



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MAY 9, 2017
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 25, 2017 Committee of the Whole Meeting (See Page 17)
 - b) April 25, 2017 Regular Meeting (See Page 19)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. RECEIPT OF DOCUMENT SUBMITTED TO COUNCIL**
 - a) Cuyahoga County Veterans Service Commission 2018 Tax Budget (See Page 32)
- 10. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2017-0085: 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 44)

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

b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2017-0065: 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 252)

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

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

11. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2017-0086: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 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 268)

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

- 2) R2017-0087: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, Affiliated with International Brotherhood of Teamsters, representing approximately 78 employees in 3 classifications at the Department of Public Works/Sanitary Engineer Sewer

Section 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. (See Page 275)

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

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

- 1) R2017-0088: A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 278)

Sponsor: County Executive Budish/Department of Public Works

- 2) R2017-0089: A Resolution authorizing a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; 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. (See Page 283)

Sponsor: County Executive Budish/Department of Public Works

- 3) R2017-0090: A Resolution authorizing an amendment to Contract No. CE13495-01 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; 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 287)

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

- 4) R2017-0091: A Resolution authorizing an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 293)

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

- 5) R2017-0092: A Resolution authorizing the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 298)

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

- 6) R2017-0093: A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017 to extend the time period to 12/31/2017, to

change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; 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 308)

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

- 7) R2017-0094: A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 316)
- i) Agreements:
 - a) No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
 - b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.
 - c) No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a) No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.

- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

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

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

- 1) R2017-0074: A Resolution making awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 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: (See Page 346)
 - i) City of Bedford Heights in the approximate amount reasonably anticipated to be \$8,000.00 for Transportation services.
 - ii) City of Brecksville in the approximate amount reasonably anticipated to be \$59,210.00 for Adult Development and Congregate Meals services.
 - iii) City of Euclid in the approximate amount reasonably anticipated to be \$88,360.00 for Congregate Meals and Transportation services.
 - iv) City of Lakewood in the approximate amount reasonably anticipated to be \$80,720.00 for Congregate Meals and Transportation services.
 - v) City of Maple Heights in the approximate amount reasonably anticipated to be \$112,825.00 for Congregate Meals and Transportation services.
 - vi) City of Olmsted Falls in the approximate amount reasonably anticipated to be \$40,000.00 for Adult Development services.
 - vii) City of Parma Heights in the approximate amount reasonably anticipated to be \$233,400.00 for Congregate Meals and Transportation services.

- viii) City of Solon in the approximate amount reasonably anticipated to be \$15,280.00 for Adult Development services.
- ix) City of Strongsville in the approximate amount reasonably anticipated to be \$171,890.00 for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center in the approximate amount reasonably anticipated to be \$39,310.00 for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the approximate amount reasonably anticipated to be \$134,670.00 for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services.
- xiv) Community Partnership on Aging in the approximate amount reasonably anticipated to be \$54,750.00 for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association in the approximate amount reasonably anticipated to be \$134,650.00 for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC in the approximate amount reasonably anticipated to be \$45,000.00 for Adult Day services.
- xvii) Eliza Bryant Village in the approximate amount reasonably anticipated to be \$113,410.00 for Adult Day and Transportation services.
- xviii) Goodrich Gannett Neighborhood Center in the approximate amount reasonably anticipated to be \$134,060.00 for Adult Development, Congregate Meals and Transportation services.

- xix) The Harvard Community Services Center in the approximate amount reasonably anticipated to be \$151,880.00 for Adult Development, Congregate Meals and Transportation services.
- xx) The Mandel Jewish Community Center of Cleveland in the approximate amount reasonably anticipated to be \$228,750.00 for Adult Development, Congregate Meals and Transportation services.
- xxi) Murtis Taylor Human Services System in the approximate amount reasonably anticipated to be \$126,390.00 for Adult Development, Congregate Meals and Transportation services.
- xxii) The Phillis Wheatley Association of Cleveland, Ohio in the approximate amount reasonably anticipated to be \$40,000.00 for Congregate Meals services.
- xxiii) Rose Centers for Aging Well, LLC in the approximate amount reasonably anticipated to be \$354,060.00 for Adult Development, Congregate Meals and Transportation services.
- xxiv) Rose Centers for Aging Well, LLC – East Cleveland in the approximate amount reasonably anticipated to be \$170,000.00 for Adult Development and Transportation services.
- xxv) The Salvation Army in the approximate amount reasonably anticipated to be \$145,510.00 for Adult Development, Congregate Meals and Transportation services.
- xxvi) Senior Citizen Resources, Inc. in the approximate amount reasonably anticipated to be \$133,230.00 for Adult Development, Congregate Meals and Transportation services.
- xxvii) University Settlement, Incorporated in the approximate amount reasonably anticipated to be \$181,450.00 for Adult Development, Congregate Meals and Transportation services.
- xxviii) West Side Community House in the approximate amount reasonably anticipated to be \$384,840.00 for Adult Development, Congregate Meals and Transportation services.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services and Councilmembers Simon, Hairston, Miller, Tuma, Jones, Gallagher, Schron, Conwell, Brown and Brady

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

- 2) R2017-0078: A Resolution approving rental rates and terms of use for the Cuyahoga County Courthouse, located at 1 Lakeside Avenue, Cleveland and corresponding parking rates for use of the Huntington Park Garage, effective 5/9/2017; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 352)

Sponsor: County Executive Budish/Department of Public Works

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

- 3) R2017-0079: A Resolution approving permit, inspection and contractor license rates, effective 5/9/2017; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 355)

Sponsor: County Executive Budish/Department of Public Works

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

- 4) R2017-0080: A Resolution making an award on RQ39164 to T.H. Martin Inc. in the amount not-to-exceed \$895,000.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2017 - 4/30/2020; 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. (See Page 358)

Sponsor: County Executive Budish/Department of Public Works

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

- 5) R2017-0081: A Resolution making an award on RQ39147 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$14,891,604.32 for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid; 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 the amount of \$5,692,964.73 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 361)

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

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

- 6) R2017-0082: A Resolution authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027; 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. (See Page 364)

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

Committee Assignment and Chair: Finance & Budgeting – Miller

- 7) R2017-0083: A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019; authorizing the County

Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 367; See Page 370 for Proposed Substitute)

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$3,858,092.00 at the Norma Herr Women's Shelter, located at 2227 Payne Avenue.
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men's Emergency Shelter, located at 2100 Lakeside Avenue.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

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

- 8) R2017-0084: A Resolution authorizing an amendment and restatement to Master Contract assigned Nos. CE1300570 and CE1300571 for placement and foster care services for the period starting at various times, as specified in this Resolution, and ending on 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the total amount not-to-exceed \$42,811,492.00; 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 373)
- i) Alliance Human Services in the approximate amount reasonably anticipated to be \$3,722,194.00.
 - ii) Applewood Centers, Inc. in the approximate amount reasonably anticipated to be \$1,578,970.00.
 - iii) Beech Brook in the approximate amount reasonably anticipated to be \$2,664,771.00.
 - iv) Bellfaire Jewish Childrens Bureau in the approximate amount reasonably anticipated to be \$2,453,713.00.

- v) BHC Belmont Pines Hospital, Inc. in the approximate amount reasonably anticipated to be \$2,176,352.00.
- vi) Caring for Kids, Inc. in the approximate amount reasonably anticipated to be \$195,118.00.
- vii) Carrington Youth Academy in the approximate amount reasonably anticipated to be \$202,443.00.
- viii) Catholic Charities Corporation (Parmadale) in the approximate amount reasonably anticipated to be \$943,060.00.
- ix) Christian Children’s Home of Ohio, Inc. in the approximate amount reasonably anticipated to be \$317,551.00.
- x) Cornel Abraxas Group, Inc. in the approximate amount reasonably anticipated to be \$26,328.00.
- xi) Fox Run: The Center for Children and Adolescents in the approximate amount reasonably anticipated to be \$405,164.00.
- xii) Glen Mills School in the approximate amount reasonably anticipated to be \$51,788.00.
- xiii) House of New Hope in the approximate amount reasonably anticipated to be \$1,357,290.00.
- xiv) OhioGuidestone in the approximate amount reasonably anticipated to be \$4,786,767.00.
- xv) Shelter Care, Inc. in the approximate amount reasonably anticipated to be \$45,832.00.
- xvi) Detroit Behavioral Institute Inc. dba Capstone Academy in the approximate amount reasonably anticipated to be \$396,000.00.
- xvii) Options Treatment Center Acquisition Corp in the approximate amount reasonably anticipated to be \$396,000.00.
- xviii) Sequel Pomegranate Health Systems, LLC in the approximate amount reasonably anticipated to be \$396,000.00.
- xix) Reach Consulting Service dba Educational Alternatives in the approximate amount reasonably anticipated to be \$91,665.00.
- xx) In Focus of Cleveland, Inc. in the approximate amount reasonably anticipated to be \$1,287,297.00.
- xxi) Keystone Richland Center, LLC dba Foundations For Living in the approximate amount reasonably anticipated to be \$283,413.00.

