062432*	10*	Public Safety and Justice Services
Emergency Services Administrator*	1062435*	16*	Public Safety and Justice Services
Environmental Specialist	1062411	6*	Public Safety and Justice Services
GIS Analyst	1053192	9B*	Information Technology
GIS Planning and Development Manager	1053193*	17B	Information Technology
GIS Specialist*	1053191	7*	Information Technology
Kennel Manager*	1022433	13*	Public Works
Kennel Operations Supervisor*	1022431	7	Public Works
Parking Facility Manager	1042422	10	Public Works
Printing Coordinator	1061211	7	Public Works
Forensic Pathologist 2	1071412	27	Medical Examiner
Forensic Pathologist 3	1071413	28	Medical Examiner
Forensic Scientist 1 - Toxicology	1071241	10	Medical Examiner
Web Maintenance Technician	1011251	4B*	Information Technology

<u>NEW</u>			
Communications / 9-1-1 Planner	1062441	9	Public Safety and Justice Services
Emergency Management Specialist	1062421	8	Public Safety and Justice Services
Emergency Management Supervisor	1062422	13	Public Safety and Justice Services
Forensic Scientist 3 – Drug Chemistry	1071252	12	Medical Examiner
Forensic Scientist 1 – Firearms & Toolmarks	1071281	10	Medical Examiner
Forensic Scientist 3 – Firearms & Toolmarks	1071283	12	Medical Examiner
Forensic Scientist 3 - Fingerprints	1071233	12	Medical Examiner
Hazardous Materials (HazMat) Coordinator	1062412	10	Public Safety and Justice Services
Quality Assurance Supervisor	1062432	10	Public Safety and Justice Services
Senior GIS Analyst	1053193	12B	Public Safety and Justice Services
Wellness Coordinator	1053671	11	Human Resources
<u>DELETE</u>			
Support Officer Supervisor	1056611	11	Cuyahoga Job and Family Services

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062451	9-1-1 Coordinator	Public Safety and Justice Services	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	9-1-1 Coordinator	Class Number:	1062451
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist the Public Safety Answering Points (PSAP) with 9-1-1 services including database management.

Distinguishing Characteristics

This is a journey level technical classification with responsibility for assembling, delivering, tracking and filing information related to 9-1-1 services. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures 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.

- 35% +/- 10%
- Assists the Public Safety Answering Points with 9-1-1 services; assists with special projects at PSAP and CECOMS center; responds to questions and requests from PSAPs; assists PSAPs with quality assurance and quality improvement; visits every PSAP at least yearly.
- 30% +/- 10%
- Maintains MSAG/ANI/ALI discrepancies; manages and maintains County EMD program; develops and maintains monthly call matrix reports; prepares call counts for CECOMS and other dispatch centers; updates 9-1-1 plans; researches industry standards and local national trends; maintains social media account for PSAP and CECOMS.
- 30% +/- 10%
- Develops, organizes, and attends various education programs and meetings; prepares and conducts regular EMD/PST certification classes; attends state 9-1-1 meetings; manages and maintains County training programs for 9-1-1; creates and presents PowerPoint presentations at PSAP meetings; attends various committee meetings.
- 5% +/- 2%
- Responds to requests for information, reports, and data from supervisors and other County employees; answers inquiries, questions, and concerns from the general public; responds to inquiries, requests, and assistance from telephone companies; provides support or back-up to on duty CECOMS supervisors.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three (3) years of Public Safety experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and copy machine.

Mathematical Ability

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

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 monthly call counts from vendor, regular notification of certification, and County 9-1-1 Plan.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures, white papers, professional standards, and Ohio Revised Code.
- Ability to prepare Monthly Call Matrix Report, County 9-1-1 Plan, 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 communications terminology and language.
- Ability to communicate effectively with CECOMS supervisor, CECOMES staff, PSAP managers, PSP chiefs, telephone companies, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment with prolonged sitting.

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:	9-1-1 Coordinator	Class Number:	1041301
		Pay Range	7

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to assist the Public Safety Answering Points (PSAP) with 9-1-1 services including database management.

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.

- Assists the Public Safety Answering Points with 9-1-1 services including database management and public education (e.g. - assists with coordination of policies and procedures regarding handling 9-1-1 calls and changes in the geographical area of the (PSAP); troubleshoots equipment failures and network failures; coordinates Automatic Number Identification and Automatic Identification inquiry forms; ensures accuracy of the 9-1-1 database;
- Coordinates and prepares Master Street Address Guide with the PSAP's.
- Develops education programs (e.g. - develops training program for use of the 9-1-1 system; presents education programs to schools; coordinates public education programs with municipalities and agencies).
- Performs administrative duties (e.g. - maintains logs and records; compiles and evaluates information; prepares recommendations; completes daily travel and expense reports; prepares various reports and records; assists in establishing investigative procedures for the unit).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in public safety or related field with six months computer experience, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and copy machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including 9-1-1 database, street maps and educational material.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures and Ohio Revised Code.
- Ability to prepare reports, records, 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 communications terminology and language.
- Ability to communicate effectively with supervisor, PSAP managers, vendors, other County employees, and the general public.

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041311	CECOMS Operations Supervisor	Public Safety and Justice Services	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The classification number (1062435) will be changed to better fit the new organizational structure at PSJS.
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No. of Employees Affected:	4
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Keili Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	CECOMS Operations Supervisor	Class Number:	1062431
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

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

Distinguishing Characteristics

This is a supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee may supervise subordinate personnel or supervise a program requiring project management. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 60% +/- 10%
 - Supervises subordinate personnel at CECOMS; assigns, reviews, plans and coordinates work; provides job training and instruction; prepares employee performance evaluations; responds to employee problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge; prepares schedules for personnel; completes time adjustment and payroll forms; calls in personnel to cover shifts or fulfill manpower requirements; ensures the emergency call center is adequately staffed; completes payroll forms for employees.
- 20% +/- 10%
 - Provides emergency communications services; operates radio communications system to dispatch police, fire and paramedics to emergency situations; receives 9-1-1 and nonemergency cellular telephone calls; evaluates situation and dispatches appropriate personnel; maintains County Hospital Restriction website; provides Emergency Medical Dispatch (EMD) for County PSAPS; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; provides assistance to callers; assists hearing and speech impaired with emergency calls by using TTY or TTD; notifies hospitals, police and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions such as full capacity so that other facilities are utilized; accurately enters emergency and non-emergency call information into CAD system; prioritizes and assigns emergency and non-emergency calls for service to appropriate emergency service units; reviews audio 9-1-1 tapes and completes public record requests; completes weekly or daily tests for EAS/Amber Alert/NWS/OHTRAC/MABAS/ALPR; changes tapes on recording devices and ensures equipment is in proper working order.

CECOMS Operations Supervisor

- 5% +/- 2%
 - Assists CECOMS Center Manager in managing and coordinating operations of CECOMS; recommends emergency communications policies and procedures; assists in developing and implementing staff training programs.
- 5% +/- 2%
 - Prepares notifications; prepares Hazardous Materials (HAZMAT) release reports; prepares hospital changes and notifications; assists in preparing correspondence regarding CECOMS issues; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals.
- 5% +/- 2%
 - Attends meetings for ongoing training or subcommittees concerning emergency medical services and emergency communications issues; represents CECOMS Center at meetings and conferences; serves as agency TAC, ATAC, LASO for the Law Enforcement Automated Data Systems (LEADS).
- 5% +/- 2%
 - Prepares and broadcasts emergency messages for various systems (e.g. - Emergency Alert Systems (EAS), Cuyahoga County Ready Notify System, Amber Alert, Mutual-Aid Box Alarm System, OHTRAC System, MARCS, ECOMM, XMTAC, Motorola Radio Counsel, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training with three (3) years of public safety communications or public safety experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Must obtain and maintain LEADS, FEMA, EMD, and CPR certification within one year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e.- time adjustment forms and vacation requests), MABAS requests, EAS requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Operation Manual, MSAG, Cuyahoga County Atlas, SOG book, OPBA contract, Emergency Operations Plan, Haines address/TEL-KEY, Mile Marker Reference book.
- Ability to prepare media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTRAC request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, LEADS validation, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, maintains confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with police departments, fire departments, CECOMS dispatchers, local hospitals, other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment with varying levels of light and noise due to the 24 hours a day call center 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:	CECOMS Operations Supervisor	Class Number:	1041311
		Pay Grade:	9

Departments:	Justice Affairs, only
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Classification Function

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

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.

- Supervises lower-level personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center (e.g.- assigns, reviews, plans and coordinates work; provides job training and instruction; prepares employee performance evaluations; responds to employee problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Provides emergency communications services (e.g.- operates radio communications system to dispatch police, fire and paramedics to emergency situations; receives 911 calls; operates tape recording system to record each communication; evaluates situation and dispatches appropriate personnel; clears traffic routes; makes telephone relays of patient reports between emergency medical service personnel and hospitals; assists out-of-county emergency medical service personnel with hospital communications; coordinates radio communications between emergency medical service personnel, hospitals and disaster service agencies during emergencies; provides assistance to callers; assists hearing impaired with emergency calls; notifies hospitals, police and fire departments of hazardous conditions using county-wide computerized information network; notifies emergency medical services personnel of hospital restrictions such as full capacity so that other facilities are utilized).
- Assists CECOMS Center Manager in managing and coordinating operations of CECOMS system (e.g.- assists with planning County-wide programs to improve emergency medical services; recommends emergency communications policies and procedures; assists in developing and implementing staff training programs).
- Prepares and maintains reports and records (e.g. - prepares notifications; prepares Hazardous Materials (HAZMAT) release reports; prepares hospital changes and notifications; assists in preparing correspondence regarding CECOMS system issues; maintains accurate list of emergency medical service providers, police and fire departments and hospitals).
- Changes tapes on recording devices and ensures equipment is in proper working order.
- Attends meetings concerning emergency medical services and emergency communications issues; represents Manager/CECOMS Center at meetings and conferences.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in emergency medical telecommunications or related field with three years of emergency communications experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including adding machine, copier, FAX, Merlin Telephone System, etc.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including attendance records, time cards, job applications, billing invoices, E 9-1-1 forms and messages, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, CECOMS Operation Manual, CMEIMS Manual, COPS Manual, E 9-1-1 manual, etc.
- Ability to prepare employee evaluations, memos, directives, time sheets, minutes, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical and telecommunications terminology and language.
- Ability to communicate effectively with communications operators, supervisors, law enforcement and fire chiefs, attorneys, other County department directors and managers, sales representatives, equipment maintenance personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055221	Development Housing Specialist	Development	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Dorinda Miller, Business Administrator 3 Sara Parks Jackson, Community Development Officer Paul Herdeg, Development Administrator Ted Carter, Director of Economic Development
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	1055221
FLSA:	Exempt	Pay Grade:	8
Dept:	Development		

Classification Function

The purpose of this classification is to administer community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Development. This class works under direction from senior management of the Department, and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%
- Administers community and housing development programs; reviews and recommends reimbursement requests; prepares payment requests; reviews eligibility criteria and performs loan underwriting; performs loan closing duties; obtains and submits client's loan information; reviews client's loan application and loan modification applications; provides loan servicing; verifies loan pay-off information with title company; runs a comparative analysis on existing and proposed first mortgage loans and composes a recommendation; reviews subordination requests.
- 20% +/- 10%
- Assists with program funding and budget; develops and reviews budgets; monitors account balances; approves expenditures; disburses funds; determines eligibility for county programs; prepares financial forms and reports; maintains financial spreadsheet; assists in the preparation for the program budget.
- 10% +/- 5%
- Provides technical assistance new programs for funded agencies; collaborates with management to develop new programs, improve existing programs, and improve efficiency; assists in the review of goals and plans for funded agencies; answers questions and makes recommendations for funded agencies.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various documents such as RFPs, agreements, amendments, contracts; enters documents into automated systems for review and approval; attends staff meetings and training sessions; performs site visits; oversees preparation and maintenance of records, reports, studies, and correspondence; collects data and inputs data for various reports; compiles information into reports; receives and sends mail; reviews documents; answers questions via telephone or email; screens applications for required documents; maintains and audits loan accounts; recommend changes to policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's 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.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and 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), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary), agreements (i.e.- landlord agreement, current tenant lease agreement), 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), 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, Personnel Policies and Procedures Manual, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare correspondence, monitoring record and monitoring follow-up analysis, letters, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret loan underwriting, financial counseling, legal terminology and language.

Development Housing Specialist

- Ability to communicate with supervisor, clients, corporate representatives, Board of Health Staff, banks, non-profit representatives, home owners, attorneys, city officials, appraisers, caseworkers, other County employees, and 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.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	1055221
		Pay Grade:	8

Departments:	Development, only
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Classification Function

The purpose of this classification is to administer Community Development Block Grant (CDBG) Housing Program.

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.

- Administers Community Development Block Grant (CDBG) Housing Program (e.g.- analyzes and underwrites various loan funds including housing revenue bonds; reviews and recommends reimbursement requests; prepares payment requests; prepares correspondence; provides technical assistance; prepares quarterly and annual reports).
- Assists in the preparation of program elements & work plans (e.g.- assists in implementation of proposed course of action; provides technical assistance and advice to local communities to facilitate program improvements during implementation of goals and counsels clients regarding plans, packaging, advertising, grant qualifications and application process; conducts education seminars for clients and non-government officials on program regulations and eligibility information; interprets data concerning international markets and trade).
- Maintains contact with clients and represents the County at various meetings and conferences (e.g.- maintains contact with corporate representatives regarding needs, availability, requirements and resources; initiates and maintains contact with local and state government officials explaining rules, regulations and policies, providing referral service, formalizing requests for assistance and disseminating information; coordinates financing with clients; facilitates business relationships between clients and contractors; makes regular and continuing contacts with parties in international trade; attends conferences, staff meetings and task groups).
- Performs related administrative duties (e.g.- monitors and maintains statistics on program implementation and effectiveness; monitors participation process and evaluates local government compliance with citizen participation requirements; writes reports and prepares graphs and tables summarizing results of data collection and analysis; updates training files by compiling user guides and instruction manuals; prepares correspondence as necessary).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with TWO YEARS of 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 automated office machines including personal computer, printer, typewriter, adding machine, calculator and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, requests for proposal (RFP's), requests for grant applications, newspaper copies and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisor, source persons, clients, corporate representatives, elected and public officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062432	Emergency Operations Supervisor	Public Safety and Justice Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 1997. The classification has changed titles (Senior CECOMS Operations Supervisor) and classification number (1062433). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade changed from a 10 to a pay grade 11.
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No. of Employees Affected:	1-2
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$48,505.60 - \$67,912.00 PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior CECOMS Operations Supervisor	Class Number:	1062433
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center.

Distinguishing Characteristics

This is a management level classification with responsibility for planning and supervising the CECOMS section of the Department of Public Safety and Justice Services under general direction of the CECOMS Manager. This class requires the solution of operational, technical, administrative and management problems related to CECOMS. 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.

- 70% +/- 10%
 - Supervises CECOMS Supervisors; assigns, reviews, plans and coordinates work; provides job training and instruction; responds to employee problems; conducts interviews; prepares employee performance evaluations; approves payroll; approves time off requests; recommends personnel actions including selection, promotion, discipline, demotion or discharge; attends union contract negotiations.
- 30% +/- 10%
 - Assists in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center and performs advisory functions; creates, implements, and updates standard operating guidelines; assists CECOMS Manager with getting new clients; advises and assists with budget; prepares various reports, financial packages, RFPs, PowerPoint presentations, and plans; provides planning assistance; reviews and assists with special projects; holds meetings with CECOMS supervisors; handles general public inquiries; presents proposals to administration; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training with six (6) years of public safety communications or public safety experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Must obtain and maintain EMD, LEADS, and Public Safety Telecommunications training/certifications within one year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including time sheets, payroll forms, billing invoices, vacation requests, monthly and on-call schedule, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO Standards, collective bargaining agreements, and Public Records Laws.
- Ability to prepare employee performance evaluations, standard operating procedure, quarterly statistics, CECOMS schedule, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, CECOMS staff, police personnel, fire department personnel, media outlets, County Emergency Services Advisory Board, 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:	Emergency Operations Supervisor	Class Number:	1062432
		Pay Grade:	10

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to assist in implementing, administering and planning the County's Major Emergency Incident Management System (CMEIMS) Program and to supervise emergency management program specialists.

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.

- Assists in administering and planning the County's Major Emergency Incident Management System (CMEIMS) Program (e.g. - works on the objectives of the Emergency Management workplan; develops and implements programs for winter storm hazards, tornadoes, and flood hazards for the general public, communities, public and private agencies, etc.; prepares emergency operating plans including hazard analysis and resource identification; coordinates radiation program to distribute and exchange survey meter equipment with communities, agencies, and throughout the County and to exchange units for re-calibration with the State; maintains an inventory of certified radiation response personnel in the County; attends Board meetings and participates in planning committee activities; assists in meeting objectives of the management team; coordinates distribution of the updates for emergency operating plans, CMEIMS manual and internal operation and procedure manuals; provides assistance to and handles general public inquiries; represents the agency at various meetings, functions, and activities; serves as liaison to build coordination and communication networks with County government, municipalities, and other agencies/organizations to accomplish disaster preparedness objectives; prepares various reports, financial packages, compliance documents, etc.).
- Supervises emergency management program specialists (e.g. - assigns, reviews, plans and coordinates work; provides job training and instruction; responds to employee problems; prepares employee performance evaluations; recommends personnel actions including selection, promotion, discipline or discharge).
- Performs advisory functions (e.g. - advises and assists on matters of administration and budget related matters; presents and coordinates seminars and conferences about CMEIMS; participates and coordinates field response activities for various hazards; presents proposals to administration).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field and three years of emergency management experience; or any equivalent combination of training and experience.

Additional Requirements

Requires OSHA's Hazardous Materials/Emergency Responder certification.

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

- Ability to operate a variety of automated office machines including computer, printer, adding machine, typewriter and copier.
- Ability to operate audio/visual equipment including overhead projector, slide projector and VCR.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, payroll records, invoices/vouchers, FAMIS report, budgets, Local Emergency Planning Commission (LEPC) forms, work plans, proposals, applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, law books/code, Federal Register, computer manuals, Emergency Operating Plan, CMEIMS manuals, LEPC plan, etc and personnel policy manuals.
- Ability to prepare OEMA documents, flood maps, distribution lists, CEM documents, newsletters, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, and accounting terminology and language.
- Ability to communicate effectively with supervisors, program coordinators, Board and committee members, elected officials, other County employees, agency heads, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062435	Emergency Services Administrator	Public Safety and Justice Services	Exempt	16

Requested By:	Personnel Review Commission
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Rationale:	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 2007. The classification has changed titles (CECOMS Manager) and classification number (1062434). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade increased from a 16 to a pay grade 17.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 16 \$69,825.60 - \$97,718.40 PG17 \$75,504.00 - \$105,684.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	CECOMS Manager	Class Number:	1062434
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Safety and Justice Services, only		

Classification Function

The purpose of this classification is to provide overall management and supervision for Cuyahoga Emergency Communications System (CECOMS) Center and various special projects.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the CECOMS Center. This class works under administrative direction from the PSJS Administrator, and work requires the analysis and solution of operational, technical, administrative and management problems related to CECOMS. 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.

- 25% +/- 10%
- Manages operations of the Cuyahoga Emergency Communications System (CECOMS) Center; prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communication equipment; coordinates 9-1-1 operations; prepares contracts; writes RFPs, RFIs, RFQs; coordinates the design, purchase, implementation, operation, and governance for countywide Public Safety Emergency Interoperability and the Communication System.
- 20% +/- 10%
- Administers the design, development, and implementation of special projects; develops all operational procedures and agreements; conducts planning meetings; finds, keeps, and submits proposals to CECOMS clients.
- 20% +/- 10%
- Supervises CECOMS staff and supervisors; assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave; attends union contract negotiations.
- 15% +/- 10%
- Oversees and stays up to date with 9-1-1 radio, telephone, public safety, and IT contracts, new technology, and ensure proper function.
- 10% +/- 5%
- Develops, conducts, and assists with informational lectures and planning for public safety, emergency management, communications organizations, and countywide Emergency Services Advisory Board; plans training programs; develops objectives; coordinates production of training materials; presents information; responds to the needs of partners and the public safety community; represents office at Council Meetings and State Meetings.

Proposed DATE

10% +/- 5%

- Performs related administrative responsibilities; answers questions via email and telephone; prepares documents, PowerPoint's and memorandums; researches for various projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Environmental Science, Public Safety, Public Administration, or Communication, or related field with seven years (7) of emergency management, public safety, public administration, or communications center experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 and calculate decimals and percentages, and perform routine 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 personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, CFR with Communications reference, CECOMS Center SOPs, Plans and SOGs, Federal and State Communications Publications.

CECOMS Manager

- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret 9-1-1, communications, radio, telephone, and public safety IT terminology and language.
- Ability to communicate with Emergency Services Advisory Board, various committees, other local government officials, Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations, exposure to various weather conditions, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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:	Emergency Services Administrator	Class Number:	1062435
		Pay Grade:	16

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide overall management and responsibility for various County emergency services including emergency communications, public safety, homeland security, and safety and to supervise CECOMS supervisors.

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.

- Manages operations of the Cuyahoga Emergency Communications System (CECOMS) Center (e.g. - prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communications equipment; coordinates 9-1-1 operations).
- Coordinates the administration of the design, purchase, implementation, operation and governance of a new Countywide Public Safety Emergency Interoperability Communication System.
- Administers the design, development and implementation of a new Homeland Security and Public Safety Emergency Operations and Command Center.
- Administers the implementation of a new County 9-1-1 cellular and wireless emergency communications center and system including developing all operational procedures and agreements.
- Serves as the Northeast Ohio AMBER Alert Coordinator (e.g. – develops and administers the Northeast Ohio AMBER Alert Board; develops and recommends policies and procedures relative to operation of the AMBER program at the local, County, regional, State and Federal levels).
- Supervises CECOMS supervisor (e.g.- assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave).
- Administers the design, implementation, and operation of various projects (e.g.- administers the design, implementation, and operation of a new geographical information and mapping system for 9-1-1 and public safety operations and communications throughout the County and coordinates interface with contiguous counties and State; administers the design, implementation, and operation of a new emergency communications and dispatch radio system and center; administers the design, implementation, and operation of the traffic accident and incident website reporting system; administers the design, implementation, and operation of the hospital and healthcare capacity and restriction website and reporting system; assists in the design and operation of a countywide highway and interstate intelligent transportation system).
- Administers the activities and functions of the Countywide Emergency Services Advisory Board including the Executive Committee, Communications committee, structural collapse/technical rescue, law enforcement, counter and anti-terrorism, 9-1-1 public notification and evacuation and legislative.
- Develops and conducts informational lectures and seminars for public safety and emergency management organizations and other organizations. (e.g.- plans training program; develops objectives; coordinates production of training materials; presents information).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field with five years of emergency management experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

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 computer terminal, personal computer, printer, calculator, copier, fax machine, telephone.
- Ability to operate audio-visual equipment such as a camcorder; radio equipment; cellular telephone; VCR and overhead projector.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll records, budget documents, committee reports, work plans, agendas, training plans and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CMEIMS manual, Ohio Revised Code, Federal Code and register, Civil Preparedness Guides, Emergency Operations manual and OEMA Sample plan.
- Ability to prepare payroll records, budget documents, Federal CCA, protocols, guidelines, flow charts, diagrams, performance evaluations, position descriptions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, accounting and emergency management terminology and language.
- Ability to communicate with Emergency Medical Services Advisory Board, CEM Advisory Board, other local government officials, Director, County Prosecutor, County Administrator, Board of County Commissioners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062411	Environmental Specialist	Public Safety and Justice Services	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from a 6 to a pay grade 5.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 6 \$37,128.00 – \$52,000.00 PG 5 \$34,299.20 – \$47,985.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Specialist	Class Number:	1062411
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Public Safety & Justice Services, only		

Classification Function

The purpose of this classification is to prepare and maintain required environmental material reports for compliance and enforcement.