- xxii) Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens in the approximate amount reasonably anticipated to be \$1,875,675.00.
- xxiii) National Youth Advocate Program, Inc. in the approximate amount reasonably anticipated to be \$2,300,951.00.
- xxiv) New Directions, Inc. in the approximate amount reasonably anticipated to be \$37,921.00.
- xxv) Options for Families and Youth in the approximate amount reasonably anticipated to be \$1,326,541.00.
- xxvi) Pathway Caring for Children in the approximate amount reasonably anticipated to be \$263,527.00.
- xxvii) Pressley Ridge in the in the approximate amount reasonably anticipated to be \$1,693,076.00.
- xxviii) Quality Care Residential Homes, Inc. in the approximate amount reasonably anticipated to be \$314,275.00.
- xxix) Rite of Passage, Inc. in the approximate amount reasonably anticipated to be \$100,852.00.
- xxx) Specialized Alternatives for families and Youth of Ohio, Inc. in the approximate amount reasonably anticipated to be \$3,879,463.00.
- xxxi) The Bair Foundation in the approximate amount reasonably anticipated to be \$1,838,856.00.
- xxxii) The Buckeye Ranch Inc. in the approximate amount reasonably anticipated to be \$15,278.00.
- xxxiii) The Cleveland Christian Home Incorporated in the approximate amount reasonably anticipated to be \$2,374,736.00.
- xxxiv) The Village Network in the approximate amount reasonably anticipated to be \$1,013,304.00.
- xxxv) Adelphoi Village, Inc. in the approximate amount reasonably anticipated to be \$326,700.00.
- xxxvi) Lutheran Homes Society, Inc. in the approximate amount reasonably anticipated to be \$346,500.00.
- xxxvii) Muskegon River Youth Home Inc. in the approximate amount reasonably anticipated to be \$173,250.00.
- xxxviii) New Beginnings Residential Treatment, LLC in the approximate amount reasonably anticipated to be \$148,500.00.

- xxxix) Tri-State Youth Authority, Inc. dba Mohican Youth in the approximate amount reasonably anticipated to be \$320,826.00.
- xl) The Twelve of Ohio, Inc. in the approximate amount reasonably anticipated to be \$683,590.00.

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

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

d) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2017-0058: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; and declaring the necessity that this Resolution become immediately effective. (See Page 380)

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

- 2) R2017-0072: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 - 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.(See Page 383)

Sponsor: County Executive Budish/Fiscal Officer

- 12. MISCELLANEOUS COMMITTEE REPORTS
- 13. MISCELLANEOUS BUSINESS
- 14. PUBLIC COMMENT UNRELATED TO AGENDA
- 15. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, MAY 23, 2017
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, MAY 23, 2017
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 25, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 3:31 p.m.

2. ROLL CALL

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

[Clerk's Note: Councilmember Schron 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:

- 1) a report containing findings and recommendations of Fact-finder Harry Graham regarding negotiations between Cuyahoga County Court of Common Pleas/Juvenile Division for collective bargaining agreements with Laborers' International Union of North America, Local 860, representing approximately 220 employees in various classifications at the Juvenile Court, Detention Center and Probation Department.

A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 3:34 p.m. The following Councilmembers were present: Baker, Miller, Tuma, Gallagher, Conwell, Jones, Brown, Hairston, Simon and Brady. Councilmember Schron entered the meeting after the roll-call was taken to move to Executive Session. The following additional attendees were present: Director of Law Robert Triozzi, Chief Talent Officer Douglas Dykes, Director of Human Resources Employee and Labor Relations and Chief Labor Counsel Egdilio Morales, Juvenile Court Administrator Terease Neff, Juvenile Court Administrative Judge Kristin Sweeney, Juvenile Court Deputy Director Karen Lippmann, Juvenile Court Chief Staff Attorney Mark Majer, Juvenile Court Human Resources Manager Sandy Spilker, Office of Budget & Management Director Maggie Keenan, Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer and Special Counsel Michael King. At 4:43 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:44 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 25, 2017
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, Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Hairston, Simon, Baker and Brady were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Brady requested that a moment of silent meditation be dedicated in honor of Holocaust Remembrance Day.

5. PUBLIC COMMENT RELATED TO AGENDA

The following citizens addressed Council regarding Resolution No. R2017-0082, a Resolution authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027:

- a) Ms. Adele Eisner**

b) Mr. John Medcalf

Ms. Loh addressed Council regarding Resolution No. R2017-0083, a Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019.

6. APPROVAL OF MINUTES

- a) April 12, 2017 Committee of the Whole Meeting
- b) April 12, 2017 Regular Meeting

A motion was made by Mr. Hairston, seconded by Ms. Brown and approved by unanimous vote to approve the minutes of the April 12, 2017 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 that the Medical Capital Innovation Competition was held earlier today and will continue tomorrow at the Global Center for Health Innovation.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2017-0075.

- 1) R2017-0075: A Resolution extending Council's review period of the proposed Administrative Rules submitted by the Personnel Review Commission through 6/30/2017, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2017-0075 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 Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2017-0076 and R2017-0077.

- 1) R2017-0076: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 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. Schron with a second by Mr. Miller, Resolution No. R2017-0076 was considered and adopted by unanimous vote.

- 2) R2017-0077: A Resolution accepting/rejecting the report containing findings and recommendations of Fact-finder Harry Graham regarding negotiations between Cuyahoga County Court of Common Pleas/Juvenile Division for collective bargaining agreements with Laborers' International Union of North America, Local 860, representing approximately 220 employees in various classifications at the Juvenile Court, Detention Center and Probation Department, and declaring the necessity that this Resolution become immediately effective.

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

Clerk Schmotzer read Resolution No. R2017-0077 into the record.

Council President Brady announced that Juvenile Court and Laborers' International Union of North America, Local 860, have agreed to waive the seven (7) day requirement for Council action and that both have agreed to move this item to the May 9, 2017 Council meeting agenda.

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

- 1) R2017-0078: A Resolution approving rental rates and terms of use for the Cuyahoga County Courthouse, located at 1 Lakeside Avenue, Cleveland and corresponding parking rates for use of the Huntington Park Garage, effective 5/9/2017; authorizing the County Executive to execute all 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. R2017-0078 to the Public Works, Procurement & Contracting Committee.

- 2) R2017-0079: A Resolution approving permit, inspection and contractor license rates, effective 5/9/2017; authorizing the County Executive to execute all 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. R2017-0079 to the Public Works, Procurement & Contracting Committee.

- 3) R2017-0080: A Resolution making an award on RQ39164 to T.H. Martin Inc. in the amount not-to-exceed \$895,000.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2017 - 4/30/2020; 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.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2017-0080 to the Public Safety & Justice Affairs Committee.

- 4) R2017-0081: A Resolution making an award on RQ39147 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$14,891,604.32 for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid; 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 the amount of \$5,692,964.73 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2017-0081 to the Public Works, Procurement & Contracting Committee.

- 5) R2017-0082: A Resolution authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027; 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.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

Council President Brady referred Resolution No. R2017-0082 to the Finance & Budgeting Committee.

- 6) R2017-0083: A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$3,858,092.00 at the Norma Herr Women's Shelter, located at 2227 Payne Avenue.
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men's Emergency Shelter, located at 2100 Lakeside Avenue.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Brady referred Resolution No. R2017-0083 to the Health, Human Services & Aging Committee.

- 7) R2017-0084: A Resolution authorizing an amendment and restatement of Master Contract assigned Nos. CE1300570 and CE1300571 for placement and foster care services for the period starting at various times, as specified in this Resolution, and ending on 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the total amount not-to-exceed \$42,811,492.00; 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:
 - i) Alliance Human Services in the approximate amount reasonably anticipated to be \$3,722,194.00.
 - ii) Applewood Centers, Inc. in the approximate amount reasonably anticipated to be \$1,578,970.00.
 - iii) Beech Brook in the approximate amount reasonably anticipated to be \$2,664,771.00.
 - iv) Bellfaire Jewish Childrens Bureau in the approximate amount reasonably anticipated to be \$2,453,713.00.
 - v) BHC Belmont Pines Hospital, Inc. in the approximate amount reasonably anticipated to be \$2,176,352.00.
 - vi) Caring for Kids, Inc. in the approximate amount reasonably anticipated to be \$195,118.00.
 - vii) Carrington Youth Academy in the approximate amount reasonably anticipated to be \$202,443.00.

- viii) Catholic Charities Corporation (Parmadale) in the approximate amount reasonably anticipated to be \$943,060.00.
- ix) Christian Children's Home of Ohio, Inc. in the approximate amount reasonably anticipated to be \$317,551.00.
- x) Cornel Abraxas Group, Inc. in the approximate amount reasonably anticipated to be \$26,328.00.
- xi) Fox Run: The Center for Children and Adolescents in the approximate amount reasonably anticipated to be \$405,164.00.
- xii) Glen Mills School in the approximate amount reasonably anticipated to be \$51,788.00.
- xiii) House of New Hope in the approximate amount reasonably anticipated to be \$1,357,290.00.
- xiv) OhioGuidestone in the approximate amount reasonably anticipated to be \$4,786,767.00.
- xv) Shelter Care, Inc. in the approximate amount reasonably anticipated to be \$45,832.00.
- xvi) Detroit Behavioral Institute Inc. dba Capstone Academy in the approximate amount reasonably anticipated to be \$396,000.00.
- xvii) Options Treatment Center Acquisition Corp in the approximate amount reasonably anticipated to be \$396,000.00.
- xviii) Sequel Pomegranate Health Systems, LLC in the approximate amount reasonably anticipated to be \$396,000.00.
- xix) Reach Consulting Service dba Educational Alternatives in the approximate amount reasonably anticipated to be \$91,665.00.
- xx) In Focus of Cleveland, Inc. in the approximate amount reasonably anticipated to be \$1,287,297.00.
- xxi) Keystone Richland Center, LLC dba Foundations For Living in the approximate amount reasonably anticipated to be \$283,413.00.
- xxii) Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens in the approximate amount reasonably anticipated to be \$1,875,675.00.
- xxiii) National Youth Advocate Program, Inc. in the approximate amount reasonably anticipated to be \$2,300,951.00.

- xxiv) New Directions, Inc. in the approximate amount reasonably anticipated to be \$37,921.00.
- xxv) Options for Families and Youth in the approximate amount reasonably anticipated to be \$1,326,541.00.
- xxvi) Pathway Caring for Children in the approximate amount reasonably anticipated to be \$263,527.00.
- xxvii) Pressley Ridge in the in the approximate amount reasonably anticipated to be \$1,693,076.00.
- xxviii) Quality Care Residential Homes, Inc. in the approximate amount reasonably anticipated to be \$314,275.00.
- xxix) Rite of Passage, Inc. in the approximate amount reasonably anticipated to be \$100,852.00.
- xxx) Specialized Alternatives for families and Youth of Ohio, Inc. in the approximate amount reasonably anticipated to be \$3,879,463.00.
- xxxi) The Bair Foundation in the approximate amount reasonably anticipated to be \$1,838,856.00.
- xxxii) The Buckeye Ranch Inc. in the approximate amount reasonably anticipated to be \$15,278.00.
- xxxiii) The Cleveland Christian Home Incorporated in the approximate amount reasonably anticipated to be \$2,374,736.00.
- xxxiv) The Village Network in the approximate amount reasonably anticipated to be \$1,013,304.00.
- xxxv) Adelphoi Village, Inc. in the approximate amount reasonably anticipated to be \$326,700.00.
- xxxvi) Lutheran Homes Society, Inc. in the approximate amount reasonably anticipated to be \$346,500.00.
- xxxvii) Muskegon River Youth Home Inc. in the approximate amount reasonably anticipated to be \$173,250.00.
- xxxviii) New Beginnings Residential Treatment, LLC in the approximate amount reasonably anticipated to be \$148,500.00.
- xxxix) Tri-State Youth Authority, Inc. dba Mohican Youth in the approximate amount reasonably anticipated to be \$320,826.00.
- xl) The Twelve of Ohio, Inc. in the approximate amount reasonably anticipated to be \$683,590.00.
- xli) Woods Services Inc. in the approximate amount reasonably anticipated to be \$55,508.00.

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

Council President Brady referred Resolution No. R2017-0084 to the Health, Human Services & Aging Committee.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2017-0058: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; and declaring the necessity that this Resolution become immediately effective.

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

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

Clerk Schmotzer read Resolution No. R2017-0058 into the record.

This item will move to the May 9, 2017 Council meeting agenda for consideration for third reading adoption.

- 2) R2017-0072: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 - 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.

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting –
Miller

Clerk Schmotzer read Resolution No. R2017-0072 into the record.

This item will move to the May 9, 2017 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 Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2017-0068, R2017-0069, R2017-0070 and R2017-0071.

- 1) R2017-0068: A Resolution declaring that public convenience and welfare requires resurfacing of Chagrin River Road from Solon/Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville; total estimated project cost \$275,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2017-0068 was considered and adopted by unanimous vote.

- 2) R2017-0069: A Resolution declaring that public convenience and welfare requires resurfacing of Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights; total estimated project cost \$1,850,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing

the County Executive to enter into an agreement of cooperation with City of Cleveland Heights in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Miller with a second by Mr. Hairston, Resolution No. R2017-0069 was considered and adopted by unanimous vote.

- 3) R2017-0070: A Resolution declaring that public convenience and welfare requires resurfacing of Harvard Road from Green Road to Eaton Road in the City of Beachwood; total estimated project cost \$525,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2017-0070 was considered and adopted by unanimous vote.

- 4) R2017-0071: A Resolution declaring that public convenience and welfare requires resurfacing of Silsby Road from South Taylor Road to Edgerton Road in the City of University Heights; total estimated project cost \$420,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Hairston with a second by Ms. Conwell, Resolution No. R2017-0071 was considered and adopted by unanimous vote.

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2017-0059: A Resolution amending the 2016/2017 Biennial Operating Budget and Capital Improvements Program for 2017 by revising projects, estimated costs and schedule; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0059 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, May 1, 2017 at 1:00 p.m. and on Monday, May 15, 2017 at 1:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, May 3, 2017 at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, May 2, 2017 at 1:00 p.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, May 3, 2017 at 1:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, May 2, 2017 at 10:00 a.m.

12. MISCELLANEOUS BUSINESS

Ms. Brown thanked County Executive Budish, Councilmember Miller, Edward Kraus, Karlton Laster, LeVine Ross and Crystal Bryant for their assistance and others who attended the first part of the “Getting to Know Your Government Better” Town Hall series. The next Town Hall meeting will be held on Thursday, May 18, 2017 at the Harvard Community Center.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Rico Dancy addressed Council regarding funding for suicide prevention and children’s safety programs.

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:32 p.m., without objection.



Cuyahoga County Veterans Service Commission

Ph: 216.698.2600 • Fax: 216.698.2650
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

I hereby certify that the attached document represents a true copy of the 2018 legal budget of the Cuyahoga County Veterans Service Commission as approved by its Board of Commissioners in an open meeting on April 19, 2017 and submitted to the Cuyahoga County Executive, Cuyahoga County Council and Cuyahoga County Office of Budget Management. It is based on a more accurate valuation of property tax provided to us by the Fiscal Office. Your review and appropriation of the requested funds in accordance with the Ohio Revised Code section 5901.11 is appreciated.

Per Ohio Revised Code section 5901.11, the CCVSC formally requests a hearing before the Cuyahoga County Council to discuss the CCVSC's budget request for the 2018 Fiscal Year.

Jon Reiss
Jon Reiss
Executive Director

5/17 ^{JPR} 5/3/17
Date

The foregoing instrument was acknowledged before me on this date by Jon P. Reiss, Executive Director of the Cuyahoga County Veterans Service Commission.