Distinguishing Characteristics

This is an entry-level classification responsible for performing Public Safety support services within the Office of Emergency Management. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature related to Emergency Management.

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%
- Prepares environmental reports for compliance and enforcement; assists with completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; maintains regulatory files and databases; prepares SARA Comprehensive Emergency Response Plan for Hazardous Materials; updates chemical inventory and public information databases; reviews and files annual chemical inventories; updates Compliance Report; verifies reports are in compliance with ORC rules.

- 40% +/- 10%
- Performs related administrative duties; creates, updates, and manages database; reviews and responds to information and public records requests; attends and prepares minutes for various meetings (i.e. LEPC and Spill Committee); attends trainings; faxes, copies, and files documents; prepares and mails out job related letters; creates and completes routine mail merge correspondence; works outreach events; acts as a liaison between County and consulting firms.

- 10% +/- 5%
- Assists and supports the Emergency Operations Center when activated; assists with logistics; documents important information in the Knowledge Center; supports jurisdiction with getting supplies; performs damage assessments; enters incident management data into automated systems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of environmental studies and/or clerical experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification required.

Environmental Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 informational questionnaires, surveys, compliance inspection reports, annual chemical inventory, facility data sheets, enforcement documentation, facility inspection forms, compliance and enforcement policy documents, Cessation of Regulated Operations (CRO), RCRA Contingency Plans, maps, spill information, public information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Facility Reporting Compliance Manual, Ohio Revised Code, LEPC Member's Handbook, Cessation of Regulated Operations (CRO) Manual, The Ohio Hazardous Materials Exercise & Evaluation Manual (EEM), Ohio Hazardous Materials Planning and Exercise Guidance Booklet, List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to-Know Act)
- Ability to prepare reports, memos, correspondence, prepare queries in database, reports (e.g. - first time filers report, non-compliance reports, 30-day letter spill reports, etc.), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret environmental terminology and language.
- Ability to communicate effectively with supervisors/managers/directors of agency and other departments, consulting firm representatives, city officials, LEPC, Ohio EPA, Ohio SERC, fire marshals, fire chiefs, police chiefs, facility representatives, 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:	Environmental Specialist	Class Number:	1062411
		Pay Grade:	6

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to produce environmental audit reports for compliance and enforcement through research and inspections.

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.

- Produces environmental audit reports for compliance and enforcement through research and inspections (e.g. - prepares environmental audit reports; assists in completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; researches building permits, maps, files, etc. for environmental audits; reviews regulatory files and data bases; performs title searches).
- Performs inspection duties (e.g. - performs on-site inspections for audits; inspects for asbestos; operates motor vehicle to travel to inspection site).
- Performs administrative duties (e.g. - creates, updates, and manages data base; assists with public requests; liaison between County and consulting firms).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field with one year of environmental safety experience, or any equivalent combination of 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 automated office machines including computers.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of the principles of algebra, geometry and trigonometry and use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including audit questionnaires, audit proposals, compliance inspection reports, annual chemical inventory, facility inspection forms, compliance and enforcement policy documents, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including various maps, blue prints, Federal Register, law manuals, regulatory files, building permits, computer manuals, State Emergency Response Commission (SERC) Right to Know Manual, chemical substance control manuals, etc.
- Ability to prepare audit reports, memos, facility data sheets, enforcement documentation, 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 engineering/environmental and legal terminology and language.
- Ability to communicate effectively with supervisor/manager/directors of agency and other departments, Deputy County Administrator, regulatory agencies' personnel, City officials, fire marshals, facility representatives, County Prosecutor, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to various weather conditions.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053192	GIS Analyst	Information Technology	Non-Exempt	9B

Requested By:	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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Rationale:	The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from a 9B to 10B.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 9B \$48,734.40 - \$68,224.00 PG 10B \$52,270.40 - \$73,195.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	1053192
FLSA:	Non-exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) analyst and manager administer the GIS environment and assist lower level GIS technicians in advanced GIS techniques.

Distinguishing Characteristics

This is a journey level classification in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the junior level by the performance of the full range of duties assigned and may provide instruction to technicians as needed. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work 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.

- Administers GIS database; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software. 30% +/- 10%
- Designs, refines, and updates GIS data and metadata; designs, maintains and publishes geo-processing tools as GIS services; designs and maintains complex spatial data models; performs mid-level data analysis and database querying. 30% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using ArcGIS, other GIS software as needed, and Geocortex. 20% +/- 10%
- Provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three (3) years of GIS analysis, development, or computer programming experience; or any equivalent combination of training and experience.

GIS Analyst

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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 ISC CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	1053192
FLSA:	Non-exempt	Pay Grade:	9B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) developer and manager administer the GIS database and maintain GIS software.

Distinguishing Characteristics

This is a journey level, technician class in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work 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.

- Administers GIS database; installs and administers application web servers; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software. 30% +/- 10%
- Designs, refines and updates GIS data and metadata; designs, maintains and publishes GIS services; designs and maintains spatial data models. 30% +/- 10%
- Designs, develops, deploys and tests GIS web applications. 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provide training. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three (3) years of computer programming 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**Data Utilization**

- 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.

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Supervisory Responsibilities

- Ability to provide instruction to other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, 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.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053193	GIS Planning and Development Manager	Information Technology	Exempt	17B

Requested By:	Personnel Review Commission
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Rationale:	Classification number changing from 1053193 to 1053194 to accommodate for a new classification. The rest of the content stayed the same.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 17B \$77,188.80 - \$108,076.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Planning and Development Manager	Class Number:	1053194
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

Distinguishing Characteristics

This is a professional, management-level classification working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for 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.

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.
- 20% +/- 10%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.
- 15% +/- 10%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

- Creates maps and reports; fulfills public service and data requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

- Ability to operate a variety of automated office machines including computers, peripheral equipment, large format plotter and voice equipment.

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 utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

GIS Planning and Development Manager

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer 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:	GIS Planning and Development Manager	Class Number:	1053193
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

Distinguishing Characteristics

This is a professional, management-level class working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for 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.

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.

- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.

- 20% +/- 5%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.

- 15% +/- 5%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

- Creates maps and reports; fulfills public service and data requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

- Ability to operate a variety of automated office machines including computers, peripheral equipment, large format plotter and voice equipment.

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 utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

GIS Planning and Development Manager

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer 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.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053191	GIS Specialist	Information Technology	Non-Exempt	7

Requested By:	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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Rationale:	The classification title has changed from GIS Specialist to GIS Technician. The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from a pay grade 7 to 7B
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 PG 7B \$41,600.00 – \$58,281.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Technician	Class Number:	1053191
FLSA:	Non-Exempt	Pay Grade:	7B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to compile, refine, and maintain Geographic Information System (GIS) datasets, and create maps using GIS software.

Distinguishing Characteristics

This is an entry level classification in the GIS series that is responsible for providing GIS mapping support. This classification works under general supervision and is distinguished from the GIS Analysts that are responsible for advanced GIS database design & management, spatial modeling, complex querying, creation of web based GIS applications, and administration of GIS server software.

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%
- Designs, refines, updates, and maintains GIS data; performs standard database querying and basic spatial analysis; operates a variety of computer software including Microsoft Office (Word, Excel, Access), Microsoft Outlook, ESRI ArcGIS, other GIS and GPS software, Adobe Pro, SQL Developer, and various other technologies and software utilized by the county.
- 30% +/- 10%
- Creates and publishes maps for county employees, engineers, consultants, contractors and the public both digitally and in hardcopy by operating and maintaining the printer and plotter equipment.
- 15% +/- 10%
- Updates GIS using various source materials including CAD design or drawing files, as-builts, hand drawn markups, and hardcopy drawings using GIS software.
- 15% +/- 10%
- Coordinates GIS data and source material sharing and exchanges with partner agencies; sets up meetings; shares digital media data and sources; gives access to data and sources for sharing; obtains external data for use by the county.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or a related field and one (1) year of GIS experience; or any equivalent combination, of training and experience.

Additional Requirements for all levels

No special license or certification is required.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Specialist	Class Number:	1053191
FLSA:	Non-exempt	Pay Grade:	7
Departments:	Sanitary Engineer, only		

Classification Function

The purpose of this classification is to compile, refine and maintain Geographic Information System (GIS) datasets.

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.

- Creates, compiles, refines and maintains various geospatial datasets, including but not limited to, sanitary and storm sewers, treatment plants, and pumping stations within a (GIS).
- Digitally captures data from various sources including CAD design or drawing files, geocoded point data, field survey and hardcopy drawings using GIS software, including GeoMedia Professional, ArcGIS and MapInfo.
- Plots maps and prepares reports for supervisors, field crews, engineers, service directors and the public.
- Performs standard database querying and basic spatial analysis such as joins to outside tables, buffer zones, within polygon, etc., for use in both map and tabular reporting.
- Provides administrative and mapping support to the Work Order Management System.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or a related field and one year of computer experience; or any equivalent combination, of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, plotter, scanner, printers, fax machine and copier.
- Ability to use drafting tools.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand basic cartographic principles.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including engineering plans, blue prints, street maps, subdivision maps, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including as-built drawings and various computer manuals.
- Ability to prepare maps, reports, forms, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret engineering and computer software terminology and language.
- Ability to communicate effectively with supervisors, contractors, consulting engineers, other County employees, the general public and vendors.

Environmental Adaptability

- Work is typically performed in an office environment, but may occasionally include field work.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022433	Kennel Manager	Public Works	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The classification title is changing to Animal Shelter Administrator to better fit the current duties of the job. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from a 13 to a pay grade 15.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 13 \$57,033.60 - \$79,830.40 PG 15 \$64,105.60 - \$89,772.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Animal Shelter Administrator	Class Number:	1022433
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the animal shelter to ensure that public is served, law is enforced, and animals are handled humanely and supervise lower level animal shelter supervisors.

Distinguishing Characteristics

This is a senior management level classification with responsibility for planning, directing and managing the County Animal Shelter and its public relations with key stakeholders. The employee works with a framework of policies, procedures, and local and State laws. 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.

- 30% +/- 10%
- Manages the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; establishes goals and objectives to generate revenue necessary to maintain established service level; maintains facility and grounds; writes, reviews, and implements annual goals and objectives; develops and implements animal shelter policies and procedures; analyzes and reviews budgetary documents; responsible for state audit controls; reviews and pays all billing invoices for facility; supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code.
- 40% +/- 10%
- Manages animal shelter supervisors and employees; provides job training and instruction; assigns tasks and responsibilities; leads and directs all staff initiatives; evaluates employee performance; handles personnel issues; oversees part-time contractual veterinarians.
- 20% +/- 10%
- Performs public relations and networks with various stakeholders; responds and writes grant responses; maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the animal shelter.
- 10% +/- 5%
- Performs related administrative duties; represents the County in court appearances and matters regarding the County Animal Shelter; prepares annual inventory and accounting reports and records; provides input on animal shelter user fees and dog licensing fee schedule; compiles all cash deposits.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business Administration, Marketing, Human Resources, Criminal Justice, Animal Science, or any other related degree and three (3) years of business management or personnel management experience, or any equivalent combination of training and experience.

Additional Requirements for all levels

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer as well as commercial washers, dryers, and scales.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.

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 and to 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, percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee time sheets, Weekly Dog Report, billing invoices, contracts, Department Orders, Public Records Request, Surgery Summary Report, Daily Activity report, Quarterly Expenditures, and Budget Report.
- Ability to comprehend a variety of reference books and manuals including Shelter Operations Manual, union contract, contracts, Breed Rescue Manual, Volunteer Barkbook, Personnel Policies and Procedures Manual, standard operating procedures manual, and the Ohio Revised Code.

Animal Shelter Administrator

- Ability to prepare Annual Performance Appraisals, Dog License Yearly Sales Report, Supervisor Deposit Summary 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, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting, human resources, marketing, medical, and animal control terminology.
- Ability to communicate with staff, customers, volunteers, rescue groups, local animal shelters, animal control officers, local veterinary staff, local police departments, and County Council Members.

Environmental Adaptability

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

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:	Kennel Manager	Class Number:	1022433
		Pay Grade:	13

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the County Kennel to ensure that public is served, law is enforced, and animals are handled humanely and supervise lower level kennel supervisors.

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.

- Manages the County Kennel to ensure that public is served, law is enforced, and animals are handled humanely (e.g.- establishes goals and objectives to generate revenue necessary to maintain established service level; implements goals, objective and work plans to improve public service; develops and implements kennel policies and procedures; develops and monitors annual animal control budget; responsible for state audit controls; recommends and authorizes payment for major equipment and repair purchases).
- Supervises lower level kennel supervisors (e.g.- provides job training and instruction; assigns tasks and responsibilities; evaluates employee performance; oversees part-time contractual veterinarians).
- Oversees kennel operations and the enforcement of animal control regulations (e.g. - supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code).
- Performs public relations and community awareness functions (e.g. - maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education and promotion of Kennel).
- Performs administrative duties as requires (e.g.- represents the County Commissioners in court appearances and matters regarding the County Kennel; prepares annual inventory and accounting reports and records; provides input on kennel user fees and dog licensing fee schedule).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business administration and three years of animal control experience; or any equivalent combination of training and experience.

Additional Requirements

No additional 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 typewriter, computer terminal, printer, calculator, copier and fax machine.

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 recommend the transfer, selection or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including job applications, employee time sheets, insurance forms, attendance records, billing invoices, budget reports, animal surgery and medical records, animal impound inventory and records, donation receipts, spay/neuter deposits, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Kennel Operations Manual, union contract, contracts, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare policies and procedures, goals and objectives, budget analysis, employee disciplinary documents, labor relations forms, purchase orders, requisitions, correspondence, 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, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting and animal control terminology and language.
- Ability to communicate with Board of Commissioner's office, director, veterinarians, employees, Advisory Board Members, emergency clinic staff, media contacts, sales representatives, adoption customers, 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.

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022431	Kennel Operations Supervisor	Public Works	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2009. The classification title is changing to Animal Shelter Medical Supervisor to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director Mindy Naticchioni, Kennel Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Animal Shelter Medical Supervisor	Class Number:	1022431
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate the operations of the clinic at the County Shelter and coordinate the work of shelter personnel.

Distinguishing Characteristics

This is a supervisor level classification. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. The employee ensures that work is performed effectively and efficiently and according to set rules and regulations.

Essential Job Functions

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

- 75% +/- 10%
- Carries out functions at the County Shelter; provides technical assistance during veterinary procedures such as pre-medication sedation, surgical preparation, administration of oral medication as prescribed by veterinarian, and medicated baths; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines adoptability of impounded animals; schedules animals for medical procedures or euthanasia; perform medical tests; oversees shelter cage sterilization and cleaning; sterilizes surgery room and instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals; selects unclaimed animals for blood donor/emergency clinic program.
- 10% +/- 5%
- Supervises preparation and maintenance of placement records; maintains records of claims and complaints as prescribed by law; prepares operational reports; prepares rabies vaccination certificates; maintains license for DEA and Board of Pharmacy; prepares bills for payment; submits vouchers for refunds; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines and medications.
- 10% +/- 5%
- Coordinates public relations and community awareness functions; develops educational programs; distributes and makes available literature pertaining to the wellness of animals both pre and post adoption; responds to public inquiries and complaints; maintains relationships with outside vet clinics for care of animals.
- 5% +/- 2%
- Organizes work of shelter personnel; assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; prepares performance evaluations; approves employee leave requests and monitors use of leave time.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science and two (2) years of veterinarian assistance, or supervisory experience in a shelter or animal welfare setting, or other related experience; or any equivalent combination of training and experience.

Animal Shelter Medical Supervisor

Additional Requirements for all levels

Must obtain Ohio Euthanasia Technician Certification within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize laboratory and medical/veterinary equipment including autoclave, anesthesia regulator, scales, surgical instruments, animal leashes and snares and grooming tools.
- Ability to operate a variety of automated office machines including computer and scanner.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching lifting up to 50 pounds with or without assistance, pulling, and bending.
- Ability to distinguish colors, sounds, odor, and texture.

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 to calculate drug dosage.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave requests, animal impound inventory and records, medical waste records, veterinary attention notices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Shelter Operations Manual, union contract, Veterinary Clinical Parasitology book, Common Diseases of Companion Animals, dog breed book, and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, controlled substance log, rabies certificates, surgery records, euthanasia records, impound records, operational reports, educational

Animal Shelter Medical Supervisor

materials, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, rescue groups, veterinary personnel, students, subordinates, Board of Health, emergency clinic staff, Deputy Dog Wardens, adoption customers, volunteers, the general public and any other interested stakeholders.
- Ability to handle emotional situations calmly & professionally, and possess good bedside manner.

Environmental Adaptability

- Work in the Shelter environment can be exposed to bodily fluids, loud barking, chemical cleaners, dog dander, anesthesia, and damp environments.
- Work may be performed outdoors in varying weather conditions.
- Work can be performed with exposure to angry or rabid animals.

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:	Kennel Operations Supervisor	Class Number:	1022431
FLSA:	Non-Exempt	Pay Grade:	7

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to coordinate operations at the County Kennel and coordinate the work of kennel personnel.

Essential Job Functions

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

- Coordinates operations at the County Kennel (e.g. - provides technical assistance during veterinary procedures; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines adoptability of impounded animals; schedules animals for euthanasia; oversees kennel cage sterilization and cleaning; sterilizes surgery room and instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals; selects unclaimed animals for blood donor/emergency clinic program).
- Coordinates work of kennel personnel (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; approves employee leave requests and monitors use of leave time).
- Enforces and supervises the enforcement of animal control regulations (e.g. - supervises the impounding of stray animals; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census).
- Coordinates administrative functions (e.g. - supervises preparation and maintenance of placement records; maintains records of license sales; maintains records of claims and complaints as prescribed by law; prepares operational reports; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines and medications).
- Performs public relations and community awareness functions (e.g. - develops educational programs; distributes and makes available literature pertaining to animal control statutes; responds to public inquiries and complaints).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science or animal control and three years of animal control experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize laboratory and medical/veterinary equipment including autoclave, anesthesia regulator, scales, surgical instruments, animal leashes and snares and grooming tools.

- Ability to operate a variety of automated office machines including personal computer terminal, calculator, copier and fax machine.
- Ability to physically handle and control animals during transport and veterinary procedures.

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave forms, animal impound inventory and records, medical waste records, veterinary attention notices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Kennel Operations Manual, union contract, dog breed book, and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, controlled substance log, surgery records, euthanasia records, impound records, operational reports, citations and warnings, educational materials, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, veterinarians, emergency clinic staff, kennel attendants, deputy dog wardens, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed under exposure to angry or rabid animals.
- Work may be performed outdoors in varying weather conditions.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042422	Parking Facility Manager	Public Works	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2006. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 10 \$48,505.60 - \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director Stan Kosilesky, Planning and Fiscal Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parking Facility Manager	Class Number:	1042422
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise parking facility supervisors and assigned staff.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for planning, directing and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative and management problems related to parking facilities. The employee is expected meet, consult and collaborate with Parking Facilities Supervisor to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 35% +/- 10%
- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports.
- 30% +/- 10%
- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders and moving signage.
- 25% +/- 10%
- Supervises and instructs parking facility supervisors assigns and schedules work for various parking facilities; recommends employee selection, transfer, promotion, and discipline; prepares performance evaluation; approves or denies employee leave requests; investigates and resolves employee problems.
- 5% +/- 2%
- Coordinates contracted services related to new construction or maintenance on parking facilities.
- 5% +/- 2%
- Performs other administrative duties; functions as County liaison to other departments, public and private entities; delivers daily deposits to the bank.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration or any other related fields, five (5) years of experience in parking facilities management.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to stand for prolonged periods of time, to walk, and to lift up to 50 pounds.

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 and calculate decimals and percentages and use routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedures manual, collective bargaining agreement, Standard Operations Procedure Manual, and parking equipment manuals.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements, parking statistics, costing sheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Parking Facility Manager

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, vendors, sheriff's department, employees, Director, other County employees and the general public.
- Ability to use and interpret Accounting, and Legal terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to exhaust fumes, weather extremes, traffic hazards, strong odors, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parking Facility Manager	Class Number:	1042422
		Pay Grade:	10

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to direct the overall operations of multiple parking facilities and supervise parking facility supervisors and assigned 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.

- Directs the overall operations of multiple parking facilities (e.g.- monitors the operating budget for the division; assists with planning and coordination on the parking division; administers agreements with vendors including reviewing all quotes; prepares annual performance measures; researches, analyzes and evaluates existing operating systems, policies and procedures; monitors revenue intake of parking facilities; processes financial documents daily; responds to customer complaints; operates software designed to track key card usage and identifies unauthorized use of key cards; makes provisions for snow and ice removal in parking facilities).
- Supervises parking facility supervisors (e.g. - assigns and schedules work for various parking facilities; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; investigates and resolves employee problems).
- Prepares and maintains reports and records (e.g.- reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records).
- Serves as Project Manager for new parking garage.
- Performs other administrative duties (e.g.- functions as County liaison to other departments, public and private entities; represents the County on external boards and commissions; reviews and forwards daily, weekly, and monthly financial statements).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational training in business administration, five years experience working in a parking facility including two years in a supervisory capacity; 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 using departmental software, typewriter, and adding machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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 use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including daily reports and summaries, security reports, vendor quotes, architectural drawings and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, employees, Director, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to exhaust fumes.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061211	Printing Coordinator	Public Works	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director Jim Sebes, Senior Printing Coordinator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Printing Coordinator	Class Number:	1061211
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials and services.

Distinguishing Characteristics

This is an entry level classification with responsibility for assembling, delivering, tracking and filing information related to printing orders. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Senior Printing Coordinator in that the latter is responsible for providing print services to County Departments and supervision of the Printing Coordinator and print machine operators.

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%
- Prepares, maintains, and submits financial reports and records; procures printing material and supplies; processes FAMIS charge-backs for copier, printer, and printing jobs; provides necessary documentation for audits; processes accounts payable; prepares invoices and maintains accounts receivable, checks, and submits revenue receipts and in house requisitions; submits driver's monthly vehicle mileage
- 15% +/- 10%
- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility; coordinates printing request to meet client's requirements; processes paper orders; estimates cost of job for materials; addresses inquires of current and potential orders; prepares print job specifications; reviews typesetter proofs; prepares typesetter proofs.
- 25% +/- 10%
- Procures supplies, materials and services for printing projects; prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote responses; performs miscellaneous duties to support purchasing activities.
- 10% +/- 5%
- Performs various administrative duties; maintains files for printed jobs, inventory, and supplies; packages and ships vouchers, paper, and envelope orders; disseminates mail; approves request and reviews overtime forms.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training with three (3) years of experience in print production, accounting, business administration, purchasing experience, and clerical/administrative support; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to sit for prolonged periods of time and push, pull, and lift up to 50 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as algebra.

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 various print orders, requests for leave, requests for overtime, requests for quotes; order forms, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Design & Printing Reference Book, envelope charts, micrometer to measure paper weights.
- Ability to prepare requests for quotes, invoices, Public Works in-house requisitions, procurement purchase order, monthly financial reports for printing, paper, and copier chargers, monthly vehicle mileage, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret print production, marketing, and accounting terminology and language.
- Ability to communicate effectively with supervisors, clients, printing foreman, delivery driver, vendors, sales representatives, and other County employees.