MELINDA R. HALLIBURTON
NOTARY PUBLIC
STATE OF OHIO
Recorded in
Lake County
My Comm. Exp. 9/29/2020

Melinda Halliburton
Melinda Halliburton, Notary
MY COMMISSION EXPIRES:
September 29, 2020
5/3/17
Date



Cuyahoga County Veterans Service Commission

Ph: 216.698.2600 • Fax: 216.698.2650
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

May 3, 2017

Enclosed is the 2018 budget for the Veterans Service Commission. It is based on estimated valuation provided to us from the Fiscal Officer. If the actual amount changes because of property tax revisions prior to October, we will revise the budget accordingly to remain under the .25 mil criteria described in the Ohio Revised Code.

To more fully describe the activities and functions of the office, the following enumerates the direct service provided to veterans by our various departments for 2016:

Financial Assistance Department:

- Clients seen – 11,346
- Hardship Assistance granted – 2,782
- Transportation Assistance granted – 6,623
- Ineligible applicants – 1,153 – non-residents, less than honorable service
- Claims denied per policy – 279
- Applications withdrawn – 502
- Average hardship assistance per veteran - \$1,032

Service Officer Department:

- Original VA claims processed – 1,435
- Claims follow-up – 4,578
- Phone calls taken and made – 37,515
- Indigent burials – 95
- Documents located – 2,405
- Presidential Memorial Certificates – 513
- Indigent burial benefits paid - \$92,270

Federal VA dollars spent in Cuyahoga County in 2015 (most current statistic)

- Total federal VA dollars - \$3,256,434,046
- Compensation and Pension - \$221,003,061
- Education and Vocational - \$44,706,336



**CUYAHOGA COUNTY VETERANS SERVICE
COMMISSION**

2018 CCVSC Budget

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

STAFFING

The CCVSC is composed of a Board of 5 Commissioners, a staff comprised of 29 management and professional staff employees, including the Executive Director. As of this date, all 5 Commissioner are considered “part time” for County payroll purposes. All other employees are full time.

2017 Staffing Request.....30 FTEs/5 PTEs

2018 Staffing Request.....29 FTEs/5 PTE

Net Staff changes..... -1 FTEs/0 PTE

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

010 PERSONNEL SERVICES

Salaries Budget Base **\$1,715,260**

This salary projection covers the entire current classified and non-classified CCVSC staff. This salary base budget is from 2017 salary projections that include a 2% raise for those employees whose salaries are not currently frozen.

Additional Salary Appropriations for Anticipated Events **\$60,000**

Additional appropriation is necessary to adjust the base salary for performance and longevity base bonuses.

.....
Total Personnel Services for 2018 **\$1,775,260**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

015 PERSONNEL BENEFITS

Personnel Benefits for 2018 **\$703,257**

Personnel benefits are calculated at 41% (2016 actual %) of total CCVSC staff salaries (\$1,715,260 x .41 = \$703,257). This percentage covers Workers' Compensation, unemployment compensation, Flex benefits, PERS retirement, Medicare and increase in health care cost based on 2018 salaries projections. This percentage assures that there will be no shortfall for any unanticipated benefit expense, for example, increased Worker's Compensation and/or hospitalization insurance costs.

.....

Total Personnel Benefits 2018 **\$703,257**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

022 COMMODITIES

Office/Technical Supplies for 2018 **\$18,110**

The office/technical supply budget for 2018 is based on a 2016 actual expenditures multiplied by a 2.50% inflation rate and rounded up to nearest hundredth. These purchases are for general office/technical supplies utilized in day-to-day operations. It is anticipated that office/technical supplies usage will stay the same as the 2016 levels.

Electricity Usage for 2018 **\$11,148**

Electric utility is the only utility paid by CCVSC under its existing lease agreement. The average electric bill in 2016 has been approximately \$903 per month. The CCVSC anticipates 2.50% inflation. The CCVSC is considering extending office hours, which will increase electric utility usage. The office has energy conservation light fixtures in the new leased space. We have experienced a better than 50% reduction in cost due to the sustainable construction of the building.

.....
Total Commodities for 2018 **\$29,258**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

026 CONTRACTS & PROFESSIONAL SERVICES

Annual Lease Agreement **\$203,004**

In 2018, the CCVSC is in its third year of the 5 year-lease agreement with LTD Partners for the office space at 1849 Prospect Avenue, Cleveland, Ohio. The renewed 5 year lease agreement is scheduled to expire September 30, 2019. The cost is \$14.50 per square foot for the remaining 5 year cost.

Employee Tuition Reimbursement Program **\$20,000**

The CCVSC has an employee tuition reimbursement program to encourage staff to return to school to obtain college degrees in subject areas relevant to the agency. To support this effort, the CCVSC will offer tuition assistance to qualified staff.

Miscellaneous Technical Services **\$22,000**

Various technical services needs arise throughout the year. The 2018 projection is conservatively based on 2016 actual expenditures minus unexpected expenses from 2016. 2016 actuals were not used, due to additional expenses unlikely to occur in 2018.

Employee Wellness Program **\$23,000**

The CCVSC is committed to supporting employee wellness in collaboration with county wide wellness initiatives. To support this effort, the CCVSC will offer reimbursement for employee health/gym club memberships for 2018.

.....
Total Contracts and Professional Services for 2018 **\$268,004**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

035 CONTROLLED SERVICES

Data Processing Charges **\$39,316**

The County Data Center charges back for various computer maintenance and document support functions provided by its technical staff. In calculation of the CCVSC 2018-projected budget, the 2016 actual expenditures were utilized, which represents the most recent complete year's fees.

Space Maintenance **\$110,220**

The CCVSC has two Protective Service Officers on the premises during working hours. This represents a charge back from Central Services for security service provided. In calculation of the CCVSC 2018-projected budget, the 2016 actual expenditures were utilized.

.....
Total Controlled Services for 2018 **\$149,536**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

050 CLIENT SERVICES

Client Services Budget Basis **\$3,285,853**

The CCVSC client services base budget for 2018 is based on 2016 actual expenditures. This basis was deemed the most accurate basis as it represents the most recent programming changes.

Financial Assistance Increase for New/Additional Programming **\$270,000**

The CCVSC continues to expand programming and mobile outreach services. It is expected that the CCVSC will see an increase in requests for financial assistance. The 2018 projection is based on continued expansion of headstone reset program and winter clothing program.

Client Parking **\$16,800**

The CCVSC is providing parking for clients for 1,400 a month for 10 parking spaces off of Prospect Ave near the facility. The CCVSC will look for the most economical solution to resolve situation. However the demographic of client base (disabled veterans) also factored heavily into the final solution.

.....
Total Client Services for 2018 **\$3,572,653**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

060 OTHER OPERATING

Other Operating Budget Basis **\$363,288**

For a conservative approach to the 2018 budget process in Other Operating Expenses, the CCVSC is using 2016 actual expenditures as the basis. CCVSC Advertising Budget for 2018 is \$250,000 and it is in the budget basis above. Other items in the base budget are County Fast Copier, County Postage, County Telephone, County Garage and County Printing. It also includes Travel, Office supplies, Software, Publications, Professional Dues and Other Operating expenditures.

Other Operating Increased by 2.50% for 2018 **\$9,082**

The majority of other operating expenditures are administrative charge backs from Central Services. The operating expenditures provided by Central Services are County storeroom supplies, County postage, County telephone, County garage (leased van), and County printing. The CCVSC anticipates a 2.50% inflation rate increase for these services as well as the other independent administrative expenditures.

Computer Software Purchases for 2018 **\$10,000**

The CCVSC is in continuous need to upgrade software for the agency at large.

Staff Development **\$10,000**

O.R.C. 5901.03, Paragraph F charges a veterans service commission board with the responsibility of providing funding for staff development. For 2018, it is estimated that employees will participate in a variety of training in order to meet the agency's long-term initiatives. The staff development projection for additional employee training and travel expenses that is not in the base budget above.

.....
Total Other Operating for 2018 **\$392,370**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2018 BUDGET SUMMARY

070 CAPITAL OUTLAYS

Miscellaneous Capital Outlays 10,000

Miscellaneous capital outlay is based on the same request as 2017 request for purchase of new electronic equipment and furniture needs at the Veterans Service Commission.

.....
Total Capital Outlay for 2018 \$10,000

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CCVSC TOTAL 2018 BUDGET = \$6,900,338

ASSESSED VALUATION CALCULATION

$\$27,623,744,450 \times .00025 = \$6,905,936$

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0085

Sponsored by: Councilmember Brown 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.
---	--

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 2.01 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 Cuyahoga County 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 May 3, 2017, the Cuyahoga County Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through FF) and recommends 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:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Chief Section Facilities Manager*
Class Number: 1063113
Pay Grade: 17
*Revised education/experience requirements; essential job functions to better reflect the current duties; changed name from *Chief Section Architect* to better reflect essential job functions.
- Exhibit B: Class Title: *Clinical Coordinator*
Class Number: 1056331
Pay Grade: 12
*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit C: Class Title: *Data Control Technician*
Class Number: 1011221
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit D: Class Title: *Employment Contract Negotiator/Evaluator*
Class Number: 1014122
Pay Grade: 8
* 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. Pay grade increased by one level from PG 7 to PG 8.
- Exhibit E: Class Title: *Identification Technician*
Class Number: 1023101
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

- Exhibit F: Class Title: *Investigation Supervisor*
Class Number: 1022123
Pay Grade: 11
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit G: Class Title: *Justice System Advocate*
Class Number: 1056531
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit H: Class Title: *Program Officer Administrator*
Class Number: 1052415
Pay Grade: 14
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit I: Class Title: *Records Manager Administrator*
Class Number: 1052224
Pay Grade: 11
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit J: Class Title: *Senior Administrative Secretary*
Class Number: 1013312
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit K: Class Title: *Senior Examiner*
Class Number: 1055122
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing

characteristics, FLSA status and percentages of time for essential functions.

- Exhibit L: Class Title: *Chief Dog Warden*
Class Number: 1022432
Pay Grade: 9
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, changed name from *Senior Kennel Operations Supervisor* to align with Ohio Revised Code; FLSA status and percentages of time for essential functions; pay grade increased from 8 to 9.
- Exhibit M: Class Title: *Senior Mailroom Supervisor*
Class Number: 1011614
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit N: Class Title: *Senior Records Management Administrator*
Class Number: 1052225
Pay Grade: 12
* Revised essential job functions to better reflect current duties; Department was changed from Central Services and Human Services to Public Works.
- Exhibit O: Class Title: *Senior Records Management Officer*
Class Number: 1052222
Pay Grade: 6
* Revised essential job functions to better reflect current duties; Medical Examiner's Office was eliminated from the Department.
- Exhibit P: Class Title: *Sewer Maintenance Superintendent*
Class Number: 1043123
Pay Grade: 15
* Revised to update the education/experience requirements to be in line with Ohio EPA requirements
- Exhibit Q: Class Title: *Social Program Administrator I*
Class Number: 1056312
Pay Grade: 11
* Revised to update the Department to include Sheriff's Department.

Exhibit R: Class Title: *Social Program Administrator 2*
Class Number: 1056313
Pay Grade: 13
*The request was made to update the Department to include the Sheriff's Department.

Proposed Deleted Classification:

Exhibit S: Class Title: *Senior Financial System Administrator*
Class Number: 1055142
Pay Grade: 15

Exhibit T: Class Title: *Airport Field Supervisor*
Class Number: 1042314
Pay Grade: 10

Exhibit U: Class Title: *Architect I*
Class Number: 1063112
Pay Grade: 9

Exhibit V: Class Title: *Building Inspector*
Class Number: 1021111
Pay Grade: 6

Exhibit W: Class Title: *Fire Safety Inspector*
Class Number: 1022211
Pay Grade: 5

Exhibit X: Class Title: *Groundskeeper*
Class Number: 1042211
Pay Grade: 3

Exhibit Y: Class Title: *Help Desk Technician*
Class Number: 1053151
Pay Grade: 7

Exhibit Z: Class Title: *Licensed Practical Nurse*
Class Number: 1032111
Pay Grade: 5

Exhibit AA: Class Title: *Purchasing Administrator*
Class Number: 1053514
Pay Grade: 5

Exhibit BB: Class Title: *Sanitary Engineer*
Class Number: 1063421
Pay Grade: 18

Exhibit CC: Class Title: *Senior Employment Service Specialist*
Class Number: 1014612
Pay Grade: 4

Exhibit DD: Class Title: *Social Service Worker 4*
Class Number: 1056251
Pay Grade: 8

Proposed New Classifications:

Exhibit EE: Class Title: *Manager, Witness/Victim Services*
Class Number: 1056533
Pay Grade: 15

Exhibit FF: Class Title: *Manager, Mediation*
Class Number: 1062553
Pay Grade: 16

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Section Facilities Manager	Class Number:	1063113
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities section in the Public Works Department. Responsibilities include directing the application of sound architectural and engineering principles in the preparation of plans, reports, and the improvement of buildings and other County facilities by coordinating the internal and external design, construction, and manufacturing efforts associated with the proposed improvement that addresses the end user's needs.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to architecture, engineering, and facilities design. The employee is expected meet, consult and collaborate with Public Works Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and architectural requirements; in conjunction with the Department Administrators, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises the Director of Public Works on policy and project status.
- 25% +/- 10%
- Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.
- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.
- 10% +/- 5%
- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Chief Section Facilities Manager

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree in architecture, engineering or a related field with eight (8) years previous experience, including one year of supervisory experience.

Additional Requirements

License as a professional architect or professional engineer with the State of Ohio.

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.

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 understand and apply college level algebra, geometry, calculus and 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 project plans, project work schedules, timesheets, leave requests, various functional reports, legislative agreements, data and invoices.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental and County personnel policy manual, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, 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.

Chief Section Facilities Manager

- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architectural, legal, construction and accounting terminology and language.
- Ability to communicate with staff, chiefs of other sections, consultants, vendors, departmental employees, and administrators.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clinical Coordinator	Class Number:	1056331
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage all aspects of the administration of the Multisystemic Therapy (MST) program and supervise Multisystemic Therapists in the provision of clinical social services and ensure adherence to the MST principles and the MST analytic process.

Distinguishing Characteristics

This is a management level classification with responsibility for managing all aspects of the administration of the MST program and supervising Multisystemic Therapists in the provision of clinical social services. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 80% +/- 10%
- Supervises MST Therapists and other staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; conducts individual and group supervision with staff members; reviews all client cases weekly and provides feedback to MST Therapists; attends sessions and court with staff for observation and support; reviews taped sessions for each MST Therapist; reviews MST Therapists' client records for accuracy and completeness; provides training and instruction; evaluates employee performance; assists staff in creating and implementing development plans and monitors goal achievement; reviews correspondence sent out by staff; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Manages administration of the Multisystemic Therapy program; analyzes, assesses and reports program and therapist outcome data; consults with DCFS staff to assist with connecting youth and families to the appropriate services; reviews and assigns referrals; communicates with clients and social workers to determine appropriateness of program criteria for families; coordinates referrals and completes reports; maintains client information and data in the MST website; tracks referrals and client outcomes; develops and maintains working relationships with community stakeholders; promotes the MST program; fills in for staff as needed; remains on call 24/7 to assist staff as necessary; completes a supervisor development plan and works toward goal achievement.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, time sheets, requests for leave and overtime; generates and reviews mileage reports; approves purchase requests; prepares employee on-call schedule.

Proposed DATE

Clinical Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, counseling or related field with six (6) years of social work or counseling experience; or any equivalent combination of training and experience.
- Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio. License must be maintained throughout the life of employment.
- 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 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 program data, TAM surveys, Protective Factors surveys, clinician development plans, client records, correspondence, memos, attendance records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Multisystemic Therapy Program Guidelines, social work reference books, and Personnel Policies and Procedures Manual.

Clinical Coordinator

- Ability to prepare weekly case summaries, monthly program reports, referrals, billing reports, expense reports, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate effectively with supervisor, co-workers, social workers; clients, families, community providers and partners, Court staff, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.
- Work may involve exposure to temperature or weather extremes, wetness, humidity, smoke, dust, animals, disease, bodily fluids, violence and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	1011221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations

Essential Job Functions

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

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in-state and county computer systems; prints new overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

Data Control Technician

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 crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and 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 relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	1014631
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 45% +/- 10%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursements of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.
- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.
- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Proposed DATE

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employment Contract Negotiator/Evaluator

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:	Identification Technician	Class Number:	1023101
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

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%
- Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; back-up system; collects fees for lost, stolen, damaged ID badges.
- 20% +/- 10%
- Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.
- 10% +/- 5%
- Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.
- 10% +/- 5%
- Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.
- 20% +/- 10%
- Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

~~CONFIDENTIAL~~

Identification Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of 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 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 30 pounds

Mathematical Ability

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

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 and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, 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 communicate effectively with managers, supervisors, elected officials, and 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:	Investigation Supervisor	Class Number:	1022123
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. 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.