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to heavy machinery, loud noises, and emit strong chemical odors

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.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Printing Coordinator	Class Number:	1061211
FLSA:	Non-Exempt	Pay Grade:	7

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials and services.

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.

- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility (c.g.- coordinates printing request to meet client's requirements; estimates cost of job for materials and process; prepares print job specifications; reviews typesetter proofs; prepare typesetter proofs).
- Procures supplies, materials and services for printing projects (e.g.- prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote response; performs miscellaneous duties to support purchasing activities).
- Assists with research and preparation of bid documents.
- Approves leave requests following County policy.
- Reviews work of Administrative Assistants.

Minimum Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training with three years of print production or purchasing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, fax, scanner, copier, and telephone.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various print orders, requests for leave, requests for overtime, requests for quotes; order forms, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, catalogs, catalogs, standards of procedures and personnel policy manuals.
- Ability to prepare requests for quotes, inventory records, chargeback report, requests for quotes, print job specifications, reports, invoices, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret print production and procurement terminology and language.
- Ability to communicate effectively with supervisors, vendors, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071412	Forensic Pathologist 2	Medical Examiner's Office	Exempt	27

Requested By:	Human Resources
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Rationale:	The minimum requirements and training have been revised to better reflect the classification.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 27 \$132,350.40 - \$185,265.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	1071412
FLSA:	Exempt	Pay Grade:	27
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. This class is distinguished from the Forensic Pathologist 1 in that incumbents are expected to function as lead workers and they have achieved Board Certification in Anatomic and Forensic Pathology.

Essential Job Functions

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

- 70% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; oversees student and resident rotations; teaches forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 5% +/- 2%
- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree and completion of certified residency training in anatomic and forensic pathology.

Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.

Require a current, valid license to practice medicine in the State of Ohio.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to on a limited basis, act as a medical examiner while Chief ME or Chief Deputy ME are unavailable.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.

Forensic Pathologist 2

- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	1071412
FLSA:	Exempt	Pay Grade:	27
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques.

Essential Job Functions

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

- 70% +/- 20%
 - Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
 - Serves as a case coordinator for medical and forensic assessment of Medical Examiner's cases; Oversees student and resident rotations; teaches forensic pathology fellows, students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
 - Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and in Forensic Pathology and progressive responsibility performing work in a Medical Examiner's Office. Clinical Pathology training is preferred.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

Must be capable of obtaining a valid Ohio driver's license.

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; use a number of surgical instruments and medical supplies and equipment.

Forensic Pathologist 2

- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071413	Forensic Pathologist 3	Medical Examiner's Office	Exempt	28

Requested By:	Human Resources
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Rationale:	The minimum requirements and training have been revised to better reflect the classification.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 28 \$138,028.80 – \$193,211.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	1071413
FLSA:	Exempt	Pay Grade:	28
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; requests and interprets other ancillary testing as necessary.
- 15% +/- 10%
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assists with planning modernization of laboratories; assists with planning of equipment procurement.
- 10% +/- 5%
- Oversees staffing needs; plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities including coordinating and evaluating student and resident rotations.
- 10% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

Forensic Pathologist 3

- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel. 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable. 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature. 5% +/- 2%

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience.

Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.

Require a current, valid license to practice medicine in the State of Ohio.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.
- Ability to on a limited basis, act as a medical examiner while Chief ME or Chief Deputy ME are unavailable.

Forensic Pathologist 3

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	1071413
FLSA:	Exempt	Pay Grade:	28
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow and facilitates performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 15% +/- 5
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assist with planning modernization of laboratories; assist with planning of equipment procurement; provides expert witness testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, and medical personnel.
- 15% +/- 10%
- Plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities, including coordinating and evaluating student and resident rotations.
- 15% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

Forensic Pathologist 3

5% +/- 1%

- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and Forensic Pathology and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience. Demonstrable administrative aptitude. Clinical Pathology training is desirable.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

Must be capable of obtaining a valid Ohio driver's license.

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; use a number of surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

Forensic Pathologist 3

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Organizational skills for scheduling and document management.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071241	Forensic Scientist 1 - Toxicology	Medical Examiner's Office	Exempt	10

Requested By:	Medical Examiner's Office
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Rationale:	The minimum requirements and training have been revised to better reflect the classification and the needs of the department.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 10 \$48,505.60 – \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Administrator Harold Schueler, Chief Toxicologist
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is an entry level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.
- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files, and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.
- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.
- 10% +/- 5%
- Develops and validates standards, controls, and methods for chemical analysis; troubleshoots analytical methods; performs method development/assay validation as assigned by Chief Toxicologist.
- 10% +/- 5%
- Operates, maintains, and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned.
- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related field in science and one (1) year of laboratory experience in a forensic environment; or three (3) month forensic focused internship at Cuyahoga County Medical Examiner's Office; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Forensic Scientist 1 - Toxicology

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.
- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.
- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.
- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.
- 10% +/- 5%
- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS,LC/MS/MS and other laboratory equipment as assigned.
- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

Forensic Scientist 1 - Toxicology

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related science and one (1) year of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

Forensic Scientist 1 - Toxicology

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011251	Web Maintenance Technician	Information Technology	Non-Exempt	4B

Requested By:	Human Resources
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Rationale:	Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 4B \$30,950.40 - \$43,326.40 PG 6B \$38,043.20 - \$53,268.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Maintenance Technician	Class Number:	1011251
FLSA:	Non - Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text, images, and code using web content management software.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator or web design supervisor, and with guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

Essential Job Functions

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

- 40% +/- 10%
- Updates websites for County agencies. Meets with clients or exchanges emails to determine web update requirements.
- 40% +/- 10%
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites. Updates HTML code and edits photos and images using Adobe Photoshop or other digital imaging software.
- 10% +/- 5%
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).
- 10% +/- 5%
- Meets with web designers to maintain or create database services.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to 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 emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms 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 client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer 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:	Web Maintenance Technician	Class Number:	1011251
FLSA:	Non - Exempt	Pay Grade:	4B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text and images using web software.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator and guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

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.

- Updates websites for County agencies. 40% +/- 15%

- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites. 40% +/- 15%

- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf). 10% +/- 5%

- Meets with web designers to maintain or create database services. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Web Design Technician

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms 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 client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062441	Communications / 9-1-1 Planner	Public Safety and Justice Services	Exempt	9

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications / 9-1-1 Planner	Class Number:	1062441
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to complete assignments/projects related to the operation and maintenance of the 9-1-1 systems, radio, phone or other assigned Public Safety communication systems.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 35% +/- 10%
- Handles maintenance, contracts, program/usage, upkeep, transportation, and any other assigned tasks related to radio/radio equipment, 9-1-1 systems, telephone, Public Safety IT, other Communications Center technology; coordinates radio interoperability within the County; prepares and implements communication plans.
- 25% +/- 10%
- Coordinates and completes special projects assigned by the CECOMS Manager.
- 40% +/- 10%
- Performs related administrative responsibilities; coordinates time and location to program radios; updates data and produces maps; reviews radio licensing for all radio systems at the County; reviews and edits RFP's; reviews billing paperwork; reviews 9-1-1 system infrastructure and usage; collaborates with State personnel about communications center related issues; attends various related meetings; participates in various webinars and conference calls; documents meeting minutes and prepares meeting agenda; instructs various courses as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three (3) years of public safety communications, radio, IT, or 9-1-1 experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide and 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 billing invoices, radio system status reports, CECOMS 9-1-1 call report, EAS system status report, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and FCC Rules and Regulations.
- Ability to prepare correspondence, radio interoperability map, radio tower maintenance, CECOMS employee network and systems, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic networking, 9-1-1 system, and communication terminology and language.
- Ability to communicate with managers, supervisors, coworkers, cellular carriers, outside organizations, 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.

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062421	Emergency Management Specialist	Public Safety and Justice Services	Exempt	8

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	5
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	1062421
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

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

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; performs damage assessments; reviews plans and trainings; researches trainings; coordinates and conducts trainings.
- 20% +/- 10%
- Executes public outreach; manages office website; manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheet; develops publications.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; coordinates with public officials; completes Incident Action Plans; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments.
- 25% +/- 10%
- Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in workgroups and exercises; researches state and federal guidelines.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree Emergency Management, Public Administrations, or other public safety discipline with one (1) year of Public Safety experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including publications, memorandums, email announcements, reports, plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, federal and state laws, department guidelines, and Ohio Revised Code.
- Ability to prepare correspondence, publications, announcements, procedures, guidelines, damage assessments, presentations, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, advisory board, other Cuyahoga County personnel, and 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.



PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062422	Emergency Management Supervisor	Public Safety and Justice Services	Exempt	13

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 13 \$57,033.60 - \$ 79,830.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelii Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Supervisor	Class Number:	1062422
FLSA:	Exempt	Pay Grade:	13
Dept:	Public Safety and Justice Services		

Classification Function

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

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit of Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

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%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; provides emergency planning support to other agencies and municipalities; coordinates Damage Assessments with municipalities to record and assess the damage from naturally occurring incidents; prepares and monitors grant applications and grant compliance; manages compliance with various requirements, guidelines, and laws; makes recommendations for program improvement; prepares and executes public information campaigns.
- 30% +/- 10%
- Supervises and manages branch staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; prepares department work schedule; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions.
- 15% +/- 10%
- Serves as a Section Chief when Emergency Operations Center activations occur; provides support during emergency situations; coordinates allocation of resources and materials; acts as a liaison during other County EOC activations; coordinates and executes plans for operational emergency support; leads damage assessment teams.

Emergency Management Supervisor

15% +/- 10%

- Performs related administrative responsibilities; attends various training, workgroups, exercises, and meetings; manages and edits outreach publications; creates reports and other documents; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Emergency Management, Public Administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Emergency Management Supervisor

- Ability to comprehend a variety of informational documents including time sheets, emergency management plans, publications, newsletters, memorandums, time off requests, applications, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and the Ohio Revised Code.
- Ability to prepare correspondence, reports, performance evaluations, documents, memorandums, county stat slides, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, other County employees, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, NGOs, 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.

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071252	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	12

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$54,184.00 – \$75,857.60 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Drug Chemistry	Class Number:	1071252
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive evidence from various law enforcement agencies and perform analytical assays to detect and quantify drugs, alcohol, and other chemicals, and provide expert testimony in court regarding findings as needed.

Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision of the Drug Chemistry Laboratory Supervisor. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

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%
- Prepares and performs chemical analysis to determine drug evidence; retrieves evidence from storage; verifies information on evidence bag and compares with submission form; opens evidence following proper procedure; weighs contents of evidence; performs preliminary color tests; takes samples for confirmation tests; repackages and reseals evidence; places samples on appropriate instrument for confirmation; transports evidence back to controlled substance holding area.
- 35% +/- 10%
- Maintains and troubleshoots laboratory instruments and ensures integrity of analysis methods and overall quality of results; performs Quality Assurance duties including, maintenance and calculation of measurement uncertainty, coordinates Valpro Calibration on FTIR instruments; system checks on Shimadzu Instrument; requires maintenance on all other instruments used in lab; monitors refrigerator temperature; prepares chemical reagents following prescribed processes; weight checks on balances; and color tests with Test Mix; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use.
- 10% +/- 5%
- Reviews, processes, and report chemical analysis results; reviews data on instruments; enters analytical results into computer database; writes case reports; copies, files, and forwards individual case results to appropriate individuals and/or agencies; prepares for court testimony and testifies in court as an expert witness.
- 5% +/- 2%
- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Biology, Chemistry, Biochemistry, Genetics or related field and five (5) laboratory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; ability to use a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including evidence submission forms, instrument data reports, subpoena, and case history information.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, Ohio Revised Codes, online drug identification databases, training manual, instrument/equipment manuals, safety manual, and quality assurance manual.
- Ability to prepare drug chemistry reports, evidence discrepancy forms, color tests and balance check logs, drug chemistry worksheets, communication record forms, literature review forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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



PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071281	Forensic Scientist 1 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	10

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 10 \$48,505.60 – \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Program Officer Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Firearms and Toolmarks	Class Number:	1071281
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

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.

- 85% +/- 10%
• Uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 10% +/- 5%
• Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
• Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in natural/physical science and six (6) months of laboratory experience performing firearm/toolmark evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

Competency and annual proficiency testing 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; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Forensic Scientist 1 – Firearms & Toolmarks

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071283	Forensic Scientist 3 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	12

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$54,184.00 – \$75,857.60 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Program Officer Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Firearms & Toolmarks	Class Number:	1071283
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met. This is a dedicated position in some laboratories.

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%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 10%
- Reviews/compiles case files and firearm evidence; testifies as firearm expert witness in court as required.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Forensic Scientist 3 – Firearms & Toolmarks

- Ensures overall quality of results; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use. 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians. 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding scientific analysis; Prepares for court testimony and testifies in court as an expert witness; 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field, presents results of research at national meetings, and publishes in peer-reviewed scientific journals. 5% +/- 2%
- Performs other duties as assigned by the Laboratory Supervisor. 5% +/- 2%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Natural/Physical Science, Forensic Science, or related field and five (5) years of laboratory experience performing firearm and toolmark comparisons and analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications 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; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.

Forensic Scientist 3 – Firearms & Toolmarks

- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071233	Forensic Scientist 3 – Fingerprints	Medical Examiner's Office	Exempt	12

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$54,184.00 – \$75,857.60 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Program Officer Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Fingerprints	Class Number:	1071233
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and process physical evidence suspected of bearing finger, palm and foot prints; evaluate and conduct comparison of questioned prints to known standards; fingerprint deceased individuals for identification purposes, assist local agencies with requests for identification; prepare and enter latent print evidence into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

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%
- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; compiles case files and fingerprint evidence; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; conducts processing of physical evidence suspected of bearing finger, palm and foot prints; evaluates prints and conducts comparisons of questioned prints to known standards; maintain logs and records of examinations performed; prepares, evaluates and enters prints into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination.
- 25% +/- 10%
- Testifies in court as a fingerprint expert witness; communicates with attorneys and law enforcement personnel regarding scientific analysis; prepares for court testimony.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; performs maintenance of AFIS equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Ensures overall quality of results; develops and validates standards, controls, and methods for analysis; troubleshoots analytical methods; improves software for use.

Forensic Scientist 3 – Fingerprints

5% +/- 2%

- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Biology, Chemistry, Forensic Science or related field and five (5) years of laboratory experience performing latent print comparison and identification; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications 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 copier; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, fingerprint reports, AFIS data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare fingerprint case report, case forms and charts, maintenance documents, purchase orders, chain of custody, laboratory report, fingerprint reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.

Forensic Scientist 3 – Fingerprints

- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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

DRAFT

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062412	Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Exempt	10

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications for working with hazardous materials. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$48,505.60 – \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hazardous Materials (HazMat) Coordinator	Class Number:	1062412
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to create and maintain emergency response plans and serve as the Hazardous Materials (HazMat) Coordinator for the County.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

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%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; provides information and assistance to various organizations to help them prepare for emergencies and disasters; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; conducts damage assessment field evaluations; maintains record and inventory of hazardous materials across the County.
- 15% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; collaborates with Ohio EMA to schedule training courses and required exercises; coordinates training and exercises for emergency response.
- 15% +/- 10%
- Assists with operations of County Emergency Operations Center when activations occur; provides Geographic Information Systems support; provides HazMat subject matter expertise; maintains working knowledge of Computer Aided Management of Emergency Operations systems; maintains EOC state of readiness; performs damage assessments; enters incident management data into automated systems.
- 30% +/- 10%
- Performs related administrative responsibilities; maintains records and responds to information requests; maintains and updates LEPC website; writes various reports; manages and monitors grant programs; submits grants and applications; monitors grant activities; prepares grant reports and county-wide hazardous material database reports; monitors operational budget; prepares resolutions and correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Public Administration, or other public safety discipline with two (2) years of hazardous materials experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

Must complete Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Physical requirements include the ability to lift up to 30 lbs and the ability to walk and stand for extended periods of time and navigate various structures such as warehouses.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including facility forms, basic planning documents, FEMA/DHS/SERC/LEPC guidance documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides.
- Ability to prepare spill reports, inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, SERC forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning, hazardous materials, and marketing terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, chemical facility operators, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, Hazardous Material storage locations, and various other locations across the County.
- Work may involve exposure to toxic and poisonous agents.

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.

DRAFT

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062432	Quality Assurance Supervisor	Public Safety and Justice Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$52,270.40 - \$73,195.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Quality Assurance Supervisor	Class Number:	1062432
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services, only		

Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the re-certification process for all CECOMS staff.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for conducting quality assurance evaluations and overseeing the re-certification process for all CECOMS staff. This class requires the solution of operational, technical, administrative, and management problems related to CECOMS. 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.

- 60% +/- 10%
- Conducts quality assurance evaluations and oversees the re-certification process for all CECOMS staff; conducts random and target quality assurance evaluations; assists in new hire training; instructs emergency medical dispatch class; coordinates opportunities for employees to obtain required CDE credits; tracks employee CDE credits obtained.
- 30% +/- 10%
- Supervises CECOMS staff; conducts interviews; prepares employee performance evaluations; approves time off requests; recommends personnel actions including selection, promotion, discipline, demotion or discharge.
- 10% +/- 5%
- Assists in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center; creates, implements, and updates standard operating guidelines; prepares various compliance documents; handles general public inquiries; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software; acts as a co-chair of the Cuyahoga County Emergency Medical Dispatch Committee.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training with four (4) years of public safety communications or public safety experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Must obtain and maintain EMD, LEADS, and Public Safety Telecommunications training/certifications within one year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 and calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including LEADS inquiry results, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO Standards, OPBA Contract, and Public Records Laws.
- Ability to prepare employee performance evaluations, standard operating procedure, quality assurance evaluations, monthly quality assurance summaries, LEADS inquiry printouts, training affidavits, CAD entries, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, dispatchers, call takers, department managers, police personnel, fire department personnel, APCO International staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment with varying levels of light and noise due to the 24 hours a day call center environment.

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



PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053193	Senior GIS Analyst	Information Technology	Exempt	12B

Requested By:	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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Rationale:	This is a new classification requested by Information Technology management within the GIS classification series intended to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 12B \$59,404.80 - \$83,158.40 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

Class Title:	Senior GIS Analyst	Class Number:	1053193
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis.

Distinguishing Characteristics

This is an advanced journey level classification in the GIS series. This position is distinguished from lower level positions as employees at this classification are expected to work independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit and may provide instruction to lower level GIS analysts and technicians as needed.

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. Performs duties including, but not limited to:

- Recommends and establishes standards and procedures for the collection, revision and ongoing maintenance of high priority data, maps and services. Mentors GIS analysts in complex techniques, including administration of GIS database, web servers and map viewers. 30% +/- 10%
- Maintains complex spatial data models, performs complex data analysis and database querying. Works with staff to resolve complex problems involving databases, server operating systems, networks, applications, websites, and code. 30% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using GIS software. 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training; may supervise and provide feedback of lower level GIS positions. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and five (5) years of advanced GIS analysis and/or GIS development experience; or any equivalent combination of training and experience.

Senior GIS Analyst

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-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 external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053671	Wellness Coordinator	Human Resources	Exempt	11

Requested By:	Human Resources
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Rationale:	Creation of a new classification based on operational needs of the department
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No. of Employees Affected:	No incumbents
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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Staffing Implications:	Anticipate hiring 1 FTE
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Douglas Dykes, Chief Talent Officer Marcell Spencer, HR Analyst
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Wellness Coordinator	Class Number:	1053671
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to plan, develop, implement, and assess total wellbeing programing and initiatives with the intent on curbing healthcare costs by creating awareness, motivating, and providing tools to County employees and their dependents that assists them in adapting and maintaining a healthy lifestyle.

Distinguishing Characteristics

This is a journey level classification with responsibility for training, motivating, and bringing awareness to County employees on the topic of health and wellness. Assignments are varied in nature. The employee works within a framework of established regulations, policies, and procedures and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

45% +/- 10%

- Develops, coordinates, manages, and assesses total wellbeing programing and educational classes; implements the County's Wellness related activities like health screenings, flu-shots, fitness classes, bloodmobile, etc.; searches new ideas and opportunities to increase employee and dependents participation; conducts and coordinates onsite group educational classes such as weight management, smoking cessation, diabetes control, etc.; coordinates health food choices with vending machine suppliers; tracks wellness activities and participation; conducts surveys and facilitates focus groups; analyzes wellness program data to measure the success of wellness programs and initiatives; performs benchmark analysis to aid in program development; compiles and generates comprehensive objective reports on participation, programs, financial impact, and outcomes.

25% +/- 10%

- Develops and manages relationships with vendors and human resources associates; assists vendors and human resources associates to align the wellness program with benefit program; manages and tracks monthly billings and premium payments; works with vendors to leverage the wellness plan.

30% +/- 10%

- Performs related administrative duties; manages and participates in Wellness Committee; answers questions and inquires about the wellness programs; drafts County-wide communications regarding wellness programs and education; keeps up-to-date with national wellness initiatives; develops a network of resources and contacts; act as a liaison to gather ideas and sponsor events; makes budget recommendations; coordinates and leads special projects, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree, preferably in Health & Wellness, Health Promotion Management, Exercise Science, Physical Education, Nutrition, Dietetics, or a related field of study with three (3) years of professional experience that includes various methods of communications including written and verbal; planning and facilitating programming; and developing and presenting professional presentations for an organization.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, internal wellness data, external wellness data, vendor contracts, vendor billing, budget.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources, health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, other County employees, County employee's dependents, vendors, and the general public

Wellness Coordinator

Environmental Adaptability

- Work is typically performed in an office environment.

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



PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056611	Support Officer Supervisor	Cuyahoga Job and Family Services	Exempt	11

Requested By:	Human Resources
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Rationale:	The sole incumbent in this classification has been reassigned to the Principal Support Officer Supervisor classification. Management has no plans to utilize this classification and is removing it from its org. structure.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Cuyahoga Job and Family Services
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Fiscal Impact:	PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Anthony Sharaba, Deputy Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Support Officer Supervisor	Class Number:	1056611
		Pay Grade:	11

Departments:	Child Support Enforcement Agency
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Classification Function

The purpose of this classification is to supervise at least four, but not more than nine, lower level support officers and clerical employees in assigned 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.

- Supervises at least four, but not more than nine, lower level support officers and clerical employees in assigned unit (e.g.-provides job training and instruction; reviews and corrects work; plans and assigns work; evaluates work; evaluates employee performance; approves use of employee leave time; recommends personnel actions including selection, transfer, promotion, discipline or discharge).
- Researches federal and state rules, regulations, laws and requirements to assess impact on local policy and procedures (e.g.- reads and reviews rules, regulations, laws and guidelines to assess impact; reads and reviews documents regarding impact; develops opinion). Formulates recommendations for agency director and senior management staff based upon impact (e.g.- advises and assists with policy and procedure development, program planning and implementation).
- Researches, tests and plans new services and programs (e.g.- coordinates work with in-house groups, develops reports and plans for service and program implementation). Coordinates special projects and task forces (e.g.- coordinates schedules, plans meeting agendas, researches issues, recommends project plans).
- Coordinates state and federal audit reviews (e.g.- acts as liaison with audit personnel, arranges easy access for audit personnel to agency files and records, prepares responses to audit findings and State corrective action plans).
- ◆ Performs administrative duties (e.g. - prepares monthly reports and statistical data; prepares time sheets; reviews billing invoices; attends management meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or a related field with three years of child support enforcement experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including personal computer, typewriter, printer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data referral reports, monthly statistical reports, correspondence, proposals, time sheets, plan documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CSEA policy manuals, personnel policy manuals, the Ohio Revised Code, and federal and state rules.
- Ability to prepare monthly reports, responses, flow charts, diagrams, statistical analyses, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret family law and social counseling terminology and language.
- Ability to communicate with the director, deputy director, managers, clients, other County employees, state agency 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.




Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Robert M. Wolff, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: April 21, 2016

TO: Cuyahoga County Council President Dan Brady
 Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Chairman Thomas Colaluca, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 20, 2016, 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 for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
9-1-1 Coordinator	1062451*	7	Public Safety and Justice Services
CECOMS Operations Supervisor	1041311*	9	Public Safety and Justice Services
Development Housing Specialist	1055221	8	Development
Emergency Operations Supervisor*	1062432*	10*	Public Safety and Justice Services
Emergency Services Administrator*	1062435*	16*	Public Safety and Justice Services
Environmental Specialist	1062411	6*	Public Safety and Justice Services
GIS Analyst	1053192	9B*	Information Technology
GIS Planning and Development Manager	1053193*	17B	Information Technology

GIS Specialist*	1053191	7*	Information Technology
Kennel Manager*	1022433	13*	Public Works
Kennel Operations Supervisor*	1022431	7	Public Works
Parking Facility Manager	1042422	10	Public Works
Printing Coordinator	1061211	7	Public Works
Forensic Pathologist 2	1071412	27	Medical Examiner
Forensic Pathologist 3	1071413	28	Medical Examiner
Forensic Scientist 1 - Toxicology	1071241	10	Medical Examiner
Web Maintenance Technician	1011251	4B*	Information Technology

PROPOSED NEW CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Communications / 9-1-1 Planner	1062441	9	Public Safety and Justice Services
Emergency Management Specialist	1062421	8	Public Safety and Justice Services
Emergency Management Supervisor	1062422	13	Public Safety and Justice Services
Forensic Scientist 3 – Drug Chemistry	1071252	12	Medical Examiner
Forensic Scientist 1 – Firearms & Toolmarks	1071281	10	Medical Examiner

PROPOSED DELETED CLASSIFICATION(S)

Classification Title	Classification Number	Pay Grade	Department
Support Officer Supervisor	1056611	11	Cuyahoga Job and Family Services

* Denotes a change

cc: Deborah Southerington, Commissioner
 Robert Wolff, Commissioner
 Armond Budish, County Executive
 Douglas Dykes, Chief Talent Officer
 Holly Woods, Dir. of HR Benefits and Compensation
 Melissa Foldesi, Compensation Manager

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Melinda Burt, Law Department
 Kristen Moore, Paralegal
 Robert Triozzi, Law Director
 Jeanne Schmotzer, Clerk of Council

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
REVISE				
9-1-1 Coordinator	1062451*	7	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions
CECOMS Operations Supervisor	1041311*	9	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The classification number (1062435) will be changed to better fit the new organizational structure at PSJS.
Development Housing Specialist	1055221	8	Development	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Emergency Operations Supervisor*	1062432*	10*	Public Safety and Justice Services	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 1997. The classification has changed titles (Senior CECOMS Operations Supervisor) and classification number (1062433). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade changed from a 10 to a pay grade 11.
Emergency Services Administrator*	1062435*	16*	Public Safety and Justice Services	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 2007. The classification has changed titles (CECOMS Manager) and classification number (1062434). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade increased from a 16 to a pay grade 17.
Environmental Specialist	1062411	6*	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from a 6 to a pay grade 5.
GIS Analyst	1053192	9B*	Information Technology	The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from a 9B to 10B.
GIS Planning and Development Manager	1053193*	17B	Information Technology	Classification number changing from 1053193 to 1053194 to accommodate for a new classification. The rest of the content stayed the same.

GIS Specialist*	1053191	7*	Information Technology	The classification title has changed from GIS Specialist to GIS Technician. The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from a pay grade 7 to 7B
Kennel Manager*	1022433	13*	Public Works	PRC routine maintenance. Classification last revised in 1997. The classification title is changing to Animal Shelter Administrator to better fit the current duties of the job. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from a 13 to a pay grade 15.
Kennel Operations Supervisor*	1022431	7	Public Works	PRC routine maintenance. Classification last revised in 2009. The classification title is changing to Animal Shelter Medical Supervisor to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Parking Facility Manager	1042422	10	Public Works	PRC routine maintenance. Classification last revised in 2006. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Printing Coordinator	1061211	7	Public Works	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Forensic Pathologist 2	1071412	27	Medical Examiner	The minimum requirements and training have been revised to better reflect the classification.
Forensic Pathologist 3	1071413	28	Medical Examiner	The minimum requirements and training have been revised to better reflect the classification.
Forensic Scientist 1 - Toxicology	1071241	10	Medical Examiner	The minimum requirements and training have been revised to better reflect the classification and the needs of the department.
Web Maintenance Technician	1011251	4B*	Information Technology	Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.
<u>NEW</u>				
Communications / 9-1-1 Planner	1062441	9	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
Emergency Management Specialist	1062421	8	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
Emergency Management Supervisor	1062422	13	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
Forensic Scientist 3 – Drug Chemistry	1071252	12	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on the operational needs of the department.

Forensic Scientist 1 – Firearms & Toolmarks	1071281	10	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on the operational needs of the department.
Forensic Scientist 3 – Firearms & Toolmarks	1071283	12	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on the operational needs of the department.
Forensic Scientist 3 - Fingerprints	1071233	12	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on the operational needs of the department.
Hazardous Materials (HazMat) Coordinator	1062412	10	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications for working with hazardous materials. The position is currently classified as a Program Officer.
Quality Assurance Supervisor	1062432	10	Public Safety and Justice Services	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
Senior GIS Analyst	1053193	12B	Public Safety and Justice Services	This is a new classification requested by Information Technology management within the GIS classification series intended to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis
Wellness Coordinator	1053671	11	Human Resources	This is a new classification requested by Human Resources based on operational needs of the department.
<u>DELETE</u>				
Support Officer Supervisor	1056611	11	Cuyahoga Job and Family Services	Requested by HR and the department. No incumbents and department does not have plans to fill in the future.

* Denotes a change

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0002

Sponsored by: Councilmember Greenspan	An Ordinance amending Titles 4 and 5 of the Cuyahoga County Code to clarify the ethical rights, responsibilities and prohibitions applicable to elected officials, employees, board members, contractors and lobbyists of Cuyahoga County.
Co-sponsored by: County Executive Budish and Councilmembers Miller and Simon	

WHEREAS, Section 3.09(12) of the Cuyahoga County Charter empowers Council “to establish by ordinance a code of ethics, which shall be in addition to, and not inconsistent with, general law on the subject, which shall guide and inform County officers and employees in the performance of their official duties in a manner that will represent high standards of professionalism and loyalty to the residents of the County and that will avoid conflicts of interest, self-dealing and other violations of the public trust;” and

WHEREAS, in 2011 Council determined it was necessary to enact a comprehensive ethics policy, which was subsequently codified in Title IV of the Cuyahoga County Code; and

WHEREAS, Council has determined that in the interest of good governance it is necessary to update the County’s code of ethics to clarify the ethical rights, responsibilities, and prohibitions applicable to elected officials, employees, board members, contractors, and lobbyists; and,

WHEREAS, the Cuyahoga County Code of ethics remains the most comprehensive code of ethics of any County in the State of Ohio; and

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

SECTION 1. Purpose Statement. This Code of Ethics is hereby enacted to:

- A. Identify the minimum standards of ethical conduct which county officials, employees, board members, contractors, and lobbyists must meet;
- B. Educate county officials, employees, board members, contractors, and lobbyists in the principles of ethics and all applicable provisions of this code;
- C. Encourage county officials, employees, board members, contractors, and lobbyists to avoid conflicts of interest and pursue the highest ethical standards;

- D. Ensure county officials and employees treat all people with impartiality, fairness, and equality under the law;
- E. Provide a process by which such individuals may identify and resolve ethical issues;
- F. Provide a process to ensure prompt disclosure of serious unethical practices and to encourage others to do the same;
- G. Provide a fair and impartial process by which alleged violations of this code may be heard;
- H. Provide for a just and reasonable balance among the rights of all individuals who are directly affected by the operation of this code; and
- I. Establish penalties, as appropriate, for those who violate the public trust.

SECTION 2. That Cuyahoga County Council hereby repeals Chapters 401- 410 of the Cuyahoga County Code in their entirety and hereby enacts Chapters 401- 407 of the Cuyahoga County Code to read as follows:

Chapter 401: Compliance with State and Federal Law

Section 401.01: Conflict of Law

In accordance with Section 3.09(12) of the Cuyahoga County Charter, the obligations and prohibitions in this Title shall supplement and be consistent with any and all Federal or State, rules, regulations, procedures, ordinances, and codes governing ethics, professional conduct, or conflicts of interest, and is not intended to replace, override, or otherwise pre-empt any ethical requirement under general law including, without limitation, Chapters 102, 2921, and 3517 of the Ohio Revised Code; and Chapter 124 of the Ohio Revised Code and Chapter 123 of the Ohio Administrative Code as incorporated in Chapter 303 of the County Code.

Chapter 402: Definitions

Section 402.01: County Ethics Policy Definitions

For the purposes of this Title, the following definitions shall apply unless otherwise provided in the Code:

- A. “Appointing Authority” shall mean the County officer, director, commission, board, or body having the power of appointment to, or removal from, positions in any office, department, commission, board, or other authority of the County.

- B. "Board Member" shall include members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or county officers or directors.
- C. "Business Associate" shall mean any individual, company, or organization with which an individual is acting together to pursue a common business purpose, including but not limited to, partners in a partnership, co-owners of a business, an outside employer, or co-members of a Limited Liability Corporation.
- D. "Contractor" shall mean any person or entity that is a party to an Agreement with the County, as defined in Section 102.01(A) of the Code.
- E. "Elected Official" shall include any person holding elective office specified in, or established pursuant to, the Charter. Such Elected Officials shall include, without limitation, the County Executive, the Prosecuting Attorney, and members of County Council.
- F. "Employee" shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time in a temporary or permanent capacity, by the County Executive, the Prosecuting Attorney, the County Council, the Personnel Review Commission, the Board of Revision, the Inspector General, and any other county agency hereafter established by or pursuant to the charter.
- G. "Gift" includes any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having greater than de minimis monetary value including, but not limited to, cash, food and drink, travel, or lodging.
- H. "Inspector General" shall mean the Cuyahoga County Inspector General as established in Section 204.01 of this Code.
- I. "Interest" shall mean a direct financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to a lawful class of residents or taxpayers of the County. An individual is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or owns or controls more than 5% of an organization's outstanding stock; provided however, that an individual appointed or otherwise authorized to serve on a private organization, and who solely acts on behalf of the county in his or her capacity for the private organization, shall not be deemed to have an interest in such private organization.
- J. "Lobbyist" shall mean any individual employed or retained by a client to contact via private written or oral communication any County elected official, employee, or board member to influence the award of County contracts, the appointment or confirmation of any individual, or the formulation, modification, or adoption of any

County legislation, regulation, or policy. A Lobbyist shall not include any individual who spends less than five percent (5%) of his or her compensated time lobbying governmental entities on behalf a specific client. "Lobbyist" shall not include anyone who performs any of the actions described in this paragraph without compensation, whose performance of such action consists solely of testimony provided at public meetings, or whose performance of such actions are an incidental and insignificant portion of one's duties.

- K. "Presumption of Influence" shall mean a rebuttable presumption that a gift made to an elected official, employee, or board member constitutes a substantial and improper influence in violation of this Title. Any person may proffer evidence to rebut a presumption of influence.
- L. "Relative" shall mean an individual's spouse, domestic partner, parent, grandparent step-parent, sibling, step-sibling, sibling's spouse, child, grandchild, step-child, uncle, aunt, nephew, niece, first cousin, or household member, and persons having any of these relationships to the spouse or domestic partner of said individual.

Chapter 403: Elected Officials, Employees, and Board Members

Section 403.01: Training

- A. Every elected official, employee, and board member shall complete an ethics training program approved by the Inspector General within thirty (30) days of first assuming office. Elected officials and employees shall complete ethics training annually for every year of service with the County thereafter.
- B. Upon successful completion of any ethics training program, elected officials, employees, and board members shall acknowledge, electronically or in writing, that they have read, understood, and agree to abide by the County ethics policy, including the provisions of this Title, Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43.

Section 403.02: Use and Misuse of County Resources

- A. "County resources" include, but are not limited to, County personnel, money, procurement/credit cards, vehicles, equipment, materials, supplies, or other property.
- B. Printing, mailing, or electronic communications of political material or conducting non-county business using county resources is prohibited.
- C. No elected official, employee, or board member shall use or permit the use of County resources for personal or private purposes unless the use of County resources is de minimis or authorized by law or County policy, or the use of County resources is provided as part of his or her official compensation.

Section 403.03: Use and Misuse of Official Position

- A. No elected official, employee, or board member shall knowingly use his or her official position or official powers and duties to secure a financial or material benefit, or promise of a financial or material benefit, for himself or herself, a relative, or any private organization in which he or she has an interest.
- B. No elected official, employee, or board member shall request without offering just compensation, require, or coerce a subordinate employee to perform any task unreasonably outside the scope of his or her County employment that does not further a County interest, including the performance of any clerical or other work on behalf of the individual, his or her family, business, social, church, or fraternal interest that does not further a County interest, or the purchase of goods or services for personal, business, or political purposes. Excessive requests by a supervisor to perform tasks unreasonably outside the scope of a subordinate's County employment may constitute a violation of this Section, regardless of whether just compensation is offered.
- C. No elected official, employee, or board member shall sell or agree to sell, either directly or indirectly through an entity in which he or she holds an interest, goods or services to the County, except through the County's competitive bidding process consistent with Ohio Revised Code Section 2921.42 et. seq.
- D. No elected official, employee, or board member shall violate the prohibitions applicable to Ohio counties regarding public contracts pursuant to Ohio Revised Code Section 2921.42 et seq., and any public contracts awarded in violation of Ohio Revised Code Section 2921.42 shall be void and unenforceable.
- E. No elected official, employee, or board member shall knowingly misrepresent his or her personal opinion to be the official position of the County. This paragraph shall not apply to statements of elected officials made in the course of fulfilling the responsibilities of, or running for, office.
- F. No elected official, employee, or board member shall draw a per diem or expense monies from the County to attend a seminar, convention, or conference and then fail to attend the seminar, convention, or conference without acquiring prior approval from a direct supervisor or refunding the pro-rata unused per diem or expense monies to the County.
- G. No elected official, employee, or board member shall knowingly suppress any public record.
- H. No elected official, employee, or board member shall:
 - 1. Abuse his or her authority to compel a subordinate employee to endure or participate in sexual conduct; or

2. Require or coerce a subordinate employee to accept sexual harassment or unwelcome sexual advances as a condition of employment, equal treatment, approval, or advancement.

Section 403.04: Conflicts of Interest

- A. Whenever a matter involving the exercise of discretion comes before an elected official, employee, or board member, either individually or as a member of a body, and the individual knows or has reason to know the disposition of the matter could result in a direct financial or material benefit to himself or herself, a relative, business associate, or any private organization in which he or she has an interest, the individual shall disclose the nature of the interest to the public in an open meeting or in writing to the Inspector General, and shall recuse themselves as required by paragraph (C) and the Ohio Revised Code.
- B. The disclosure required in paragraph (A) shall be made when the matter requiring disclosure first comes before the individual or when the individual first acquires knowledge of the interest requiring disclosure.
- C. No elected official, employee, or board member may participate in any decision or take any official action with respect to any matter involving the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct financial or material benefit on himself or herself, a relative, or any private organization in which he or she has an interest.
- D. No elected official, employee, or board member shall receive compensation from, or knowingly obtain a financial interest in, any non-County entity in exchange for any service rendered or to be rendered by him or her personally in any case, proceeding, application, or other matter which is before any County agency, department, board, commission or other authority. No person shall be required to divest themselves of a financial interest in existence at the time he or she initially assumes office or prior to the non-County entity having a matter come before the County, but recusal in accordance with subsection (C) shall be required.
- E. No elected official, employee, commission, board, or body shall appoint any individual who has served the County as an elected official, employee, or board member within the preceding 12 month to any board, commission, or other governmental entity where the Ohio Attorney General's *Index of Compatibility of Public Offices and Positions* provides that such appointment is incompatible with the appointee's position with the County. If the *Index* does not address the appointment, the elected official, employee, or board member shall request the opinion of the Inspector General, and shall not make the appointment unless the Inspector General determines the positions are compatible. In the event the Inspector General is conflicted from rendering a particular opinion, the request shall

be made to the Director of Law. In the event both the Inspector General and Director of Law are conflicted from rendering a particular opinion, the request shall be made for an opinion from the Ohio Attorney General.

- F. If uncertain as to whether a true conflict of interest exists, any elected official, employee, or board member may, before a matter is decided, disclose a potential conflict of interest to the Department of Law or the Inspector General, and request an opinion to determine whether the potential conflict of interest precludes the elected official, employee, or board member's participation in a particular matter.
- G. No elected official, employee or board member shall be required to recuse himself or herself with respect to the following matters:
 - 1. Adoption of the County's biennial budget as a whole; or
 - 2. Any matter that does not involve the exercise of discretion.

Section 403.05: Nepotism

- A. No elected official, employee, or board member, either individually or as a member of a body, may participate in any decision specifically to appoint, hire, promote, discipline, or discharge a relative for any position of the County.
- B. No elected official, employee, or board member may, either individually or as a member of a body, supervise a relative in the performance of the relative's official powers and duties.
- C. No public official, employee or board member shall secure any public contract in which the individual, a member of the individual's family, or any of the individual's business associates has an interest in violation of Ohio Revised Code Section 2921.42.

Section 403.06: Gifts

- A. All individuals shall comply with the requirements and prohibitions applicable to public officials and employees, as stated in Ohio Revised Code Section 102.03.
- B. No elected official, employee, or board member shall solicit or accept any gift where:
 - 1. The gift is intended to influence the elected official, employee, or board member in the performance or non-performance of his or her official powers or duties;

2. The gift is intended as a reward for any official action on the part of the elected official, employee, or board member in violation of Ohio Revised Code Section 2921.43.
- C. Presumption of influence. Subject to the exceptions listed in subsection (D), the following presumptions shall apply:
1. A gift or multiple gifts from a contractor or lobbyist within the same calendar year having an annual aggregate face value of seventy-five dollars (\$75.00) or more are presumed to influence an elected official, employee, or board member in the performance or non-performance of his or her official powers or duties.
 2. A gift to an elected official, employee, or board member is presumed to be intended to influence the performance or non-performance of his or her official powers or duties when the gift is from a private person or organization that seeks County action involving the exercise of discretion by or with the participation of the individual.
 3. A gift to an elected official, employee, or board member is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained County action involving the exercise of discretion by or with the participation of the individual during the preceding twelve months.
- D. Notwithstanding the provisions in subsection (B), the following gifts shall not carry a presumption of influence:
1. Gifts made to the County;
 2. Gifts given on special occasions, such as marriage, illness, or retirement, which are reasonable and customary, and which do not otherwise constitute a substantial and improper influence on the recipient;
 3. Meals and refreshments provided when an elected official, employee, or board member is in his or her professional capacity a speaker or participant at a job-related conference or program, and the meals and refreshments are made available to all participants;
 4. Invitations to or attendance at charitable fundraisers or community events that provide meals of an ordinary character and do not include entertainment of a significant value;
 5. Anything for which an elected official, employee, or board member pays face value, or at a discount available to all county employees or the general public;

6. Any campaign contribution that is otherwise lawfully received and reported under this Code and general law.

Section 403.07: Financial Disclosure

- A. Elected officials shall file an annual disclosure statement directly with the Ohio Ethics Commission or the appropriate filing agency by the deadline prescribed by the Ohio Ethics Commission.
- B. On or before April 15 of each year, the following employees shall file an annual disclosure statement with the Inspector General on the Financial Disclosure Statement form prescribed by the Ohio Ethics Commission, unless otherwise required by Ohio law to file such a statement directly with the Ohio Ethics Commission:
 1. All officers and directors appointed pursuant to Article V, Section 7.03, Section 8.02, Section 9.06, Section 10.01, and Section 11.03 of the Cuyahoga County Charter;
 2. Any other director-level or officer-level position of the county appointed pursuant to the County Charter or County Code, including but not limited to, directors of departments established by ordinance, Health and Human Services administrators, and the Inspector General.
 3. Chief of staff and/or First Assistant to the County Executive, County Council, and County Prosecutor;
 4. Deputies Chiefs or similarly titled employees within Office of the County Executive to which any county officer or director reports.
 5. Board of Revision hearing officers; and
 6. The Clerk of County Council.
- C. Any employee appointed to occupy a position listed in subsection (B) who has not previously filed a financial disclosure statement for the year preceding his or her appointment shall file a financial disclosure statement for that year with the Inspector General within thirty (30) days of appointment to his or her new position. The requirements of this section shall also apply to any former employee or elected official of the county who, within the prior calendar year, held one or more of the positions identified in paragraph (A) or (B) of this section.
- D. If the filing deadlines in paragraph (B) falls on a non-business day, the filing deadline shall be extended to the next regular business day.

Section 403.08: Secondary Employment

- A. All elected officials and employees shall disclose the following types of secondary employment in writing to the Department of Human Resources on an official form approved by the Inspector General, and shall keep such information up to date throughout their term of employment with the County:
 - 1. Any compensated employment or private business activity outside the elected official's or employee's primary status with the County that results in gross income required to be reported by the United States Internal Revenue Service, excluding interest income, dividends, other corporate contributions, alimony, income from life insurance or endowment, income in respect of a decedent, retirement plans, pensions and annuities, and social security, PERS, or equivalent retirement benefits; or
 - 2. Any compensated or uncompensated fiduciary interest with an entity that receives funding from the County.
- B. The Department of Human Resources shall transmit a copy of each secondary employment disclosure form to the Inspector General.
- C. In the event the Inspector General determines a county employee's employment violates an express prohibition or creates a conflict of interest where mandatory recusal would preclude the employee from performing a substantial portion of his or her job duties, the employee shall either terminate his or her secondary employment or face dismissal from service with the County. Elected officials holding secondary employment shall recuse themselves in accordance with Section 403.04.
- D. Employees shall request approval from the Inspector General within thirty (30) days of accepting any secondary employment. The Inspector General may limit the type of classifications of secondary employment that require disclosure. The Inspector General shall render an opinion within fourteen (14) days of the Inspector General receiving the request from the Department of Human Resources in accordance with Section 407.01(J).

Section 403.09 Future Employment

- A. No present or former elected official or employee shall, during public service or for twelve months thereafter, represent or act in a representative capacity for any person or organization on any matter involving the exercise of discretion by the county or any agent thereof, in which the present or former elected official or employee, personally participated in his or her capacity as a County official.
- B. Elected officials and employees shall disclose to the Inspector General any employment offers, or ongoing discussions of future employment, with any entity

presently dealing with the County concerning matters within the scope of the individual's current official duties.

- C. This section shall not be construed as prohibiting an elected official, or employee from representing himself or herself before the County, or asserting a claim against the County on his or her own behalf, nor shall this section prohibit any individual from representing a person or organization on an uncompensated basis.

Section 403.10: Discrimination

No elected official, employee, or board member shall discriminate against anyone on the basis of race, religion, national origin, age, sex, gender, ethnicity, sexual orientation, gender identity and expression, disability, or genetic information.

Section 403.11: Political Contributions from County Employees

- A. No elected official shall knowingly solicit or accept a campaign contribution from any County employee over whom he or she has appointing authority or confirmation authority, either individually or as a member of a body. No elected official shall knowingly solicit or accept a campaign contribution from an employee whose County confirmation is pending.
- B. No employee shall knowingly make a campaign contribution to, or solicit funds for a campaign for public office conducted by or for their own elected employer or confirming authority. Employees shall not be prohibited from making voluntary contributions to political parties or candidates for any other public office.
- C. The prohibitions of this Section shall not apply to employees or elected officials whose service with the county has terminated.
- D. An elected official or employee may request an opinion from the Inspector General prior to accepting, soliciting, or making a campaign contribution. The Inspector General shall provide an opinion within fourteen (14) days of receiving the request; provided however that the Inspector General shall not be required to conduct a review of political contributions on behalf of any candidate or political campaign.