- 45% +/- 10%

• Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; acts as department liaison with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures compliance with State and Federal regulations.
- 40% +/- 10%

• Supervises Investigators and Investigative Assistants; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 15% +/- 10%

• Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares reports for use in the evaluation and prosecution of fraud cases; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends quarterly state fraud control meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice or a related field, and three (3) years of public assistance eligibility determination or investigations experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Proposed Date

Investigation Supervisor

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, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to persuade 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 accounting, human resources, and related legal terminology and language.

Investigation Supervisor

- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.

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:	Justice System Advocate	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	7
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing advocacy services for crime victims. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%

• Provides comprehensive advocacy services for crime victims for felonies, and misdemeanors including major trials and domestic violence cases; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim questions.
- 30% +/- 10%

• Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 30% +/- 10%

• Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to individuals and community organizations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with one (1) year of criminal justice system or social work experience which may include related internship experience; or any equivalent combination of training and experience.

PROPOSED DATE

Justice System Advocate

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 and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, police reports, court files and records, indictments, letters to/from victims, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, victims' of crimes rights, victim focused assistance, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, Temporary Protection Order Paperwork, case files, case management sheet, Civil Protection Order Petition, appointment letters, safety plan, case service notes, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve limited field work in the victim's home or hospital setting.
- Work may involve exposure to violence.

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

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Officer Administrator	Class Number:	1052415
FLSA:	Exempt	Pay Grade:	14
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage focused studies, or projects in the County Work First Services Unit in the Department of Job and Family Services. Studies and projects results in the development and implementation of new/improved County services and/or programs.

Distinguishing Characteristics

This is a senior management level classification with responsibility for performing and overseeing the activities of the County Work First Services unit in Job and Family Services. This class works under direction from the Manager of Work First Services and is responsible for develop, implement, and evaluate new and existing programs.

Essential Job Functions

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

- 30% +/- 10%
- Develops different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; makes presentations to report findings and makes recommendations for new operations, systems, process, performance improvement, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans; monitor quality compliance; develops request for proposal; reviews proposals and make funding recommendations for new programing.
- 20% +/- 10%
- Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; conducts program needs analysis; compiles results of research data and recommends opportunities to improve resource utilization and productivity; researches and conducts surveys to determine best practices; makes recommendations for modifications for improvement; conducts program analysis to ensure compliance with State and Federal Procurement Regulations; determines program effectiveness in attaining goals; coordinates collection of data.
- 20% +/- 10%
- Supervises staff (must include a Program Officer 4); plans and schedules work; provides job training and instruction; maintains standards; reviews and approves employee leave request; evaluates employee performance; acts upon disciplinary actions.
- 5% +/- 2%
- Manages special studies or projects; provides internal consulting and analytical support for special projects; researches using literature, employment data and gap analysis to determine the best practices; recommends funding for special projects.

Proposed DATE

Program Officer Administrator

5% +/- 2%

- Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

20% +/- 10%

- Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; write contracts; process invoices; approve payments and report monthly utilization; prepare correspondence and performance reports; develop and disseminate marketing and outreach materials; provide internal and external training on programs and services.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

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, calculate decimals and percentages, apply the principles of routine statistics, apply algebraic formulas and interpret advanced statistics.

Proposed DATE

Program Officer Administrator

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 reports (i.e. - performance reports, weekly program utilization reports, incident reports, statistical reports), billing invoices, case file review results, policies and procedures, business intelligence information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, Policies and Procedures Manual, Deficit Reduction Act, Civil Rights Act, National Voter Registration Act, Workforce Innovation and Opportunity Act, County Procurement Guidelines, OMB Circulars, State Guidance Letters, Public Administration Manual (PAM), and software manuals.
- Ability to prepare statistical reports, reports (i.e. - performance reports, utilization reports, year-end reports), charts, requests for proposals, project plans, presentations, implementation work plans, correspondence, Ad Hoc Reports, 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 marketing, legal, and basic accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, agency staff, community groups, clients, contract providers, ODJFS staff, and other governments.

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:	Records Management Administrator	Class Number:	1052224
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to manage, develop, plan, organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency records; both in the electronic or physical environment.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing and managing the collection, storage and retrieval of County historical and current records. 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.

- 55% +/- 10%

• Manages the system of data collection and storage of confidential client records or Agency records; both in the electronic or physical environment; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use; process confidential and field questions.
- 35% +/- 10%

• Supervises records management supervisors, clerical supervisors, records management officers, or similar positions to assist with record, retention, and retrieval; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; reviews and approves employee leave requests; responds to employee problems and issues; recommends selection and promotion; recommends discipline and discharge.

Proposed DATE

Records Management Administrator

10% +/- 5%

- Performs related administrative duties; prepares special reports; compiles daily production reports; orders supplies and equipment; prepares department statistics; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assist and process record requests or journal entry requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in records management, management information systems, or business administration or any related field with two (2) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and various department related software/systems.

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, calculate decimals and percentages, and routine statistics to calculate trends.

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 daily and weekly reports, time sheets, performance evaluations, record requests, and various reports and records.

Proposed DATE

Records Management Administrator

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manuals, union contracts, Ohio Revised Code, Ohio Sunshine Laws Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, 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 supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Secretary	Class Number:	1013312
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	All Departments		

Classification Function

The purpose of this classification is to relieve a department director and/or deputy director of routine and non-routine administrative functions and serve as a liaison with elected/appointed officials, various departments, general public, and County staff.

Distinguishing Characteristics

This is a journey level classification performing under direction of the Department Director and/or Deputy Director. This class is responsible for performing timely and accurate administrative functions. 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.

- 30% +/- 10%
- Relieves a department director and or Deputy Director of non-routine administrative functions; functions as the department designee on various committees by attending meetings and assisting in the committee's functions; plans and arranges conferences and special events by locating site or facility, planning meals and lodging and producing conference materials; collects and reviews signatures for documents; transmits decisions and directives made by the department director to staff members, other County departments, and the general public; maintains personnel and budgetary records; assists in budget preparation and administration; serves as a liaison for director with various departments, County elected/appointed officials, general public, and County staff; coordinates travel arrangements; provides assistance to other agencies and follow-up.
- 30% +/- 10%
- Performs clerical tasks; greets visitors; directs visitors and callers to appropriate office or personnel; directs calls, takes message and/or responds to routine telephone inquiries; opens, screens, sort, and distributes mail; copies, collates and distributes documents; maintains office supply inventory; prepares agendas, takes minutes, and transcribes dictation.
- 20% +/- 10%
- Performs related administrative duties; maintains calendar to arrange appointments, meetings and conferences; deals with problems or details in place of supervisor; prepares and enters documents into electronic agenda management systems; composes responses to correspondence and requests for information; signs correspondence in supervisor's name as directed; gathers information and statistics and prepares reports; coordinates meetings and appointments for the director and prepares materials; attends meetings, prepares and distributes meeting materials & prepares meeting agendas and minutes; provides media outlets, outside agencies, and general public with department related information; answers public inquires by phone and email.

Proposed DATE

Senior Administrative Secretary

15% +/- 10%

- Produces final draft and/or final copy of documents; compose, proof, and edit annual letters, memos, correspondence, emails, PowerPoint, vouchers, requisitions, specifications, contract agreements and documents; monitors, tracks and edits various documents, reports and contracts; submits letters for proofreading and signature by director; design and construct newsletter; prepare and edit monthly and annual report; design executive level presentations; design promotional material for department; prepares reports and spreadsheets regarding the various business functions of the office; administers and co-ordinates changes to department website.

5% +/- 2%

- Maintains confidential filing system of the department records both electronic and manual; creates filing system; files documents in correct order; maintains privacy; coordinates appeal database & docket; assigns appeals, coordinates hearings amongst all parties and maintains electronic records (physical & audio) of hearings and evidence submitted; provides customer service to parties in appeals and provides information on appeal procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five (5) years of secretarial/administrative 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

Data Utilization

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

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.