Section 403.12: Whistleblowers

All elected officials, employees, and board members shall have whistleblower rights and responsibilities as specified in Chapter 406 of this Code.

Section 403.13 Partisan Political Activity by Classified Civil Service Employees

All elected officials, employees and board members are subject to the rules regarding political activity pursuant to Ohio Revised Code Chapter 124 and Ohio Administrative

Code Chapter 123, as is now or hereafter incorporated by Chapter 303 of the Cuyahoga County Code.

Chapter 404: Contractors

Section 404.01: Registration, Disclosure Requirements, and Training Certification

Any and all contractors shall comply with the Registration, Training, and Disclosure Requirements as provided in Chapter 501 of the County Code.

Section 404.02: Gifts

- A. No contractor shall make a gift to an elected official, employee, or board member in violation of Ohio Revised Code Section 102.03.
- B. Additionally, no contractor shall provide, pay for, or offer any gift to any elected official, employee, or board member where:
 - 1. The gift is intended to influence the elected official, employee, or board member in the performance or non-performance of his or her official powers or duties;
 - 2. The gift is intended as a reward for any official action on the part of the elected official, employee, or board member.
- C. No contractor shall knowingly provide, pay for, or offer, any gift or multiple gifts having an annual aggregate face value of seventy-five dollars (\$75.00) or more to a person the contractor knows, or reasonably should know, is an elected official, employee, or board member of the County.
- D. Presumption of influence. Subject to the exceptions listed in subsection (E), the following presumptions shall apply:
 - 1. A gift or multiple gifts made within the same calendar year having an annual aggregate value of seventy-five dollars or more are presumed to influence an elected official, employee, or board member in the performance or non-performance of his or her official powers or duties.
 - 2. A gift to an elected official, employee, or board member is presumed to be intended to influence the performance or non-performance of his or her official powers or duties when the gift is from a private person or organization that seeks County action involving the exercise of discretion by or with the participation of the employee.
 - 3. A gift to an elected official, employee, or board member is presumed to be intended as a reward for official action when the gift is from a private person or

organization that has obtained County action involving the exercise of discretion by or with the participation of the employee during the preceding twelve months.

- E. Notwithstanding the provisions in subsection (C), the following gifts shall not carry a presumption of influence:
1. Gifts made to the County;
 2. Gifts given on special occasions, such as marriage, illness, or retirement, which are reasonable and customary, and which do not otherwise constitute a substantial and improper influence on the giftee;
 3. Meals and refreshments provided when an elected official, employee, or board member in his or her professional capacity is a speaker or participant at a conference or program and the meals and refreshments are made available to all participants;
 4. Invitations to or attendance at charitable fundraisers or community events that provide meals of an ordinary character and do not include entertainment of a significant value;
 5. Anything for which an elected official, employee, or board member, or his or her campaign committee where otherwise permitted by law, pays the face value, or at a discount available to all county employees or the general public;
- F. Notwithstanding any other provision of this Section, contractors shall not be prohibited from making any campaign contribution that is otherwise lawfully made under this Code and general law.

Section 404.03: Discrimination

No contractor shall discriminate against anyone on the basis of race, religion, national origin, age, sex, gender, ethnicity, sexual orientation, gender identity and expression, disability, or genetic information.

Section 404.04: Whistleblowers

All contractors shall have whistleblower rights and responsibilities as specified in Chapter 406 of this Code.

Chapter 405: Lobbyists

Section 405.01: Registration, Training, and Disclosure Requirements

- A. Registration. Except as provided in subsection (D), a lobbyist must register with the Inspector General as a lobbyist within thirty days after the start of lobbying activity

on behalf of his or her client. Lobbyists shall re-register every four (4) calendar years. The registry application fee shall be \$100.00. Registrants shall make all required disclosures listed in subsection (B) on or before the date of registration, unless such information is explicitly exempt from disclosure by this Code or general law. The effective date of registration will be upon the completion and filing of the registration form, payment of one registration fee, and completion of ethics training. Fees collected pursuant to this section shall support the Inspector General's cost of administering the contractor and lobbyist registries.

- B. Annual Disclosure Requirements. Each registered lobbyist shall disclose the following information on or before January 1 of each year:
1. The name, phone number, and address of the registered lobbyist and all of its employees or agents who engage in lobbying activities;
 2. A list of all clients, including names, phone numbers, addresses, and nature of business, from whom the registered lobbyist receives compensation for engaging in lobbying activities;
 3. A statement of all matters on which the registered lobbyist has lobbied for each client in the past year, or on which the registered lobbyist is contracted to lobby in the future;
 4. A list of any past positions held by the registered lobbyist or any of its employees or agents as an elected official, employee, or board member of a city, county or state, and the period of time during which each individual held such position;
 5. Any other information as may be required by the Inspector General.
- C. Training.
1. Every lobbyist shall complete an ethics training program conducted by the Inspector General prior to engaging in any lobbying activities with the County.
 2. Upon successful completion of any County ethics training program, lobbyists shall acknowledge, electronically or in writing, that they have received, read, understood, and agree to abide by the County ethics policy, including the provisions of this Title, Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43.
 3. Ethics training certification shall expire on December 31 of the respective year that is four (4) calendar years following the date of the ethics training. A lobbyist may only renew its ethics training certification by completing a subsequent ethics training program conducted by the Inspector General. Any

lobbyist who fails to renew its ethics training certification shall be removed from the registry of approved lobbyists.

D. The requirements of Section shall not apply to the following persons or entities:

1. A person who owns, publishes, or is employed by a media outlet. This subsection does not exempt persons whose relation to a media outlet is only incidental to a lobbying effort, or where a position taken or advocated by a media outlet directly affects a County policy in which the media outlet has a direct or indirect economic interest;
2. Governmental entities and their agents, provided the communications relate solely to subjects of governmental interest;
3. A not-for-profit corporation solely seeking to provide a free service, or financial or in-kind support, for a county program or initiative.
4. An attorney or other person whose contact with a County employee or elected official is made solely as part of resolving a dispute with the County, provided that the contact is solely with County employees or officials who do not vote on, or have final authority over, the policy decision.

Section 405.02: Gifts

- A. No lobbyist shall make a gift to an elected official, employee, or board member in violation of Ohio Revised Code Section 102.03.
- B. Additionally, no lobbyist shall provide, pay for, or offer any gift to any elected official, employee, or board member where:
 1. The gift is intended to influence the elected official, employee, or board member in the performance or non-performance of his or her official powers or duties;
 2. The gift is intended as a reward for any official action on the part of the elected official, employee, or board member.
- C. No lobbyist shall knowingly provide, pay for, or offer, any gift or multiple gifts having an annual aggregate face value of seventy-five dollars (\$75.00) or more to a person the lobbyist knows, or reasonably should know, is an elected official, employee, or board member of the County.
- D. Presumption of influence. Subject to the exceptions listed in subsection (E), the following presumptions shall apply:

1. A gift or multiple gifts made within the same calendar year having an annual aggregate value of seventy-five dollars or more are presumed to influence an elected official, employee, or board member in the performance or non-performance of his or her official powers or duties.
 2. A gift to an elected official, employee, or board member is presumed to be intended to influence the performance or non-performance of his or her official powers or duties when the gift is from a private person or organization that seeks County action involving the exercise of discretion by or with the participation of the employee.
 3. A gift to an elected official, employee, or board member is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained County action involving the exercise of discretion by or with the participation of the elected official, employee, or board member during the preceding twelve months.
- E. Notwithstanding the provisions in subsection (C), the following gifts shall not carry a presumption of influence:
1. Gifts made to the County;
 2. Gifts given on special occasions, such as marriage, illness, or retirement, which are reasonable and customary, and which do not otherwise constitute a substantial and improper influence on the giftee;
 3. Meals and refreshments provided when an elected official, employee, or board member is a speaker in his or her professional capacity or participant at a conference or program and the meals and refreshments are made available to all participants;
 4. Invitations to or attendance at charitable fundraisers or community events that provide meals of an ordinary character and do not include entertainment of a significant value;
 5. Anything for which an elected official, employee, or board member, or his or her campaign committee where otherwise permitted by law, pays the face value, or at a discount available to all county employees or the general public;
- F. Notwithstanding any other provision of this Section, lobbyists shall not be prohibited from making any campaign contribution that is otherwise lawfully made under this Code and general law.

Section 405.03: Discrimination

No lobbyist shall discriminate against anyone on the basis of race, religion, national origin, age, sex, gender, ethnicity, sexual orientation, gender identity and expression, disability, or genetic information.

Section 405.04: Whistleblowers

All lobbyists shall have whistleblower responsibilities as specified in Chapter 406 of this Code.

Chapter 406: Whistleblowers

Section 406.01 Whistleblower Responsibilities

- A. Any elected official, employee, or board member who possesses actual knowledge of a violation of this Title shall inform the Inspector General within five days of discovering the violation, unless the individual knows the violation has already been reported.
- B. Any person who reasonably believes a violation of this Title or of any state or federal ethics law, rule, or regulation has occurred, or will occur, may file a complaint with the Inspector General.
- C. No elected official, employee, board member, lobbyist, or contractor shall file a complaint with the Inspector General that includes information he or she knows to be false, or which has been submitted in bad faith or with reckless disregard for the truth.
- D. No person shall retaliate against any individual who, in good faith, has filed a written report or expressed in writing his or her intent to report a violation or suspected violation of this Code, whether such retaliation is through threat, coercion, harassment, abuse of authority, or adverse employment action.
- E. Any act of retaliation shall be considered a separate violation of this Code. All complaints of retaliation shall be reported to the Inspector General for investigation.

Section 406.02 Whistleblower Rights

- A. Pursuant to Section 124.341 of the Ohio Revised Code, if an appointing authority takes any final disciplinary or retaliatory action against an employee as a result of the employee's having filed a written report or complaint of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, the employee's sole remedy is to file an appeal with the state personnel board of review within the time period prescribed by law.

- B. If an employee believes he or she has been subject to retaliation for having filed a complaint of a violation of this title that is not a violation reportable under Ohio Revised Code Section 124.341, he or she shall report such retaliation to the Department of Human Resources. If an appointing authority or the Department of Human Resources takes any final disciplinary or retaliatory action against an employee as a result of the employee's having filed a report or complaint under this title that is not a violation reportable under Ohio Revised Code Section 124.341, the employee may file an appeal with the Personnel Review Commission. Any complaint giving rise to an alleged retaliatory act must be filed in writing in order for an employee to exercise his or her appeal rights under this paragraph. A complaint filed in writing may be submitted anonymously; provided however that the employee shall bear the burden of proving that the employee was the source of the anonymous complaint upon appeal. Claims of retaliation heard by the Personnel Review Commission shall be appealable to the Court of Common Pleas pursuant to Ohio Revised Code Chapter 2506.
- C. The annual training provided to employees, as required in Chapter 403 of this code, shall include a notice to employees enumerating their whistleblower rights and responsibilities, including the requirement that an employee must submit any initial ethics complaint in writing to properly exercise his or her appeal rights in the event of whistleblower retaliation.

Chapter 407: Duties and Responsibilities

Section 407.01 Inspector General

- A. The Inspector General shall serve as the County's chief ethics officer, shall receive complaints of ethics violations, and shall conduct investigations in accordance with Section 204.01 of the Code. In the event the Inspector General has a conflict of interest or other circumstances arise that would preclude him or her from performing any power or duty vested in the Inspector General, including but not limited to investigating alleged violations of this Title, the Inspector General shall recuse himself or herself from the conflicted matter and shall notify the Director of Law of such recusal. Upon receiving a notice of recusal from the Inspector General, the Director of Law shall appoint an independent person or entity to perform the powers or duties of the Inspector General with regard to the particular matter until either the matter is closed or the conflict of interest is resolved.
- B. All documents submitted or prepared in the course of an investigation under this Title shall be considered part of the Inspector General's confidential investigatory files, which shall be exempt from disclosure until the matter is concluded and the investigation is closed by the Inspector General and any other investigatory agencies with jurisdiction over the matter. The Inspector General shall take

reasonable measures to protect the anonymity of complainants and witnesses to the extent permitted by law.

- C. All elected officials, employees, contractors, lobbyists, and board members shall cooperate fully and truthfully with any investigation or inquiries initiated by the Inspector General regarding an alleged or potential violation of this Title to the extent that the constitutional rights of those accused are not violated. Elected officials, employees, board members, lobbyists, and contractors shall locate, compile, and produce any information requested by the investigating authority, unless such information is exempt from disclosure under this Code or applicable law.
- D. If the Inspector General determines that an elected official, employee, or board member has violated a provision of this Title or the Charter, the Inspector General may take one or more of the following actions:
 - 1. The Inspector General may issue a Letter of Notification, which advises the individual that he or she is in non-compliance, and may advise the respondent of any steps to be taken to bring the respondent into compliance and/or avoid future violations.
 - 2. The Inspector General may issue a Letter of Admonition expressing disapproval of the individual's violation of a provision of this Title. The Inspector General shall send a simultaneous copy of all letters of admonition to the Department of Human Resources and to the respondent's appointing authority.
 - 3. The Inspector General may issue a Letter of Censure condemning the individual for knowingly violating one or more provisions of this Title. The Inspector General shall send a simultaneous copy of all letters of censure to the Department of Human Resources and to the respondent's appointing authority.
 - 4. The Inspector General may require the individual to complete a County ethics training program.
 - 5. The Inspector General may make a recommendation to an individual's appointing authority, including but not limited to, a recommendation for suspension, forfeiture of office, or removal from office.
- E. If the Inspector General determines there are reasonable grounds to believe a contractor or lobbyist has violated a provision of this Title, the Inspector General may take one or more of the following actions:
 - 1. The Inspector General may issue a Letter of Notification, which advises the contractor or lobbyist that it is in non-compliance, and may advise the respondent of any steps to be taken to bring the respondent into compliance and/or avoid future violations.

2. The Inspector General may remove a lobbyist from the registry and prohibit them from engaging in lobbying activities for a period of time determined by the Inspector General.
 3. The Inspector General may initiate the process to debar a contractor in accordance with Section 505 of the Code.
 4. The Inspector General may require the contractor or lobbyist to complete a County ethics training program.
- F. The Inspector General may reject the registration application of any contractor currently debarred, suspended, or subject to potential debarment under Chapter 505 of this Code. In the event a contractor's registration application is rejected, the Inspector General shall notify the contractor that its registration application has been rejected, shall refund any assessed registration fees, and shall issue a "Notice of Potential Debarment" if required under Chapter 505.
- G. If the Inspector General determines there are reasonable grounds to believe any person has violated any federal, state, or local law, the Inspector General shall refer said violations to the appropriate civil, criminal, or administrative agencies charged with enforcing such law.
- H. The Inspector General shall be responsible for administering ethics training for all contractors and lobbyists who are required to receive ethics training under this Title. The Inspector General shall receive and keep records of ethics certifications from all such contractors and lobbyists.
- I. The Inspector General shall receive and maintain all financial disclosure statements required to be filed directly with the Inspector General. The Inspector General shall acquire and maintain copies of any Financial Disclosure statements filed directly with the Ohio Ethics Commission by elected officials.
- J. The Inspector General shall provide any individual under investigation for giving, soliciting, or accepting a gift in violation of Section 403.06, 404.02, or 405.02 of this Code an opportunity to submit evidence to rebut any presumption of influence the Inspector General has found. The Inspector General shall take any such evidence into consideration prior to taking final action.
- K. The Inspector General shall publish a list of all registered contractors and lobbyists on the County's website.
- L. The Inspector General shall issue an advisory opinion within fourteen (14) days upon receiving a written request regarding the compatibility of an employee's prospective secondary employment or the compatibility of a prospective board member appointment.

- M. In consultation with the Department of Law, the Inspector General shall prepare a comprehensive County Ethics Policy Manual, which shall include the requirements of this Title, Ohio Revised Code Chapter 102, Ohio Revised Code Sections 2921.42 and 2921.43, and such other materials deemed appropriate for distribution. The County Ethics Policy Manual shall be made publicly available online.
- N. The Inspector General shall furnish, electronically or in writing, a copy of the County Ethics Policy Manual to all contractors and lobbyists on or before the date of their first ethics training.

Section 407.02 Personnel Review Commission

- A. The Agency of the Inspector General and Department of Human Resources shall work in cooperation with the Personnel Review Commission to ensure county-wide compliance with this Title. The Personnel Review Commission shall provide an annual report to County Council detailing employee ethics training, receipt of ethics laws, and posting of whistleblower policies.
- B. The Personnel Review Commission shall hear and adjudicate appeals of all claims of retaliation brought under Chapter 406 of this Code.

Section 407.03 Department of Human Resources

- A. The Department of Human Resources shall administer ethics training as necessary, and distribute a copy of the County's ethics policy to all elected officials, employees, and board members who are required to receive ethics training under this Title. The Department of Human Resources shall receive and maintain records of ethics certifications from all such elected officials, employees, and board members.
- B. The Department of Human Resources shall be responsible for investigating claims of discrimination brought against any employee, elected official, or board member.
- C. The Department of Human Resources shall furnish a copy of the County Ethics Policy Manual prepared by the Department of Law to all elected officials, employees, and board members on or before the date of their first ethics training.
- D. The Department of Human Resources shall post the County's whistleblower policies, in accordance with Chapter 406 of this Code, in a manner consistent with its current disclosure and posting of other human resource materials.
- E. The Department of Human Resources shall enforce ethics compliance and shall do each of the following, as necessary:
 - 1. Provide copies of Ohio and County laws relating to ethics in accordance with this Code and general law;

2. Conduct ethics training programs and classes for County employees;
3. Post the County's Whistleblower Policy at County offices;
4. Take other actions necessary to perform its responsibilities for ethics compliance and training except for actions specifically assigned to another unit of County government.

SECTION 3. Section 501.19 of the Cuyahoga County Code is hereby amended to read as follows (additions bolded and underlined, deletions are stricken):

Section 501.19 ~~Ethics Compliance Required~~ Registration, Ethics Training, and Certification

A. No contract shall be entered into unless all the provisions of State and County laws related to ethics policy have been met.

B. **Registration.**

Except as provided in Subsection (B), every contractor whose annual aggregate amount of contracting with the County exceeds ten thousand dollars (\$10,000) shall register with the Inspector General prior to doing business with the County. Registration shall take place prior to entering any contract that would bring a Contractor's annual aggregate amount above ten thousand dollars. Contractors shall re-register every four (4) calendar years. Every registered contractor shall pay a registration filing fee of one hundred dollars (\$100.00). Contractors shall be responsible for keeping track of their annual aggregate amount of contracting with the County. Each registered contractor must provide to the Inspector General the contractor's corporate name, federal tax identification number, address, names of the contractor's principals, and any other information as may be required by the Inspector General, unless such information is explicitly exempt from disclosure by this Code or general law. Fees collected pursuant to this section shall support the Inspector General's cost of administering the contractor and lobbyist registries.

C. **Ethics Training and Certification.**

1. **Every contractor whose annual aggregate amount of contracting with the County exceeds ten thousand dollars (\$10,000) shall complete an ethics training program prescribed by the Inspector General prior to doing business with the County.**
2. **Upon successful completion of any ethics training program, contractors shall acknowledge, electronically or in writing, that they have received,**

read, understood, and agree to abide by the County ethics policy, including the provisions of this Title, Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43.

3. Ethics training certification shall expire on December 31 of the respective year that is four (4) calendar years following the date of the ethics training. A contractor may only renew its ethics training certification by completing a subsequent ethics training program prescribed by the Inspector General. Any contractor who fails to renew its ethics training certification shall be removed from the registry of approved contractors.
- D. No approval authority shall award a contract to any contractor who fails to comply with the requirements of this Section.
- E. Notwithstanding paragraphs (A) through (C), the following entities shall not be mandated to comply with the requirements of this Section and shall not be required to pay the registration filing fee:
 1. Political subdivisions, public utilities, and other governmental entities.
 2. Persons or entities that receive either direct payments or reimbursements from the County for the emergency purchase of items required to serve basic needs, including, but not limited to, temporary foster care providers and grocery or department stores that accept vouchers for basic needs.
 3. Court reporters or expert witnesses in connection with civil litigation or criminal prosecution.
 4. Persons or entities that receive County funds through a County-sponsored rebate program, including, but not limited to, the County Storefront Renovation Rebate Program.
 5. Accrediting bodies.
- F. The Inspector General may, on his or her own initiative or upon request, grant exemptions from the registration and/or training requirements of this Section with the approval of the Board of Control. Requests for exemptions shall be submitted to the Inspector General. Should either the Inspector General or the Board of Control deny an exemption request, the aggrieved party may appeal the decision to the full Council.

SECTION 4. Section 505.06(A)(1) of the Cuyahoga County Code is hereby amended to read as follows (additions bolded and underlined, deletions are stricken):

- A. Debarment by the Inspector General

1. Notice of Potential Debarment and Opportunity for Contractor to Respond
 - a. Prior to debarment, the Inspector General shall provide a written “Notice of Potential Debarment” to the contractor. The Notice of Potential Debarment shall include all of the following:
 - i. A notice that the Inspector General is considering debarring the contractor;
 - ii. A notice that if the contractor is debarred, the contractor will not be able to enter into any contracts or agreements with the County and that it will not be able to submit any bids, proposals, statements of qualifications, or any other offers to the County;
 - iii. A notice that if the contractor is debarred, the contractor will be barred from doing any work as a subcontractor on a county contract or agreement;
 - iv. A notice that if the contractor is debarred, the County will automatically disqualify any bids, proposals, statements of qualifications, or any other offers from the contractor;
 - v. A notice of the grounds for the potential debarment;
 - vi. A notice of the duration of the potential debarment;
 - vii. A notice that the contractor has the right to submit written materials and evidence to the Inspector General to explain why the contractor should not be debarred;
 - viii. A notice of the due date and time by which any written materials and evidence submitted by the contractor must be received by the Inspector General. The due date and time may not be less than 14 calendar days and no more than 60 calendar days from the Inspector General’s mailing or other means of transmitting the notice to the contractor; and
 - ix. A notice that the contractor has the right to request a meeting with the Inspector General or his or her representative to explain the contractor’s evidence and why the contractor should not be debarred. The Notice shall specify the location and two dates on which the meeting may take place if the contractor were to request a meeting. The Notice shall also specify the means and deadline by which the contractor may request the meeting and choose one of the two dates provided by the Inspector General in the Notice. The Notice shall also provide that if the contractor does not request the meeting by the

deadline and in the manner provided for in the Notice, the contractor shall be deemed to have waived its right to the meeting.

- b. **For the purposes of this Section, "Notice" shall mean a written communication sent by certified mail, return receipt requested, to the last known address of a party, its identified counsel, or agent for service of process. In the case of a business, such notice may be sent to any partner, principal officer, director, owner or co-owner, or joint venture. If no return receipt is received within 10 calendar days of mailing, receipt shall then be presumed.**

SECTION 5. 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 enacted.