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.

Senior Administrative Secretary

- Ability to comprehend a variety of informational documents including billing invoices, staff expense report forms, budget reports, contracts, draft documents, employee performance reviews, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer applications manuals and office equipment manuals.
- Ability to prepare reimbursement vouchers, meeting minutes, letters, memos, reports (e.g.- monthly and annual department reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with directors, County Council and their staff members, managerial and supervisory staff, other County employees, vendors, new media, other government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Examiner	Class Number:	1055122
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to assist home daycare providers pass their licensing inspection and to ensure that all daycare activities and billings are in compliance with applicable laws, rules and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting home daycare providers pass their licensing inspection and ensuring that all daycare activities and billings are in compliance with applicable laws, rules and procedures. The incumbent ensures that work activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires considerable public contact and is responsible for ensuring that clients are provided with appropriate and timely services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Examines and verifies that all day care reimbursements are in compliance with applicable laws, rules and procedures; prepares payment adjustments and related reports and documentation; determines if provider has over or under payment; collects paperwork needed to complete adjustment; prepares and submits adjustments to Ohio Department of Job and Family Services (ODJFS) on behalf of providers; completes adjustment spreadsheet; prepares monthly activity report for all adjustments; prepares adjustment correspondence letters; tracks child care payment screens for calculations of overpayments; assists investigators.
- 20% +/- 10%
- Provides information and handles provider problems; presents Question & Answer sessions for providers; gives assistance to applicants during Type B orientations; handles manual process to record attendance claims in absence of swipe card; addresses provider complaints and issues; makes referrals and offers technical assistance to investigations; uses databases and electronic payment processing system to track payment history and provider information.
- 10% +/- 5%
- Examines and verifies that all day care activities are in compliance with applicable laws, rules and procedures; evaluates and inspects Public Child Care Operations/Type B Providers; consults with prospective providers on regulations, standards and provider technical assistance; travels to child care sites; conducts review of provider evacuation plan, hours of operation, daily activity schedules, weekly menus, medical plans, dental plans, and general emergency plans; inspects provider playgrounds and equipment; identifies and monitors issues of non-compliance; gives examples of best practices.

Proposed DATE

Senior Examiner

10% +/- 5%

- Reviews and processes applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes; interviews applicants to determine readiness for licensure; conducts in-home interviews to assure licensing compliance; provides assistance and information to providers regarding licensing requirements.

10% +/- 5%

- Performs related administrative duties; prepares various reports, records and other documents; prepares Child Care Licensing Information Forms (CCLIF) for interviews and visits; responds to emails and phone calls; attends various trainings and meetings; prepares weekly calendars and monthly mileage reports; attends childcare training sessions and workshops.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Public Administration, Sociology, Accounting or related field with two (2) years of professional childcare or public administration 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 stand and walk for a prolonged period of time; ability to bend and twist.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including referrals, evacuation plans, homeowner's insurance, auto insurance, pet licenses, pet shot records, weekly menus, daily activity schedules, medical, dental and general emergency plans, payment processing records, client records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, ODJFS Field Guide; Type B Child Care Rules, and Personnel Policies and Procedures Manual.
- Ability to prepare Child Care Licensing Information Forms (CCLIF), monthly adjustment reports, licensing support interview checklist, travel logs, childcare home assessments,

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Senior Examiner

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, record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate effectively with co-workers, daycare provider applicants, daycare providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in a daycare setting.
- Work may involve exposure to temperature and weather extremes, strong odors, smoke, dust, wetness, humidity, animals and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Dog Warden	Class Number:	1022432
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Works		

Classification Function

The purpose of this classification is to enforce and supervise the enforcement of State of Ohio laws regulating ownership and control of animals within the County; to supervise staff at the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; and to function as the "Chief County Dog Warden" per O.R.C. 955.12.

Distinguishing Characteristics

This is a supervisory 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. This class requires public contact in communicating ownership and control of animals, laws and regulations.

Essential Job Functions

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

- 40% +/- 10%
- Presides as Chief County Dog Warden for Cuyahoga County; enforces and supervises the enforcement of State of Ohio laws regulating ownership and control of animals within the County; supervises patrol of County in animal control; patrols for high profile or more dangerous cases; seizes and impounds stray animals; maintains operational compliance with the Ohio Revised Code; enforces statutes governing dog licensing; supervises the impounding of stray animals; enforces legal hold periods; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census; enforces dangerous dog regulations; coordinates with local animal control officers to ensure compliance with the law; conducts and supervises culling of tags; warns owners found in violation and issues citations; investigate complaints from general public – animal bites, animals destroying private property, animals disturbing peace and suspected inhumane treatment of animals; provides testimony in court to assist in prosecuting violations of animal control laws; determines nuisance, dangerous, vicious designations of dogs based upon all case facts.
- 20% +/- 10%
- Supervises staff at the County Animal Shelter to ensure that public is served, law is enforced, and animals are handled humanely; evaluates employee performance; 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; recommends and implements disciplinary procedures; coaches and manages behavior and ensures all staff conduct is appropriate; recommends selection of new employees and promotion of current employees.
- 15% +/- 10%
- Performs public relations and community awareness functions; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the Animal Shelter; prepares literature and articles for publication to promote the Animal Shelter; approves literature, articles and public service announcements prepared by staff; develops educational programs; distributes and makes available literature pertaining to animal control statutes;

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Animal Shelter Operations Supervisor

prepares responses to customer and public inquiries and complaints regarding the Animal Shelter operations, humane education, statistics, adoptions and health concerns regarding adopted animals; oversees the flow of animals in and out of the building through transfer, foster or adoption.

15% +/- 10%

- Oversees the Animal Shelter operations and the enforcement of animal control regulations; oversees treatment of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing for animal population; determines adoptability of impounded animals; schedules animals for euthanasia; performs euthanasia; oversees shelter cage sterilization and cleaning.

10% +/- 5%

- Performs administrative functions; reviews completed documents and receipts; balances receipts and collected funds to ensure accuracy and legal compliance; 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.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science or animal control or law enforcement with five (5) years of animal handling, animal supervision, and animal welfare experience which includes one year of personnel supervision; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance

Additional Requirements for all levels

Must obtain and maintain Ohio Euthanasia Technician Certification 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 computer and copier.
- 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 between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to Ketch-pole, animal leashes and snares and grooming tools.

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.

Animal Shelter Operations Supervisor

- 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 billing invoices, animal surgery and medical records, employee leave forms, animal impound inventory and records, donation receipts, spay/neuter deposits, adoption questionnaires, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Animal Shelter Operations Manual, union contract, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, Animal Shelter statistics, educational materials, publicity materials, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary, animal control, law enforcement terminology and language.
- Ability to communicate with manager, veterinarians; employees; emergency clinic staff, media contacts, sales representatives, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed in an animal shelter and in the field
- Work may involve exposure to angry or rabid animals, dust, strong odors, noise extremes, bright/dim lights, wetness, humidity, diseases, and bodily fluids.
- Work may be performed outdoors in varying weather conditions and potential exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Mailroom Supervisor	Class Number:	1011614
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to direct the overall operations of multiple mailroom facilities and to supervise lower level mailroom supervisors and other staff in the distribution of County mail to the various departments.

Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising lower level mailroom supervisors and other assigned staff in the daily operations of multiple mailroom facilities and overseeing distribution of County mail. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Mailroom Supervisor class and has broader managerial responsibilities.

Essential Job Functions

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

- 40% +/- 10%
- Supervises Mailroom Supervisors in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions, including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Coordinates mailroom operations; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; reviews contracts with outside vendors; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom.
- 15% +/- 10%
- Delivers and picks up mail from various departments; fills in for staff when there are absences.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; prepares, reviews and monitors mailroom budget reports; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules.

Proposed DATE

Senior Mailroom Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of mail processing experience, including one (1) year as a supervisor; 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, copier and postage meter.
- Ability to sit, stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., ability to bend and twist.

Supervisory Responsibilities

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

Mathematical Ability

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

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 telephone messages, delivery schedules, time sheets, mobile control reports, mailing invoices, mail drop reports, yearly budget reports, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.