Yeas:

Nays:

County Council President	Date
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County Executive	Date
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Clerk of Council	Date
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First Reading/Referred to Committee: January 26, 2016
 Committee(s) Assigned: Council Operations & Intergovernmental Relations

Additional Sponsorship Requested: March 1, 2016

Additional Sponsorship Requested: April 5, 2016

Committee Report/Second Reading: April 12, 2016

Journal CC022

April 26, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0075

Sponsored by: County Executive Budish/Department of Law	A Resolution approving a proposed settlement and Consent Judgment in connection with <i>Mulloy, et al. v. Cuyahoga County, et al.</i> , U.S.D.C. Case No. 1:14cv02546; authorizing the Law Director and/or his designee to execute any supporting documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County has been named in a lawsuit filed in the United States District Court, Northern District of Ohio, in *Mulloy, et al. v. Cuyahoga County, et al.*, U.S.D.C. Case No. 1:14cv02546, by current and former employees of the Cuyahoga County Sheriff's Department, challenging the calculation and timing of overtime payments under the federal Fair Labor Standards Act; and,

WHEREAS, the County's legal representatives have recommended settlement of the claims of these Plaintiffs in the amount of Four Hundred Fifty Thousand Dollars (\$450,000.00) plus the employer contribution to the Ohio Public Employees Retirement System on any back-pay allocations; and,

WHEREAS, the Plaintiffs have agreed to a proposed settlement and Consent Judgment constituting the waiver and release of all related claims for specified amounts contingent upon the approval of the County Council; and,

WHEREAS, it is necessary that this Resolution become effective immediately to authorize immediate processing of the settlement of these claims and closure of the case.

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

SECTION 1. That the Cuyahoga County Council hereby approves the proposed settlement and Consent Judgment with the Plaintiffs in *Mulloy, et al. v. Cuyahoga County, et al.*

SECTION 2. That the Law Director and/or his designee is authorized to execute all other necessary documents required to provide for the payments set forth in the Consent Judgment.

SECTION 3. It is necessary that this Resolution become immediately effective in order that the proceedings in *Mulloy, et al. v. Cuyahoga County, et al.* may proceed as directed by the Court and to continue the usual and daily operations of the County Departments affected by this matter. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of the 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

Legislation Held at the Request of the Sponsor: April 12, 2016

Journal CC022
April 26, 2016

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0075

Sponsored by: County Executive Budish/Department of Law	A Resolution approving a proposed settlement and Consent Judgment in connection with <u>in the matter of</u> <i>Mulloy, et al. v. Cuyahoga County, et al., U.S.D.C.</i> <u>United States District Court, Northern District of Ohio,</u> Case No. 1:14cv02546; authorizing the Law Director <u>County Executive</u> and/or his designee to execute any supporting <u>the settlement agreement and any related</u> documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County has been named in a lawsuit filed in the United States District Court, Northern District of Ohio, in *Mulloy, et al. v. Cuyahoga County, et al.*, U.S.D.C. Case No. 1:14cv02546, by current and former employees of the Cuyahoga County Sheriff's Department, challenging the calculation and timing of overtime payments under the federal Fair Labor Standards Act; and,

WHEREAS, the County's legal representatives have recommended settlement of the claims of these Plaintiffs in the amount of Four Hundred Fifty Thousand Dollars (\$450,000.00) plus the employer contribution to the Ohio Public Employees Retirement System on any alleged back-pay allocations subject to an eligibility determination by the Ohio Public Employees Retirement System; and,

WHEREAS, the Plaintiffs have agreed to a proposed settlement ~~and Consent Judgment~~ constituting the waiver and release of all related claims for specified amounts ~~contingent upon the approval of the County Council~~; and,

WHEREAS, the proposed settlement agreement is contingent upon the approval of both the County Council and the Court; and,

WHEREAS, it is necessary that this Resolution become effective immediately to authorize immediate processing of the settlement of these claims and closure of the case.

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

SECTION 1. That the Cuyahoga County Council hereby approves the proposed settlement ~~and Consent Judgment~~ with the Plaintiffs in *Mulloy, et al. v. Cuyahoga County, et al.*

SECTION 2. That the ~~Law Director~~ **County Executive** and/or his designee is authorized to execute ~~all other necessary documents required to provide for the payments set forth in the Consent Judgment~~ **the proposed settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.**

SECTION 3. If any specific appropriation is necessary to effectuate this settlement, the Director of the Office of Budget and Management is hereby directed to submit the requisite resolution to County Council to appropriate any necessary funds to effectuate this settlement. Such appropriation is hereby approved.

SECTION 34. It is necessary that this Resolution become immediately effective in order that the proceedings in *Mulloy, et al. v. Cuyahoga County, et al.* may proceed as directed by the Court and to continue the usual and daily operations of the County Departments affected by this matter. 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 45. It is found and determined that all formal actions of the 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

Legislation Held at the Request of the Sponsor: April 12, 2016

Journal CC022
April 26, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0083

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget for 2016 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2016 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices and agencies.

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

SECTION 1. That the 2016/2017 Biennial Operating Budget for 2016 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 29A391 – Health & Human Services Levy 4.8 **BA1603024**
SU514521 – HHS Subsidy Youth/Family Comm Partnrshp
Other Expenses \$ 254,431.96

The appropriation would be used to transfer excess cash to the defunct subfund 20A-823 (Youth & Family Community Partnership HHS) to relieve a negative cash balance and close out the fund. The Youth & Family Community Partnership program expenses moved to subfund 20A811 effective 2015. Funding comes from the Health and Human Services Levy.

B. 21A579 – VAWA Administration Grant **BA1600132**
JA754978 –FY2014 VAWA Administration Fund 2015
Personal Services \$ (4,706.62)
Other Expenses \$ (835.09)

Reduce appropriations in the FY2014 Violence Against Women Act (VAWA) Administrative Fund 2015 in preparation for grant closure. The grant was not fully expended due to staff vacancies of which 74.1% of the original budgeted was expended. This is a reimbursement grant so no funds are being returned to the funding source. Funding is from the Ohio Department of Public Safety, Office of Criminal Justice Services covering the period July 1, 2015 through December 31, 2015.

C. 21A525 – VAWA Block Grant **BA1600133**
JA754937 –FY2014 VAWA Block Grant CY 2015
Other Expenses \$ (4,068.32)

Reduce appropriations in the FY2014 Violence Against Women Act (VAWA) Block Grant 2015 in preparation for grant closure. The grant was not fully expended by one of the awarded sub-recipients and no grant extension was awarded. 99.1% of the original budgeted was expended. This is a reimbursement grant so no funds are being returned to the funding source. Funding is from the Ohio Department of Public Safety, Office of Criminal Justice Services covering the period January 1, 2015 through December 31, 2015.

D. 40A069 – Capital Projects Fund **BA1600138**
CC768226 –HPG Design & Construction Phase II
Other Expenses \$ 30.00
Capital Outlays \$ 14,153,730.00

Increase appropriations in the Huntington Park Garage (HPG) Design and Construction Phase II capital project account for the GMP contract and added items. Funding is from an advance from the General Fund (see increase in subsidy BA1600140 and cash transfer on JT1600139) covering the period January 1, 2016 through December 31, 2016.

E. 01A001 – General Fund **BA1600140**
SU514141 –Capital Improvement General Fund Subsidy
Other Expense \$ 14,812,710.00

Increase appropriations in the Capital Improvement General Fund Subsidy account for pending operating transfer (see JT1600139) for the Huntington Park Garage Construction Phase II capital project account (BA1600138) and including appropriated items from 2013 through 2015 that

were not previously funded by cash. Funding is from an advance from the General Fund covering the period January 1, 2016 through December 31, 2016.

F.	21A926 – CBCF Operating Account		BA1600141
	CC742387 –FY16 CBCF Operating Grant		
	Other Expenses	\$	17,125.00

Increase appropriations in the FY16 Community Based Corrections Facility grant pursuant to the modification in the subsidy grant agreement from the original award of \$5,971,125 to \$5,988,250. This is the second increase from the original award. Funding is from the State of Ohio, Department of Rehabilitation and Corrections covering the period July 1, 2015 through June 30, 2016. No cash match is required.

G.	40A526 – Ohio Department of Transportation-Local Proj. Admin.		BA1601511
	CE785006– ODOT - LPA		
	Personal Services	\$	442,200.00
	Other Expenses	\$	73,700.00
	Capital Outlays	\$	6,854,100.00

The Department of Public Works is requesting additional appropriation to establish the Turney Road Resurfacing Project. This project is 50% federally funded, 44% funded by Cuyahoga County via the \$5.00 Fund and 6% funded by Issue 1. This project is located in the City of Cleveland and Garfield Heights. The project is set to be sold in 2016.

H.	26A650 – \$5.00 Road Capital Improvements		BA1601512
	CE418053– County Engineer-\$5.00 License Tax Fund		
	Capital Outlays	\$	2,000,000.00

The Department of Public Works is requesting additional appropriation to cover various projects planned for 2016. The source of funding is the Road & Bridge Fund

I.	26A651 – \$7.50 Road & Bridge Registration Tax		BA1601512
	CE417477– \$7.50 License Tax Fund Capital Improvements		
	Other Expenses	\$	5,000,000.00
	Capital Outlays	\$	6,000,000.00

The Department of Public Works is requesting additional appropriation to cover various projects planned for 2016. The source of funding is the Road & Bridge Fund

SECTION 2. That the 2016/2017 Biennial Operating Budget for 2016 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund	BA1603031
LA000794 – County Law Department	
Personal Services	\$ 55,414.15

TO: 01A001 – General Fund
 HR018010 – Human Resources – GF
 Personal Services \$ 55,414.15

This realignment of salary and benefits appropriation matches the reassignment of personnel between the Law Department and Human Resources Department that occurred at the start of 2016. Funding comes from the General Fund.

B. FROM: 20A811 – JC Detention and Probation Services **BA1603027**
 JC107524 – JC Detention Services
 Other Expenses \$ 100,000.00

TO: 20A811 – JC Detention and Probation Services
 JC107516 – JC Probation Services
 Other Expenses \$ 100,000.00

The transfer would realign funds to match current year programs. Funding comes from the Health and Human Services levy.

C. FROM: 61A607 – Centralized Custodial Services **BA1601513**
 CT571034 – B&G – Special Trades
 Personal Services \$ 1,500.00

TO: 61A607 – Centralized Custodial Services
 CT571034 – B&G – Special Trades
 Other Expenses \$ 1,500.00

A transfer in appropriation is requested to move a portion of personnel services appropriation to other operating expenses to cover the cost of job related license renewals and certification for employees with the Special Trades division. The source of funding comes from charges to user agencies for space maintenance.

D. FROM: 52A100 – County Airport **BA1601514**
 AP520890 – County Airport
 Other Expenses \$ 75,000.00

TO: 52A100 – County Airport
 AP520890 – County Airport
 Capital Outlays \$ 75,000.00

A transfer in appropriation is requested to move appropriation from other expenses to capital outlays to cover the cost of a new safety vehicle at the County Airport. The source of funding comes from rental and landing fees and other charges for services.

SECTION 3. That the 2016/2017 Biennial Operating Budget for 2016 be amended to provide for the following cash transfers between County funds:

A. FROM: 29A391 – Health & Human Svcs Levy 4.8 **JT1603029**
 SU514596 - Alcohol Drug Addiction Mental Health 4.8
 Transfer Out \$ 4,920,457.50

29A392 – Health & Human Svcs Levy 3.9
 SU514729 - Alcohol Drug Addiction Mental Health 3.9
 Transfer Out \$ 4,920,457.50

TO: 20A317 - ADAMHSBCC (As of 07/01/2009)
 MH431056 - BH - Administrative Oper Budget
 Revenue Transfer \$ 9,840,915.00

The requested transfer would provide the second quarter 2016 subsidy support of the Alcohol Drug Addiction Mental Health Board. Funding comes from the Health and Human Services Levy.

B. FROM: 29A391 – Health & Human Services Levy 4.8 **JT1603023**
 SU514521 – HHS Subsidy Youth/Family Comm Partnrshp
 Transfer Out \$ 254,431.96

TO: 20A823 – JC – HHS – Youth & Family Comm Partnership
 JC108092 – Youth & Family Comm Partnership (RPL)
 Revenue Transfer \$ 254,431.96

The Juvenile Court’s Youth & Family Community Partnership (YFCP) were consolidated into its other HHS levy probation budget in the 2015 budget. The now defunct YFCP subfund (20A-823) has a negative cash balance based on the amount of expenditures made in 2015 from encumbrances that had carried forward from 2014. This cash transfer would subsidize the subfund to eliminate the negative cash balance in the YFCP subfund. Funding comes from the Health and Human Services Levy.

C. FROM: 21A579 – VAWA Administration Grant **JR1600004**
 JA754978 – FY2014 VAWA Admin Fund CY2015
 Transfer Out \$ 1,385.42

TO: 01A001 – General Fund
 JA302224 – Public Safety Grants Administration
 Revenue Transfer \$ 1,385.42

To transfer residual equity (cash) from the FY2014 Violence Against Women Act (VAWA) Administration Grant FY2015 grant to the General Fund. The original grant required a cash match of \$5,352 of which not all of the original budget was achievable resulting in the return of the applicable General Fund match. Funding was originally placed in the grant in 2015.

D. FROM: 40A069 – Capital Projects **JT1600136**
 CC768879 – County Hotel-Remaining Draws
 Transfer Out \$ 19,500,000.00

FROM: 40A069 – Capital Projects
 CC768887 – County Hotel-Tunnel Construction
 Transfer Out \$ 11,500,000.00

TO: 01A001 – General Fund
 SU514141 – Capital Improvement General Fund Subsidy
 Revenue Transfer \$ 31,000,000.00

To reverse subsidy payment on document JT1607589 that posted on March 11, 2016 in the financial accounting management information system (FAMIS) that appeared on the Council Resolution R2016-0050. This reversal will permit the subsidy to post to the newly created .25% fund (01A004) that appeared on the 4/12/2016 Agenda (R2016-0062). This is returning cash to the Operating General Fund.

E. FROM: 01A004 – .25% Sales Tax Fund **JT1600137**
 SU515262 – .25 Capital Improvements Subsidy
 Transfer Out \$ 31,000,000.00

TO: 40A069 – Capital Projects
 CC768879 – County Hotel-Remaining Draws
 Revenue Transfer \$ 19,500,000.00

TO: 40A069 – Capital Projects
 CC768887 – County Hotel-Tunnel Construction
 Revenue Transfer \$ 11,500,000.00

To provide subsidy payment to both the County Hotel-Remaining Draws and the Tunnel Contraction from the .25% Capital Improvement Fund.

F. FROM: 01A001 – General Fund **JT1600139**
 SU514141 – Capital Improvement General Fund Subsidy
 Transfer Out \$ 14,812,710.00

TO: 40A069 – Capital Projects
 CC768226 – HPG Design & Construction Phase II
 Revenue Transfer \$ 14,812,710.00

To advance subsidy payment to cover the increases in the Huntington Park Garage (HPG) Design and Construction Phase II capital account (see increase BA1600138 and BA1600140) of \$14,153,760 and an additional \$658,950 in project cost from 2013 through 2015. Funding is from the General Fund covering the period January 1, 2016 through December 31, 2016. This is temporary use of reserves and is expected to be repaid through a financing model supported by the revenues from the garage later in 2016 or early 2017. This increase completes the amount of \$20 million identified in the 2016 Capital Improvement Plan approved by Council in the 2016/2017 Biennial Operating Budget (R2016-0209).

G. FROM: 26A601 – General Gas & License Fees **JT1601504**
 CE411058 – County Engineer - Administration
 Transfer Out \$ 5,000,000.00

TO: 26A651 – \$7.50 Road & Bridge Registration Tax
 CE417477 – \$7.50 License Tax Fund Capital Improvements
 Revenue Transfer \$ 5,000,000.00



ARMOND BUDISH
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office
DATE: April 20, 2016
RE: Fiscal Agenda –Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **April 26, 2016**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, meet agency budgetary needs.

This agenda includes two requests that represent the final actions necessary to effectively transfer the GCHI and Hotel projects to the 0.25% Sales Tax Fund. These do not change the total budgets or amounts paid, just where the activity is recorded.

Also included are appropriation and cash transfer requests relative to the Huntington Park Garage (HPG) rehabilitation project. This fully funds the \$20 million project. Council previously approved appropriation and cash transfer requests totaling \$5.8 million, of which \$618,264 has been spent and an additional \$347,007 is encumbered. The request on this agenda seeks to appropriate the \$14.1 million balance. This project will ultimately be supported by HPG revenue, but the project funding is being advanced by the County's General Fund. The HPG project was included in the approved 2016 CIP (please see attachment) at a total cost of \$20 million.

Finally, this agenda includes a request to appropriation an additional \$254,432 in the Health and Human Services Levy budget to eliminate a negative cash balance in a Juvenile Court fund that has been closed. The Youth and Family Community Partnership was established following the closure of the County's Youth Development Center and in response to pressure from the ODYS to sentence fewer juveniles with felony adjudications to State facilities. The YFCP Fund was established to segregate these residential treatment expenditures from the Court's existing (less intensive) residential treatment programs, both of which were supported by the Health and Human Services Levies. The Court collapsed these costs into one Fund (Detention & Probation). The cash transfer from the Levies to the fund is necessary to eliminate the negative cash balance – resulting from a subsidy estimate that varied from year-end actual expenditures – and properly close the fund.

A brief summary of the fiscal items submitted for consideration for adoption on first reading at the regular County Council meeting are presented below by agency/department.

Additional Appropriation Summary – Additional appropriation is requested when there is a new or increased revenue source, or to cover expenditures that exceed the original estimate. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or project or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Capital Projects/GF Subsidies	\$14,153,760.00	General Fund – Temporary Use of Reserves
CBCF	\$17,125.00	Grant – No General Fund Impact
Juvenile Court	\$254,431.96	Health and Human Services Levies
Public Safety & Justice Services	(\$9,610.03)	Grant – No General Fund Impact
Public Works	\$20,370,000.00	Special Revenue – No General Fund Impact
TOTAL	\$34,785,706.93	

The following represents the overall changes made to the Annual Appropriation Measure for 2016 since its adoption on December 8, 2015 via Resolution R2015-0209. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

	<u>Proposed 04/12/2015</u>	<u>Year-To-Date Amendments</u>	<u>R2015-0209</u>	<u>Adjusted Annual Appropriation</u>
General Fund	\$ 14,153,760.00	\$12,777.45	\$373,115,578.00*	\$373,128,355.45
HHS Levy Impact	\$ 254,431.96	\$0.00	\$237,653,893.00	\$237,653,893.00
Other Fund	\$ 20,377,514.97	\$68,759,887.16	\$859,036,267.00	\$927,796,154.16
Total Impact	\$ 34,785,706.93	\$68,772,664.61	\$1,469,805,738.00	\$1,538,578,402.61

*Please note that the General Fund budget reflected above excludes the activity associated with the 0.25% Sales Tax.

Appropriation Transfer Summary – Is a transfer of appropriation between two or more budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Law/HR Departments	\$55,414.15	General Fund
Juvenile Court	\$100,000.00	Health and Human Services Levies
Public Works/Custodial	\$1,500.00	Special Revenue – General Fund Impact
Public Works/Airport	\$75,000.00	Special Revenue – General Fund Impact
TOTAL	\$231,914.15	

Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
ADAMHS	\$9,840,915.00	Health and Human Services Levies
Capital Projects/GF Subsidy	\$14,153,760.00	General Fund – Temporary Use of Reserves
Juvenile Court	\$254,431.96	Health and Human Services Levies
Public Safety & Justice Services	\$1,385,42	General Fund
Public Works	\$5,000,000.00	Special Revenue – No General Fund Impact
TOTAL	\$29,249,106.96	

Thank you for your consideration. Should you have any questions, please do not hesitate to contact me at x8191 or mkeenana@cuyahogacounty.us.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0084

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Mark D. Griffin, upon his taking the oath of office, to serve as Inspector General of Cuyahoga County for the term 7/1/2016 - 6/30/2021; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Agency of Inspector General was established pursuant to O2011-0019 as codified on July 12, 2013 in Chapter 204 of the Cuyahoga County Code; and

WHEREAS, Chapter 204.01 of the Cuyahoga County Code provides for the powers and duties of the Inspector General; and

WHEREAS, pursuant to Chapter 204.01(C)(2) of the County Code, the County Executive has nominated Mark D. Griffin for the appointment to the position of Inspector General; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2016; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Mark D. Griffin to the position of Inspector General; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Mark D. Griffin, upon his taking the oath of office, to serve as Inspector General of Cuyahoga County for the term 7/1/2016 - 6/30/2021.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided

that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 2016



ARMOND BUDISH
Cuyahoga County Executive

April 15, 2016

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 East 9th Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Inspector General

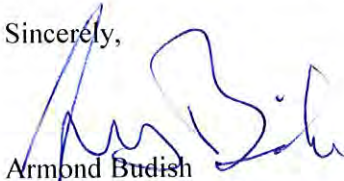
Dear President Brady:

Cuyahoga County government, in its current incarnation, was shaped in the wake of a corruption scandal that we, as a County, promised never to repeat again. As a result, in addition to stricter ethics rules and regulatory compliance, the Office of the Inspector General was created as a watchdog of operational compliance and ethics for all County employees. The Inspector General is tasked with delving beyond the bureaucracy to figure out the nature of rules and to liaise with the proper entities to ensure that the County, and its employees, is following the rules proactively. That is why I am proud to nominate once again **Mr. Mark Griffin** as Inspector General for Cuyahoga County pursuant to Ordinance Number O2011-0008, Chapter 409, Section 409.01. Mr. Griffin is currently serving the balance of the term of office which ends on June 30, 2016.

Since becoming Inspector General on April 28, 2015, Mr. Griffin reduced the backlog of older cases on the docket and targeted savings to taxpayers as his primary goals. The percentage of older cases has decreased substantially. Moreover, Mr. Griffin has identified over \$2.9 million in uncollected debts and taxes owed to the County. Mr. Griffin also computerized his office in order to reduce costs for taxpayers, employees and contractors. Further, during his tenure, Mr. Griffin brought the Agency in under budget for 2015. In support of his nomination, I am including copies of his two most recent semi-annual reports.

Mr. Griffin previously served as an attorney in private practice where he represented whistleblowers and wrongfully terminated employees in federal and state court; and, employment law and policy, including cases under the False Claims Act. Overall, Mr. Griffin has demonstrated the skills, experience, and integrity to operate the Office of the Inspector General above and beyond the expectations of the people of Cuyahoga County.

Once again, I am proud to nominate Mr. Mark Griffin as our County's Inspector General. I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,

Armond Budish
Cuyahoga County Executive

MARK GRIFFIN
Agency of Inspector General
2079 East Ninth Street, Sixth Floor
Cleveland, Ohio 44115

EDUCATION

CASE WESTERN RESERVE UNIVERSITY

Cleveland, Ohio

School of Law

J.D. May 1994

G.P.A.: 4.11/4.33 Class Rank: 1st/177 (if ranked with class of 1994)

Awards: *Summa cum laude*

Order of the Coif

Society of Benchers' Award for Character & Academics

Hergengroeder Award for Best Male Student in Trial Advocacy

Halter Scholarship for Academic Excellence

Activities: Law Review, Notes Editor

Elected Vice-President of Student Bar Association

American Bar Association Law School Chapter Liaison

HARVARD UNIVERSITY

Cambridge, Massachusetts

John F. Kennedy School of Government

1989-1991

Master of Public Policy

Concentration in Housing Policy and Urban Economic Development

Graduates studies included accounting, finance and management of public sector entities.

Activities: Teaching Assistant for Negotiation Analysis

Elected Graduation Class Marshal

Elected Co-Chair of Kennedy School Student Government

Member of Student Government Finance Committee

UNIVERSITY OF PENNSYLVANIA

Philadelphia, Pennsylvania

Bachelor of Arts, Economics and Political Science

1983-1986

Wharton School classes included six semesters of managerial & financial accounting, finance and management.

Activities: Silver Medal, 1986 National Fencing Championships

All-Ivy Fencing Team, 1985 & 1986

U.S. Team, World Junior Fencing Championships Budapest, Hungary 1983

PROFESSIONAL EXPERIENCE

INSPECTOR GENERAL

Cleveland, Ohio

Cuyahoga County

2015 to present

As Cuyahoga County's second Inspector General, I have targeted waste, fraud and abuse while computerizing internal procedures. Protecting taxpayers' dollars has been a primary focus of my efforts. Since April 2015, I have identified over \$2.9 million in uncollected loans and taxes. In 2015, the Inspector General's office completed 44 investigations, issued 56 ethics opinions,

reviewed 2,675 drivers' license abstracts, registered 918 contractors, and issued 48 notices of potential debarment to borrowers who owe money to Cuyahoga County. I have also streamlined procedures within the Agency of Inspector General. For example, we have reduced the percentage of older cases by 33%, established on-line disclosure forms to save time and money for county employees, and brought the AIG's office in under budget for 2015.

ATTORNEY

Thorman Petrov Griffin f/k/a/ Thorman & Hardin-Levine Co., LPA

Cleveland, Ohio

2009 to 2015

I represented whistleblowers, wrongfully terminated executives and employees in federal court, state court, the Department of Labor, the Internal Revenue Service and the Securities and Exchange Commission. A substantial part of my practice included the investigation of dishonest and fraudulent conduct. I litigated cases under the False Claims Act, involving allegations that certain defendants defrauded the United States. I also represented whistleblowers who revealed fraudulent practices in major hospital chains, assisted living facilities and pharmacies.

My practice also included investigations into alleged violations of state and federal wage laws, including the Fair Labor Standards Act. These cases required a determination of proper classification of employees, analysis of the work performed, and comprehensive accounting for the compensable hours worked and wages paid or owed. My practice also included representing employees in employment discrimination and retaliation claims. Among other cases, I have won a \$3.6 million decision in favor of senior executive of a national realty firm.

ATTORNEY

The Griffin Law Firm

Cleveland, Ohio

2004 to present

After nearly ten years in a major Cleveland law firm, I opened my own law practice. Approximately 80% of my time was devoted to litigation on behalf of small- and medium- sized companies across a range of commercial disputes, with particular experience in matters related to telecommunications. Examples include:

- **Fraud Verdict Against Organized Crime Associate.** Tried and won a \$1.7 million verdict against a former associate of the Scarfo Crime family of Philadelphia. The case was tried in the United States District Court for the District of Nevada. The case presented significant problems of choice-of-law and also required that we successfully pierce the corporate veil of a closely-held corporation. After a three-week trial in May 2008, we won judgments against the corporation as well as its officers in their personal capacities.
- **Penn Central – United Transportation Union Litigation.** Tried and won a \$12 million verdict before a three-judge arbitration panel. This amount later increased to over \$14 million as a result of additional interest. Represented 32 former UTU members who were employed by the Penn Central Railroad. Plaintiffs' claims arise from the Railroad's breach of employment guaranties from a prior Merger Protection Agreement. This case was originally filed in 1969. The Railroad delayed resolution of this forty-four year old case through numerous appeals to the Sixth Circuit and the Surface Transportation.

- **East Bank of the Flats - Eminent Domain Issues.** Represented Telecom Acquisition Corporation in negotiations with the Cleveland Port Authority to acquire land needed for the comprehensive redevelopment of the East Bank of the Flats by the Port and by the Wolstein Group. Working with the client, we decided that protracted eminent domain litigation was not in the best interests of the client. Telecom Acquisition Corporation was the first property owner to sell to the Port Authority. As a result, we avoided litigation and achieved a reasonable price. My client was also able to re-invest the sales proceeds in other properties in the Flats area of Cleveland.

ATTORNEY

Hahn, Loeser & Parks LLP
Partner, 2004; Associate 1994-2003

Cleveland, Ohio

1994-2004

I began my legal career in 1994 as an Associate with Hahn Loeser & Parks. As a young associate, I spent a significant amount of my time defending asbestos cases brought against W.R. Grace Corporation. During my first three years of practice, I took literally hundreds of depositions, and filed numerous motions for summary judgment. Through Hahn Loeser, I worked for three months for Cleveland Legal Aid and provided pro bono services on a death penalty case in Mississippi.

My primary focus, however, was on developing a broad litigation practice with experience in cases involving commercial contract disputes, labor/employment law and corporate fraud. I also represented numerous telecommunications enterprises in litigation in at the Federal Communications Commission, the Public Utilities Commission of Ohio and in state and federal courts.

At Hahn Loeser, my most significant case was on behalf of the plaintiff in *Westside Cellular, Inc. d/b/a Cellnet v. GTE et al.* ("The Cellnet Case"). This was the first case of a wireless reseller brought before the Public Utilities Commission of Ohio. Plaintiff Cellnet alleged specific anti-competitive claims against Defendants AirTouch Cellular n/k/a Verizon Wireless and Ameritech Wireless n/k/a Cingular.

The Cellnet Case was the culmination of ten years of litigation in a process that bifurcated the liability findings from the damages determination. The Cellnet Case was litigated before ten different adjudicatory bodies including the United States Supreme Court, the Sixth Circuit Court of Appeals, the Federal Communications Commission, the Public Utilities Commission of Ohio, the Ohio Supreme Court, two different United States District Courts, the Ohio Eighth District Court of Appeals and the Cuyahoga County Court of Common Pleas, and the Franklin County Court of Common Pleas.

Although the settlement reached in 2003 was purportedly confidential, Cingular's corporate partner, Convergys, issued a press release stating that Cingular had paid \$22 million in settlement. Cellnet's settlement with the principal defendant, Verizon Wireless, remains confidential. Nonetheless, Verizon Wireless' counsel has represented that they succeeded in the Cellnet litigation by eliminating 75% of Cellnet's claims for \$1.2 billion.

During the course of my telecommunications practice, I have provided legal counsel on a wide range of issues to Cleveland Mobile Radio Communications, Inc., Revolution Communications, Discount Cellular, USA Cellular, Wireless Outlet, Wireless Associates, NOW Communications, Inc., Auto-Accents, Inc., PBM Wireless, JeffRand Communications, Kusner Communications, Intermessage Communications, Advanced Cellular, and Excellular Communications.

During the course of my practice, I reviewed and negotiated numerous reseller and dealer contracts with the evolving set of cellular carriers including contracts from GTE Mobilnet, CellularOne, Ameritech Cellular, Cincinnati SMS Limited Partnership, New Par Communications, Airtouch Cellular, Verizon Wireless, Cingular and AT&T.

I was admitted to the Partnership in 2004.

OTHER EXPERIENCE

PEACE CORPS VOLUNTEER

Cameroon, West Africa

United States Peace Corps Volunteer

1987-1989

Selected as first Peace Corps Volunteer to work in the Kingdom of Rey Bouba. Organized and managed village-level development projects. Worked as an agricultural extension consultant training farmers in new technologies. Tripled the number of local women's agricultural cooperatives, started first area women's corn-grinding enterprise, completed construction of first primary school under local Community Development Office. Trained staff in Cameroonian Office of Community Development. Worked exclusively in French.

RESEARCH ASSISTANT

London, England

House of Commons, British Parliament

1987

Researched pending legislation for Greg Knight, M.P. (Derby North)(Conservative Party), prepared drafts of speeches and responded to constituent inquiries.

PERSONAL



Supreme Court of the United States
OFFICE OF THE CLERK
WASHINGTON, D.C. 20543



**MARK GRIFFIN
OF CLEVELAND, OH**

was duly admitted and qualified as an Attorney and Counselor for the Supreme Court of the United States on the sixth day of September, in the year two thousand and two, and is now a member of the Bar of this Court in good standing.

In testimony, whereof, as Clerk of said Court, I have hereunto set my hand and affixed the seal of said Court, at the City of Washington, this twenty-third day of March 2015.

Scott S. Harris
*Clerk of the Supreme Court
of the United States*

By

A handwritten signature in black ink, appearing to read "Terry Ruff".

Assistant Admissions Officer

United States District Court
Southern District of Ohio

I, James Bonini, Clerk of the United States District Court,
do hereby certify that

Mark Griffin

was duly admitted and qualified to practice as an Attorney in the
District Court on the 5th day of June, 2008.

In testimony whereof, I hereunto set my hand and affix
this seal of said Court, at my office in Columbus, Ohio
this 5th day of June, 2008.



James Bonini
Clerk of Court

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0085

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Michael Jeans to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the Cleveland/Cuyahoga County Workforce Development Board (fka Workforce Investment Board) was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revised Code Chapter 6301; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated Michael Jeans to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Michael Jeans to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018.



ARMOND BUDISH
Cuyahoga County Executive

April 19th, 2016
Dan Brady, President
Cuyahoga County Council

Re: Workforce Development Board (WDB, formerly known as the WIB)

Dear President Brady:

Pursuant to federal and state regulations and the joint agreement between the City of Cleveland and Cuyahoga County, I nominate the following individuals for service on the Workforce Development Board:

COUNTY

- **Michael Jeans (New) of Grafton, Lorain County (open)**

The nomination is for a full term to serve beginning 7/1/15 expiring 6/31/18.

The Workforce Development Board is a 34 member joint board between Cuyahoga County and the City of Cleveland to administer funds for workforce training of residents.

34	Total Members
5	Required
7	20% Workforce
18	51% Business (Not to exceed 75%)
4	Any Category
12	Joint Appointments
11	County
11	City

The candidates submitted help to fulfill the required memberships for this board. Candidates for this board may not serve more than six years consecutively. The WDB is the governing board of the local WDB.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at cglassburn@cuyahogacounty.us or 216-443-7127.



ARMOND BUDISH
Cuyahoga County Executive

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

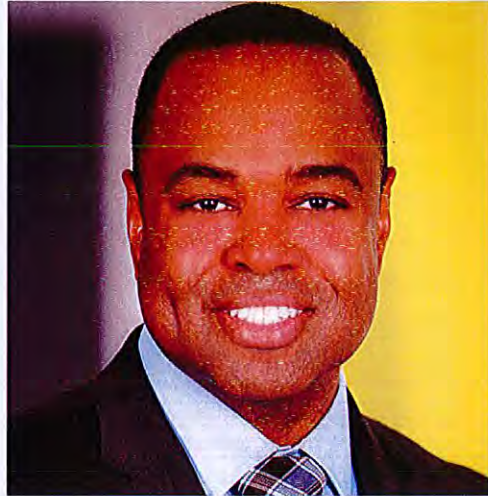
Armond Budish
Cuyahoga County Executive

cc:
Councilwoman Yvonne Conwell
Sharon Sobol Jordan
Joe Nanni
Jeanne Schmotzer

Kris Moore
Chris Glassburn
Laura Trotter



ARMOND BUDISH
Cuyahoga County Executive



Michael Jeans, of Grafton, Lorain County

President- Growth Opportunity Partners

Michael is responsible for creating a lending platform for JumpStart, which will become a Community Development Financial Institution (CDFI). The CDFI will lend to small businesses and provide technical assistance to fund and support growth in the communities that JumpStart serves.

Michael has spent his career enhancing organizational structure, increasing organizational visibility and improving performance. He brings a wealth of knowledge to JumpStart that spans healthcare consulting, tax, wealth planning, retirement, investment research and securities selection, portfolio management, small business, municipal and non-profit finance, cash management, sales and credit training and strategic planning. Prior to joining JumpStart, he worked for established and respected leaders in the financial services industry including KPMG, McDonald Investments, Morgan Stanley, National City Bank and KeyBank.

Commitment to the community and supporting charitable organizations are important to Michael. He is the former Chairman of the Board of Directors for Our Lady of the Wayside, and currently serves as Chairman of the Endowment and is a member of the Finance and Resource Development Committees. Michael also serves as Vice Chairman of the Board for The Greater Cleveland Film Commission, on the Board of Directors and Governance Committee for Cleveland Rape Crisis Center, and the American Red Cross. Additionally, he is on the Financial Advisory Committee for Congresswoman Marcia Fudge and a member of the President's Advisory Council for Julie Billiard School.

Michael earned his Bachelor's Degree from Ashland University in Business Administration with a focus in Finance and a minor in Spanish.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0086

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5149 of the Ohio Revised Code provides for the organization of a community-based corrections program; and

WHEREAS, ORC 5149.34 provides for the creation of a corrections planning board and further provides for the composition of the board and the means by which appointments are made; and

WHEREAS, pursuant to Board of County Commissioners Resolution No. 063317, dated 11/17/1990, the Cuyahoga County Corrections Planning Board was established; 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 Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



ARMOND BUDISH
Cuyahoga County Executive

March 1, 2016
Dan Brady, President
Cuyahoga County Council

Re: Cuyahoga County Corrections Planning Board (CPB)

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 5149.34, I submit the following nominations for service on the Cuyahoga County Corrections Planning Board (CCCPB):

- **Chief Christopher Viland (New) of Solon, Cuyahoga County (replacing Chief O'Malley)**

The nomination is for a full term to serve beginning 1/1/16 expiring 12/31/18.

Candidates for this board shall:

" (A)(2) of this section, shall include an administrator of a county, multicounty, municipal, municipal-county, or multicounty-municipal jail or workhouse located in the county ; a county commissioner of that county ; a judge of the court of common pleas of that county ; a judge of a municipal court or county court of that county ; an attorney whose practice of law primarily involves the representation of criminal defendants ; the chief law enforcement officer of the largest municipal corporation located in the county ; the county sheriff ; one or more prosecutors, as defined in section [2935.01](#) of the Revised Code ; the executive director of the board of alcohol, drug addiction, and mental health services serving that county or the executive director's designee, or the executive directors of both the community mental health board and the alcohol and drug addiction services board serving that county or their designees, whichever is applicable; the executive director of the county board of developmental disabilities of that county or the executive director's designee; an administrator of a halfway house serving that county, if any, or the administrator's designee; an administrator of a community-based correctional facility, if any, serving the court of common pleas of that county or the administrator's designee; an administrator of a community corrections act-funded program in that county, if any, or the administrator's designee; one or more representatives of the public, one of whom shall be a victim of crime ; one or more additional representatives of the law enforcement community ; one or more additional representatives of the judiciary ; one or more additional representatives of the field of corrections ; and officials from the largest municipal corporation located in the county.

The appointees and existing Board Members satisfy the requirements.
A majority of the members of the board shall be employed in the adult criminal justice field.

This criterion has been met.

At least two members of the board shall be members of the largest racial minority population, if any, in the county, and at least two other members of the board shall be women.

The board of county commissioners also may specify, as part of the resolution, any other duties the local corrections planning board is to assume.

The County has not designated any additional duties at this time, but reserves the right to do so.



ARMOND BUDISH
Cuyahoga County Executive

There are no other candidates on file for this position.
The nominations are for the terms specified above.
There are no known conflicts of interest for which an advisory opinion has been requested.
This board is uncompensated.

The Corrections Planning Board is a state mandated entity

(B) Each local corrections planning board established pursuant to division (A) of this section shall adopt within eighteen months after its establishment, and from time to time shall revise, a comprehensive plan for the development, implementation, and operation of corrections services in the county. The plan shall include a description of the offender population's assessed needs as established by the single validated risk assessment tool described in section 5120.114 of the Revised Code, with particular attention to high risk offenders, and the capacity to deliver services and programs within the county and surrounding region that address the offender population's needs. The plan shall be adopted and revised after consideration has been given to the impact that it will have or has had on the populations of state correctional institutions and county, multicounty, municipal, municipal-county, or multicounty-municipal jails or workhouses in the county, and shall be designed to unify or coordinate corrections services in the county and to reduce the number of persons committed, consistent with the standards adopted under division (A)(2) of section 5149.31 of the Revised Code, from that county to state correctional institutions and to county, multicounty, municipal, municipal-county, or multicounty-municipal jails or workhouses. The plan and any revisions to the plan shall be submitted to the board of county commissioners of the county in which the local corrections planning board is located for approval.

If a county has a community-based correctional facility and program established in accordance with sections 2301.51 to 2301.58 of the Revised Code, the budgets of the facility and program shall not be subject to approval by the local corrections planning board, but instead shall continue to be determined in accordance with those sections. However, the local corrections planning board shall include the facility and program as part of the comprehensive plan adopted and revised pursuant to this division.

Chief Viland is the Chief of Police for Solon and was nominated by the Cuyahoga County Police Chiefs Association. A resume is attached.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at cglassburn@cuyahogacounty.us or 216-443-7127.

Sincerely,

Armond Budish
Cuyahoga County Executive

cc: Councilwoman Yvonne Conwell
Sharon Sobol Jordan
Joe Nanni
Jeanne Schmotzer

Kris Moore
Chris Glassburn
Laura Trotter



ARMOND BUDISH
Cuyahoga County Executive



Chief Christopher Viland, of Solon

Contact:



Christopher Viland has been a police officer with the City of Solon since 1987. He worked his way through the ranks both in uniform and as a detective, serving as sergeant and lieutenant in both divisions before being promoted to Chief in January 2011. He is a 1998 graduate of Northwestern University's Traffic Institute School of Police Staff and Command. In 2008 and 2009 he served as the Task Force Director of the Cuyahoga County Mortgage Fraud Task Force under the Ohio Organized Crime Commission. He is certified as a unit instructor in both basic police and basic corrections academies by the Ohio Peace Officer Training Commission. Chief Viland is also a licensed attorney, graduating summa cum laude from the Cleveland-Marshall College of Law at Cleveland State University in 2004. He has served as a municipal court small claims magistrate.

Chief Viland is a current member of the Ohio Bar Association, the Federal Bar Association – Northern District of Ohio, the Cuyahoga County Police Chiefs Association, the Ohio Association of Chiefs of Police, the International Association of Chiefs of Police, the Ohio Identification Officers Association, the Fraternal Order of Police – George Murray Lodge, the Ohio Patrolmen's Benevolent Association, the Greater Cleveland Police Officer's Memorial Society (Life Member), and the Solon 100 Club (Life Member). He serves on the Board of Trustees of the Southeast Area Law Enforcement organization and is on the Constitution and Bylaws Committee of the Valley Enforcement Group.



ARMOND BUDISH
Cuyahoga County Executive

EDUCATION

Cleveland-Marshall College of Law, Cleveland State University, Cleveland, Ohio
Juris Doctor, *summa cum laude*, 2004; 3rd of 246, top 5%; Bar passed July 2004

Honors and Activities

Cleveland State Law Review, Managing Editor 2002-03, Associate 2001-02

Note topic: Malicious Prosecution and §1983 litigation

Dean's List, Albert Knopp Scholarship, Law Fellows Scholarship, McMonagle Scholarship

CALI Certificates of Excellence in Professional Ethics, First Amendment, Computers & Law

Cleveland State University, Cleveland, Ohio

Bachelor of Arts, *cum laude*, 1999, Dean's List, Major in Philosophy, Minor in Criminal Justice

Northwestern University Traffic Institute, School of Police Staff and Command #119 1998

F.E.M.A., Emergency Management Institute, Certification – Professional Development Series 2014

Lean Ohio, Lean Six Sigma Boot Camp – Camouflage Belt 2014

FBI Great Lakes Leadership Seminar XVIII 2015

EMPLOYMENT

Police Officer, City of Solon, Ohio 1987 – Present

Chief of Police 2011

CEO, CFO, COO of all aspects of an organization of over 100 employees and \$8M budget.

Collective Bargaining negotiation (both sides of table), administration and arbitration.

Policy and procedure development, implementation and administration.

Proposal and development of new and amended legislation with City Council.

Detective Lieutenant - P.I.O., Legal Services, Community Relations, Major Crimes 2000

Patrol Lieutenant - Department Training Commander, Shift Supervisor 1998

Patrol Sergeant - Supervisor of patrol shift of 10 officers 1996

Detective - Major case investigation, Juvenile Court liaison 1990

Patrol Officer - Field Training Officer, Advanced Patrol Officer 1987

Certifications:

Polygraph Certification, Academy for Scientific Investigative Training, 1993, Philadelphia, PA.

Basic Peace Officer Certification, Ohio Peace Officer Training Commission, 1987

Christopher Paul Viland, Attorney at Law, LLC 2009 – Present

General Practice Attorney

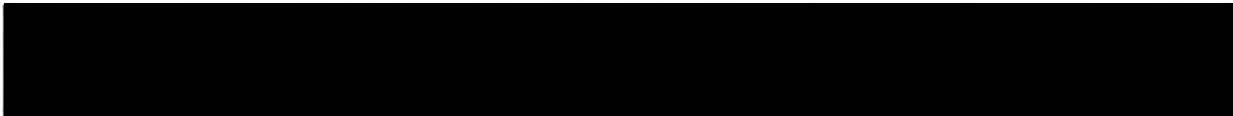
Bedford Municipal Court, Bedford, Ohio

Magistrate – Small Claims 2010

Ohio Organized Crime Investigations Commission

Task Force Director 2008 – 2009

Task Force #08-01, Cuyahoga County Mortgage Fraud Task Force





ARMOND BUDISH
Cuyahoga County Executive

PRESENTATIONS

City of Solon, Citizen's Police Academy – Management of Law Enforcement, Constitutional Criminal Procedure, Forensics Review	2011-Present
City of Solon, Chamber of Commerce; State of the Police Department	2011
Ohio Auditor of State; Emerging Trends in Fraud Investigation and Prevention Conference	2008
-workshop presenter "Mortgage Fraud: Investigative and Prosecutorial Perspectives"	
United States Attorney's Office / Northern District of Ohio; White Collar Crime Conference	2008
Presented by the Economic Crimes Unit and the Law Enforcement Coordinating Committee	
-presenter "Mortgage Fraud Panel Discussion"	
Organization of Chinese Americans of Greater Cleveland (OCAGC); Town Hall Meeting	2008
-moderator/presenter "Relations Between Immigrants and Law Enforcement"	
Greater Cleveland Mortgage Banker's Association; Annual Seminar	2008
-presenter "Fraud in the Mortgage Industry & Northeastern Ohio"	
City of Solon / KeyCorp. - Society Bank; Town Hall Meeting	1996
-presenter "How You and Your Family Can Avoid Being a Victim of Crime"	
Ohio Peace Officer Training Commission; Basic Police and Basic Corrections Academies	1996 - 2009
-unit instructor, various instructional blocks	2012 - 2015

AWARDS/COMMENDATIONS

American Police Hall of Fame – Legion of Honor	1989
Mothers Against Drunk Driving (MADD)	1991
-Certificate of Appreciation	
WTAM Radio 1100 AM / Ganley Auto Group - Officer of the Week	2007
Solon Police Department	1987
-Medal of Honor	
Solon Police Department	1990, 1992, 1992, 1994
-Exceptional Service Awards (four time recipient)	
Solon Police Department	1995, 1999, 2004, 2005
-Educational Achievement Awards (four time recipient)	

ORGANIZATIONS / AFFILIATIONS

Chagrin Falls Alumni Association	Life Member
Greater Cleveland Peace Officer Memorial Society	Life Member
Solon 100 Club	Life Member
Ohio Patrolmen's Benevolent Association	1987 – Present
Fraternal Order of Police, George Murray Lodge #67	1989 – Present
Ohio Identification Officers Association	1993 – Present
National Association of Bunco Investigators	1993 – 1997
Midwest Gang Investigator's Association	1993 – 1997
American Polygraph Association	1993 – 2003
Solon Teen Court Task Force (Founding Member)	1995 – 1996
Northern Ohio Fraud Investigators Association	2000 – Present
Ohio Bar Association	2004 – Present
Federal Bar Association – Northern District of Ohio	2010 – Present
Solon Chamber of Commerce	2010 – 2011
Cuyahoga County Police Chiefs Association	2011 – Present
Jail Committee	2012 – 2015
Board of Governors, Senior Governor	2013 – Present
Ohio Association of Chiefs of Police	2011 – Present
International Association of Chiefs of Police	2011 – Present
Solon 100 Club, Inc. – Executive Board, Ex-Officio Trustee	2011 – Present
Southeast Area Law Enforcement Network – Board of Trustees	2011 – Present
Cuyahoga County Sexual Assault Policy Working Group	2012
Valley Enforcement Group – Board of Trustees	2012 – Present
Constitution and Bylaws Committee	2013 – Present
Fraternal Order of Eagles, Aerie #2436, Chagrin Falls	2011 – 2014
FBI Law Enforcement Executive Development Association	2015 – Present

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0079

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of Karen Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2016 - 2/28/2019, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of a Regional Transit Authority; and

WHEREAS, the Greater Cleveland Regional Transit Authority ("GCRTA") Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management's efforts to implement policy and run the day-to-day operations of the transit system; and

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and

WHEREAS, the members of the GCRTA Board of Trustees shall be appointed to serve a three (3) year term; and

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

WHEREAS, the County Executive has nominated Karen Moss to be reappointed to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2016 - 2/28/2019; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Karen Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2016 - 2/28/2019.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 12, 2016

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

Committee Report/Second Reading: April 26, 2016

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0078

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the Cleveland/Cuyahoga County Workforce Development Board (fka Workforce Investment Board) was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revised Code Chapter 6301; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated the following individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018:

- a) Theodore N. Carter
- b) Hermione Malone; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018 as follows:

- a) Theodore N. Carter
- b) Hermione Malone

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual daily operation of the County. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 12, 2016

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

Journal CC022
April 26, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0080

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmembers Hairston and Jones</p>	<p>A Resolution authorizing the transfer of real property located at E. 79th Street and Hillside Road, Cleveland, also known as Hillside Community Park, Permanent Parcel No. 124-29-010 to Burten, Bell, Carr Development, Inc.; authorizing the County Executive to execute the quit claim deed and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Section 501.01(B) of the Cuyahoga County Code, notwithstanding any requirements or limitations of the Ohio Revised Code, Ohio Administrative Code, or any other applicable law or regulation, pursuant to the County's home rule powers, the County may enter into any real-estate and real-estate related transactions, and there shall be no limitations on the duration of any such transactions; and

WHEREAS, the County Executive/Department of Public Works has recommended the transfer of real property located at E. 79th Street and Hillside Road, Cleveland, also known as Hillside Community Park, Permanent Parcel No. 124-29-010 to Burten, Bell, Carr Development, Inc.; and

WHEREAS, it is the intent of the County to transfer to Burten, Bell, Carr Development, Inc. the real property known as Hillside Community Park, Permanent Parcel No. 124-29-010 located at E. 79th Street and Hillside Road, Cleveland, located in County Council District 8, for so long as such property is maintained as a public park; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county development.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes the transfer of real property located at E. 79th Street and Hillside Road, Cleveland, also known as Hillside Community Park, Permanent Parcel No. 124-29-010 to Burten, Bell, Carr Development, Inc. to be used and maintained as a public park.

SECTION 2. That the County Executive is hereby authorized to execute the quit claim deed and any other documents consistent with the transfer of property and this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: April 12, 2016
Committee(s) Assigned: Community Development

Additional Sponsorship Requested: April 18, 2016

Journal CC022

April 26, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0081

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution making an award on RQ35911 to Youth Opportunities Unlimited in the amount not-to-exceed \$5,659,912.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 8/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an award on RQ35911 to Youth Opportunities Unlimited in the amount not-to-exceed \$5,659,912.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 – 8/31/2016; and

WHEREAS, the goal of this project is to enhance employment skills of TANF-eligible youth by providing high quality paid employment 25-30 hours per week for approximately 6-12 weeks; and

WHEREAS, the funding for this project is 97% by Federal TANF funds and 3% by Health and Human Service Levy Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ35911 to Youth Opportunities Unlimited in the amount not-to-exceed \$5,659,912.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 – 8/31/2016.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all other documents consistent with this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 12, 2016
Committee(s) Assigned: Health, Human Services & Aging

Journal CC022
April 26, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0056

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of various individuals to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2016 - 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 173.011 provides for the designation of a private nonprofit entity as an "area agency on aging" to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging ("WRAAA") is a private non-profit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State's public aging network; and

WHEREAS, the County Executive has nominated various individuals for reappointment to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2016 - 12/31/2018 as follows:

- 1) Constance Hill-Johnson
- 2) Sue Biagianti

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of various individuals to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2016 - 12/31/2018 as follows:

- 1) Constance Hill-Johnson
- 2) Sue Biagiatti

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the 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 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: March 8, 2016

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

Committee Report/Second Reading: April 12, 2016

Journal CC022

April 26, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0063

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a First Amendment to Agreement of Sublease with Ohio Department of Rehabilitation and Correction and consented to by Ohio Public Facilities Commission pertaining to the financing of a portion of the cost of the Cuyahoga County Community-based Correctional Facility Project, by changing the aggregate amount of project costs to be paid for or reimbursed from the Adult Correctional Building Fund from \$10,800,000.00 to \$10,842,265.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended a First Amendment to Agreement of Sublease with Ohio Department of Rehabilitation and Correction and consented to by Ohio Public Facilities Commission pertaining to the financing of a portion of the cost of the Cuyahoga County Community-based Correctional Facility Project, by changing the aggregate amount of project costs to be paid for or reimbursed from the Adult Correctional Building Fund from \$10,800,000.00 to \$10,842,265.00; and

WHEREAS, pursuant to Board of County Commissioners Resolution No. 083668 dated 8/21/2008, the County obtained funding in the amount of \$10,800,000.00 for the construction of an adult correctional facility known as the Nancy R. McDonnell Community Based Correctional Center (the "Center"), located at 3540 Croton Avenue, Cleveland; and

WHEREAS, it was necessary for the County to enter into a certain sublease agreement (the "Sublease") with the Ohio Department of Rehabilitation and Correction in order to receive such funding; and

WHEREAS, the County applied for and was awarded additional funding in the amount of \$42,265.00 for building repairs to the Center and it is necessary to execute an amendment to the Sublease in order to draw down the funds; and

WHEREAS, the primary goal of this project is to complete infrastructure upgrades to the Nancy R. McDonnell Community Based Corrections Facility (CBCF), located at 3540 Croton Avenue, Cleveland; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a First Amendment to Agreement of Sublease with Ohio Department of Rehabilitation and Correction and consented to by Ohio Public Facilities Commission pertaining to the financing of a portion of the cost of the Cuyahoga County Community-based Correctional Facility Project, by changing the aggregate amount of project costs to be paid for or reimbursed from the Adult Correctional Building Fund from \$10,800,000.00 to \$10,842,265.00.

SECTION 2. That the County Executive is authorized to execute the First Amendment to Agreement of Sublease and all other documents consistent with this Resolution.

SECTION 3. That the proper officers of the County, as appropriate, are each authorized and directed to execute and deliver any additional certificates, documents or instruments and to take such further actions which are necessary or appropriate to effect the intent and purposes of this Resolution and the First Amendment to Agreement of Sublease.

SECTION 4. 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 5. 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: March 22, 2016
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 12, 2016

Journal CC022
April 26, 2016

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0004

Sponsored by: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller	An Ordinance enacting Section 503.08 of the Cuyahoga County Code to expand the Small Business Enterprise Program to Allow Small Business Set Asides, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VII, Section 701 of the Cuyahoga County Charter mandates that the County “shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County”; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by the County can continue; and

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

SECTION 1. Section 503.08 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 503.08 Small Business Set Asides

- A. “Set Asides for Small Business Enterprises” are defined as the reserving of some or all of a Request for Bid, Request for Proposal, Request for Qualifications or contract exclusively for participation by Small Business Enterprises as determined by the Cuyahoga County Office of Procurement and Diversity.
- B. The Small Business Enterprise Program set forth in Cuyahoga County Code Section 503.01 is hereby expanded to allow Requests for Bids, Requests for Proposals, Requests for Qualifications, and contracts to contain Set Asides for Small Business Enterprises exclusively for participation by Small Business Enterprises.
- C. The Cuyahoga County Office of Procurement and Diversity may prepare and/or amend forms to carry out the actions described herein. The forms shall be similar to those that other governments, like the State and City of Cleveland, already have in place in an effort to make it simple and easy and encourage greater participation from SBEs.

- D. The Director of the Cuyahoga County Office of Procurement and Diversity or designee reserves the right and discretion to reject any bid or proposal for any reason or all bids or proposals for no reason at all without incurring any liability.
- E. Within 90 days of the effective date of this provision, the Cuyahoga County Office of Procurement and Diversity shall, in collaboration with the Department of Public Works, develop written parameters the County will use to identify contracts or services eligible to be set aside for small business enterprises and shall submit such written parameters to Council. On or before April 1 of each year starting in 2017, the Cuyahoga County Office of Procurement and Diversity shall issue a report to Council outlining the status of the Small Business Enterprises Program, including the overall impact the program has had on correcting the disparities identified in the 2015 Cuyahoga County Disparity Study.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 9, 2016
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 12, 2016

Journal CC022
April 26, 2016

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0005

Sponsored by: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller	An Ordinance enacting Sections 503.02 to 503.07 of the Cuyahoga County Code to expand the Small Business Enterprise Program, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VII, Section 701 of the Cuyahoga County Charter mandates that the County “shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County”; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by the County can continue; and

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

SECTION 1. Section 503.02 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 503.02

The Small Business Enterprise Program is hereby expanded to allow the Cuyahoga County Office of Procurement and Diversity (“OPD”) to set aspirational Minority Business Enterprise and /or Women Business Enterprise subcontractor participation goals for every Request for Bid, Request for Proposal, and Request for Qualifications issue by the County based upon available information including, but not limited to, the disparity study.

“Minority Business Enterprise” or “MBE” means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners as determined by OPD.

“Women Business Enterprise” or “WBE” means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners as determined by OPD.

Section 503.03

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- (1) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (MBE/WBE-1) on a form prescribed by OPD. This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- (2) MBE/WBE Subcontractor Participation Plan: Each Participant must submit a duly executed, affirmed, and certified Subcontractor Participation Plan (MBE/WBE-2) on a form prescribed by OPD for each MBE/WBE subcontractor proposed. Copies and/or facsimiles of MBE/WBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - (a) Certified MBE/WBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form MBE/WBE-2 to guarantee MBE/WBE credit.
 - (b) MBE/WBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form MBE/WBE-2.
 - (c) Prime vendors are **PROHIBITED** from using MBE/WBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the MBE/WBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a MBE/WBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established MBE/WBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime

contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No MBE/WBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

Aggressive “Good Faith Efforts” to include MBE/WBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to MBE/WBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, MBE/WBEs. MBE/WBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available MBE/WBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain MBE/WBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts. One method of evaluation will be whether the MBE/WBE goal has been met. Prime Contractors and any Participant herein shall be required to affirm and certify that information is correct in their

bid/proposal and that they will meet or exceed the MBE/WBE Subcontractor Plan submitted with their bid/proposal. Prime Contractors also shall be required to report statistical data for its employees and proposed subcontractors that include race, gender, business size, area of specialization, dollar value, description of services or products purchased and contact information. Such information shall be certified and affirmed by the Prime Contractor when it submits the bid/proposal.

OPD will consider a completed Good Faith Effort Certification (MBE/WBE-3) as evidence of a Participant's good faith in trying to obtain MBE/WBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (MBE/WBE-3) ONLY if the MBE/WBE Participation Goal is not met. In the MBE/WBE-3 form, Participant must certify that it interviewed and seriously considered MBE/WBEs and provide supporting documentation of that fact. Additional documentation demonstrating a good faith effort must accompany this document. The completed document must contain an original signature, notarizations, and date of signature.

Award of Contract: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where inadequate "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, MBE/WBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors, whether a bid is MBE/WBE compliant; provided, however, that such MBE/WBE compliance shall not be considered if the difference between the MBE/WBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,0001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤ 5)	250,000 maximum

Section 503.04

All participants are subject to the Monitoring and Post-Award Reporting, Grievance Process, Sanctions and Penalties for Non-Compliance provisions of Cuyahoga County Code Section 503.01.

Section 503.05

Exclusions: This policy shall not apply to the following:

- (1) “Sole Source” procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
- (2) County purchases from political subdivisions/government entities;
- (3) County purchases off state contracts, off federal contracts, and from joint purchasing programs.
- (4) The acquisition of any interest in real property including lease holdings.
- (5) Direct and indirect employee payments including payroll expenditures, pensions and unemployment compensation and other employee-related expenditures;
- (6) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Office of Procurement & Diversity and approval by the Cuyahoga County Executive and Cuyahoga County Council.

Application for Waiver. If the Contractor, consultant, supplier or vendor does not meet the project goal, the bidder or offer or may seek a partial or total waiver of the project goal. The application for waiver of all or part of the project goal shall include full documentary evidence of the Participant’s good faith efforts to meet the project goal and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the MBE/WBE Program to substantiate good faith efforts. Waivers may also be granted by OPD for an acceptable explanation as to why the goals should be waived.

Waiver for Detriment to Public Health, Safety or Financial Welfare. The MBE/WBE goal may be waived if the same causes a detriment to public health, safety or the

financial welfare of the County. The MBE/WBE may also be waived by OPD in the event available MBE/WBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

Section 503.06

OPD may prepare and/or amend forms to carry out the actions described herein. The forms shall be similar or the same as those that other governments, like the State and City of Cleveland, already have in place in an effort to make it simple and easy and encourage greater participation.

Section 503.07

The Director of the Cuyahoga County Office of Procurement and Diversity or designee reserves the right and discretion to reject any bid or proposal for any reason or all bids or proposals for no reason at all without incurring any liability.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 9, 2016

Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 12, 2016

Journal CC022

April 26, 2016

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0006

Sponsored by: County Executive Budish/Department of Law and Councilmembers Brady, Brown, Conwell, Hairston and Jones Co-sponsored by: Councilmember Miller	An Ordinance enacting Chapters 507 and 508 of the Cuyahoga County Code to establish the County's Risk Management procedures and performance bond and insurance requirements, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Department of Law's Risk Management Division has been working on developing risk management practices, including performance bond requirements, to simultaneously promote the County's interest in contracting with small businesses and protect the County against risk; and

WHEREAS, it is necessary to enact legislation to deviate from the rigid performance bond requirements under state law and to provide the Law Department with the flexibility to make performance bond and insurance determinations as appropriate for each individualized case; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by the County can continue; and

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

SECTION 1. Chapters 507 and 508 of the Cuyahoga County Code are hereby enacted to read as follows:

Chapter 507: Risk Management Procedures

The Law Department, through its Risk Management Division, in coordination with the Office of Procurement and Diversity, shall determine the appropriate risk management protections for county contracts, including but not limited to, all insurance and performance bond requirements. All such risk management protections shall be subject to the review and approval of the contract approval authority that has jurisdiction over the award of the contract. Unless otherwise provided in the Cuyahoga County Code, insurance and bonding requirements shall be determined as set forth in Chapter 508 of the Cuyahoga County Code.

Section 507.01: Small Business Considerations

In formulating the appropriate risk management protections applicable to County contracts, the Law Department, through its Risk Management Division, shall give deference to the County's interest in contracting with small businesses without causing undue risk to the County or the small businesses. The County shall establish a process to pre-qualify contractors and vendors that are certified Small Business Enterprises and Cuyahoga County Based Businesses for Performance Bond Waivers under Section 508.02 of the Cuyahoga County Code. For the purposes of this Section, "Cuyahoga County Based Business" shall have the same meaning as in Section 502.02 of this Code.

Chapter 508: County's Performance Bond and Insurance Requirements

Section 508.01: Performance Bond Requirements

Notwithstanding any provisions in the Ohio Revised Code, Ohio Administrative Code, or any other law or regulation to the contrary, the County hereby asserts its home rule powers to determine bonding requirements in formulating the appropriate risk management measures for County contracts.

Section 508.02: When Performance Bonds Are Not Required

(A) Performance Bond Waivers on Construction Contracts

Unless otherwise prohibited by federal, state or local law, or as a condition of funding or unless otherwise provided in the Cuyahoga County Code, Performance and Payment Bond requirements for construction contracts in the amount of \$250,000.00 or less may be waived for contractors or vendors who pre-qualify. This waiver does not include projects that include federal funding.

(B) Performance Bond Waivers for Construction Contracts with Federal Funds

Unless otherwise prohibited by federal, state or local law, or as a condition of funding, Performance and Payment Bond requirements for construction contracts in the amount of \$150,000.00 or less which involve federal funds may be waived for contractors and vendors who pre-qualify.

(C) Performance Bond Waivers for Non-construction Projects

Performance and Payment Bond requirements for non-construction contracts may be waived at the discretion of the Law Department, through its Risk Management Division, as set forth herein.

(D) Reserve Coverage for Performance Bond Waivers

The County shall reserve or budget such funds as are necessary to mitigate the potential costs of non-performance and/or non-payment on contracts on which performance or payment bonds are waived pursuant to this Section. The amount reserved or budgeted for this purpose shall be determined annually by the Law Department, through its Risk Management Division, and shall be submitted to Council through the budget process.

(E) For contracts competitively procured under this Title, the Law Department, through its Risk Management Division, in coordination with Public Works shall identify individual contracts for which Performance and Payment Bond requirements may be waived for pre-qualified contractors prior to the issuance of the Request for Bids, Request for Proposals, or other competitive solicitation. The Request for Bids, Request for Proposals, or other competitive solicitation shall include a notice to bidders that the Performance and Payment Bond requirements may be waived for pre-qualified respondents, and shall further request that respondents provide a cost estimate of obtaining any required Performance and/or Payment bonds for the contract. The cost estimates provided by respondents shall be excluded from the county's evaluation or scoring criteria.

Section 508.03: County's Insurance Requirements

The Law Department, through its Risk Management Division, shall determine the County's insurance needs and requirements, including all insurance requirements related to County contracts.

Notwithstanding any provisions in the Ohio Revised Code, Ohio Administrative Code, or any other law or regulation to the contrary, the County shall have the discretion to determine the appropriate insurance requirements, as well as the amount of the insurance coverages, on a contract-by-contract basis, including all construction contracts, in formulating the appropriate risk management measures for county contracts.

Section 508.04: Updates to County's Insurance Requirements

The Law Department, through its Risk Management Division, shall continually update the County's insurance requirements as necessary to protect the County's interests.

SECTION 2. Section 207.03 is hereby enacted to read as follows:

Section 207.03 Diversity and Inclusion Advisory Committee

(A) There is hereby established a Cuyahoga County Diversity and Inclusion Advisory Committee to provide advice and recommendations regarding

Cuyahoga County's diversity and inclusion programs and initiatives, including but not limited to the policies codified in Chapters 503, 508, and 509 of the Cuyahoga County Code, as these chapters exist now or hereafter amended. The committee shall submit its advice and recommendation to the Director of the Office of Procurement and Diversity. The committee shall consist of the following members:

- (1) One representative appointed by the County Executive;
- (2) One representative from County Council appointed by the President of Council;
- (3) One representative appointed by the Executive Director of the Cleveland Building and Construction Trade Council;
- (4) One representative appointed by the Executive Director of the Construction Employers Association or its delegate; and
- (5) One representative jointly appointed by the County Executive and the President of Council who is not affiliated with the Cleveland Building and Construction Trade Council or the Construction Employers Association or its delegate.

(B) The Diversity and Inclusion Advisory Committee shall elect its own chairperson and shall hold regular meetings at least once per quarter. The committee may establish one or more advisory subcommittees.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this 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 enacted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: February 9, 2016
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: April 6, 2016

Committee Report/Second Reading: April 12, 2016

Journal CC022
April 26, 2016

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0007

Sponsored by: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller	An Ordinance enacting Chapter 510 of the Cuyahoga County Code to establish the Cuyahoga County Business Economic Inclusion Program, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VII, Section 701 of the Cuyahoga County Charter mandates that the County “shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County”; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by the County can continue; and

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

SECTION 1. Chapter 510 of the Cuyahoga County Code is hereby enacted to read as follows:

Chapter 510: Cuyahoga County Business Economic Inclusion Program

Section 510.01

There is hereby created a Cuyahoga County Business Economic Inclusion Program.

Section 510.02

For the purposes of Chapter 510 of the Cuyahoga County Code:

“Minority Business Enterprise” means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners as determined by the Cuyahoga County Office of Procurement and Diversity.

“Women Business Enterprise” means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners as determined by the Cuyahoga County Office of Procurement and Diversity.

“Inclusive Business” means:

- A. An individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that demonstrated a commitment to utilizing Minority Business Enterprises and/or Women Business Enterprises as subcontractors on three projects within the past two years as determined by the Cuyahoga County Office of Procurement and Diversity; or
- B. An individual, domestic corporation, sole proprietorship, partnership, joint venture, entity or company that demonstrated that it hired and employed a diverse workforce based on payroll records within the past two years as determined by the Cuyahoga County Office of Procurement and Diversity.

Section 510.03

Unless otherwise prohibited by state, federal or local law, or condition of said funding, when the County has solicited bids and is determining the lowest price or the lowest evaluated price for purposes of awarding a purchase, agreement or a contract, and the lowest price or lowest evaluated price is submitted by a non-Inclusive Business, an Inclusive Business whose bid is within two (2) percent of the lowest bid submitted by a non-Inclusive Business shall be given the option to match the lowest bid. The option to match shall remain open for five (5) business days. If there is more than one bid from an Inclusive Business within the two (2) percent, the opportunity to match shall go to the lower priced bid by the Inclusive Business. If there is more than one bid from an Inclusive Business within the two (2) percent that are equal in price, the County shall allow all bidders to provide a new bid price within two (2) business days, and the evaluation will proceed based on the new pricing.

Section 510.04

- A. The Office of Procurement and Diversity is directed to create a Cuyahoga County Business Economic Inclusion Program form, which shall be submitted by any entity desiring to participate in the Cuyahoga County Business Economic Inclusion Program. Where appropriate and applicable, the form shall be the same or similar to those that other governments, like the State and City of Cleveland, already have in place in an effort to make it simple and easy and to encourage greater participation.
- B. An entity desiring to participate in the Cuyahoga County Business Economic Inclusion Program must submit, with and at the time of the bid, proposal or

qualifications, a completed, signed and notarized Cuyahoga County Business Economic Inclusion Program form.

Section 510.05

The Director of the Office of Procurement and Diversity or designee is hereby authorized to investigate and verify any information submitted with the Cuyahoga County Business Economic Inclusion Program form and may reject the designation of an Inclusive Business if he or she believes the information on the form is inaccurate or the entity is ineligible to be designated as an Inclusive Business. The Director of the Office of Procurement and Diversity or designee may request additional information prior to approving or rejecting the Inclusive Business designation.

Section 510.06

If an Inclusive Business designation is denied by the Office of Procurement and Diversity, the entity may submit a written complaint or appeal to the Director of the Office of Procurement and Diversity who shall notify the SBE Grievance Hearing Board. The written complaint or appeal by the entity shall be made within five (5) days to the Director of the Office of Procurement and Diversity upon receipt of the Director of the Office of Procurement and Diversity's decision. The SBE Grievance Hearing Board shall make every effort to hold the hearing no more than twenty (20) days from the date of receipt of the written complaint or appeal from the entity.

Section 510.07

If an Inclusive Business designation is denied by the Office of Procurement and Diversity and/or the SBE Grievance Hearing Board, the entity cannot reapply for designation as an Inclusive Business for a period of one (1) year from the date of the notice of denial.

Section 510.08

The Director of the Cuyahoga County Office of Procurement and Diversity or designee reserves the right and discretion to reject any bid or proposal for any reason or all bids or proposals for no reason at all without incurring any liability.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive

under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least 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 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 enacted.

Yeas:

Nays:

County Council President _____
Date

County Executive _____
Date

Clerk of Council _____
Date

First Reading/Referred to Committee: February 9, 2016
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 12, 2016

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