Senior Mailroom Supervisor

- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince & influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisors, vendors, other County staff and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to weather extremes, wetness, humidity, machinery and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Administrator	Class Number:	1052225
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the collection, storage and retrieval of County Archive records as well as oversee the Cuyahoga County Archives Reference Services, Appraisal, Preservation and supervision of records management staff.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of the County Archives within the Department of Public Works. This class is responsible for overseeing the Cuyahoga County Archives including Reference Services, Appraisal, and Preservation.

Essential Job Functions

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

- 50% +/- 10%
- Manages the collection, storage and retrieval of Cuyahoga County Archives records (manages system of data collection and storage; control distribution of records; recommends records retention, maintenance; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC); based upon administrative, legal and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society; provides advice and consultation on records, Electronic Records Management systems to County department administrators on their needs; local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; researches and/or develops desk top based records management systems, microfilming, scanning, bar coding, terminal digit filing and other information management systems, for their application and use; prepares bid specifications for purchase of records management equipment and system software; represents the department at pre-bid meetings for the purchase of records management supplies and software; coordinates implementation of records management system; designs forms for internal use). Oversees Cuyahoga County Archives including Reference Services, Appraisal, and Preservation; assists in the reference area and completes requests as needed; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for other County offices and agencies in determining those records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures.
- 25% +/- 10%
- Supervises Records Management staff; directs the daily operations of the archives; evaluates requests and assign to staff or volunteers; review research projects complete by staff, volunteers, interns, etc.; assigns staff and volunteers to assist in the reference area.

Proposed DATE

Senior Records Management Administrator

25% +/- 10%

- Performs administrative duties; prepares special reports; provides training/presentations to managers; recommends approval of vendor invoices; present at outreach events; approve staff payroll and task codes; completes staff evaluation; prepares for semi-annual records commission meetings and prepares minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in history, library science, or related field with six (6) year of archival experience including part time, internship, or volunteer work; 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, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

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.

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, performance evaluations, billing invoices, research requests, task code reports, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including Policies and Procedures Manual, Ohio History Connection, Ohio Revised Code, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.

DATE

Senior Records Management Administrator

- Ability to prepare production reports, spread sheets, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, staff evaluations, progress reports, budget requests, work orders, 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 supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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.

DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives.

Distinguishing Characteristics

This is a journey-level classification that works under the general supervision of the Senior Records Management Administrator and is responsible for providing research and reference services for the County Archives. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 70% +/- 10%
- Provides research and reference services for County Archives; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.
- 20% +/- 10%
- Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in records management, library technology or related field with two (2) years of records management or archival experience; or any equivalent combination of training and experience.

Proposed DATE

Senior Records Management Officer

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, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

Supervisory Responsibilities

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

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

Senior Records Management Officer

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:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works; may provide administrative support to the Maintenance Administrator.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator 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.

- 30% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
- 30% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
- 30% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Sewer Maintenance Superintendent

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Must obtain Ohio Class II Wastewater Collections License within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 understand and apply high school algebra, geometry, calculus and 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 overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, EPA standards, municipal maps, Uniform Standards for Sewage Improvements, reference manuals, union contracts, specifications, standards, guidelines, and codes.

Sewer Maintenance Superintendent

- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Program Administrator 1	Class Number:	1056312
		Pay Grade:	11

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage a social service program with a budget of \$ 1 million or less and to supervise lower level social service employees.

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 a social service program with a budget of \$ 1 million or less (e.g.- monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program).
- Supervises lower level social service employees (e.g. - assigns work and reviews completed work assignments; plans and develops staff training; evaluates employee performance; conducts employee performance appraisals; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with three years of related social work experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, copier, adding machine, 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, 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 itinerary reports, medical invoices, various forms and documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including manager's handbook, personnel policy manuals, at risk manual, health care manuals, and federal and state regulations.
- Ability to prepare at risk reports, performance appraisals, random moment studies, time sheets, 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 medical and counseling terminology and language.
- Ability to communicate effectively with clients, supervisor, personnel officers, support service staff, other County employees, consultants, care providers, local and state officials, accountants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Program Administrator 2	Class Number:	1056313
		Pay Grade:	13

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage one or more social service programs and to supervise subordinate supervisors. This classification is distinguished from the Social Program Administrator 1 classification by the size of the program and generally the supervised classifications (i.e., Social Service Supervisor). Additionally, this classification generally reports to a higher-level program administrator.

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 functions of one or more social service programs (e.g. - develops and implements policies and procedures; monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; may communicate with and advise program clients; attends meetings; prepares and delivers speeches regarding social program).
- Supervises subordinate supervisors (e.g. - oversees work of supervisors; plans and develops staff training; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or related field and four years of social work experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, TP terminal, calculator, telephones, 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, calculate decimals and percentages, use descriptive statistics, statistical inference, and statistical theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, Foster Parent documents, management reports, incident reports, certification records, delinquent lists, contracts, billing lists, allocation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Jobs and Family Services Manual, operations manual, personnel policy manuals, Foster Care manuals, union contracts, etc.
- Ability to prepare per diem manual, annual report, employee evaluations, ODJFS statistical reports, Homeless Report, annual work plan, program updates, corrective action plans, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, legal, counseling, accounting, and personnel terminology and language.
- Ability to communicate effectively with clients, supervisor, support service staff, program clients, other County employees, consultants, care providers, local and state officials, accountants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Financial System Administrator-Financial Analyst	Class Number:	1055142
		Pay Grade:	15

Departments:	Office of Budget and Management, only
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Classification Function

The purpose of this classification is to plan and manage the activities and operations of the budget/forecast system operations and supervise the Assistant Financial System Administrator – Financial Analyst.

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.

- Plans and manages the activities and operations of the budget/forecast information system operations (e.g. develops and implements plan that meets short and long-term information needs of the department; develops, evaluates and maintains standards for system design and application development; modifies or develop systems to accommodate changes in financial policies or budget techniques; evaluates effectiveness of information system and processing functions; serves as liaison to other County departments; may serve as lead member on special project team).
- Supervises lower-level assistant financial system administrator-financial analyst (e.g. assigns and reviews completed work assignments; provides job instruction and training, reviews performance; recommends and implements disciplinary procedures when appropriate; reviews applicants for analyst staff positions and recommends selection of candidates).
- Provides computer software technical support and assistance to end-users in County departments. (e.g. oversees installation and maintenance of software and associated hardware systems; monitors problems with software programs or supporting hardware and makes or initiates corrections; prepares procedural manuals; maintains system documentation; prepares and designs queries and reports utilizing report writer tools and database query languages (e.g. SQL); prepares graphs, etc. to present financial, statistical and descriptive program/service level activity; conducts software training sessions for OBM staff and Agency fiscal officers).
- Develops and coordinates of new project development and system changes (e.g. designs enhancements to current automated systems; determines requirements for development of system modifications to existing systems; designs action plans for system development).
- Performs budget preparation and maintenance duties (e.g. participates in the preparation of the tax and operating budget; develops, prepares and monitors revenue estimates for General Fund, Health & Human Service Levies and Debt Service; participate in developing and preparing monthly and quarterly forecast reports and County Annual Budget documents).
- Assists in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, banks, Director, Administrators, and Commissioners; prepares requests for proposals; assist in hiring consultants; assist in coordination and managing proposed debt; assist in maintaining the County's note and bond ratings by preparing information of County operations for the rating agencies.
- Oversees cost allocation duties. (e.g. prepares billing rates for Jail; develops the indirect cost plan; prepares invoices and pursues collections; assist in the identification and development of revenue enhancement alternatives)
- Performs capital budget management duties. (e.g. participates in capital planning and budget process; monitors revenue and expenditures in capital improvement funds; evaluates proposals for new or expanded projects; develops funding recommendation and rationale).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or information management or related field with five years of experience in financial information system support; 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 computer, printer, adding machine, copy machine, fax machine, 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.
- 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 apply the basic principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including informational documents, forecast reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including budget system manual, personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare budget/forecast reports, revenue reports, descriptive statistical reports, performance appraisals, 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 budget system and accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, 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:	Airport Field Supervisor	Class Number:	1042314
		Pay Grade:	10

Departments:	Development, only
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Classification Function

The purpose of this classification is to supervise lower level airport operations personnel and oversee field operations of the County Airport including aircraft fire fighting and rescue service, airport safety inspections and building and grounds maintenance.

Essential Job Functions

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

- Supervises lower level airport operations personnel (e.g.- plans, assigns and reviews work; prepares work assignment sheets; provides job training and instruction; evaluates employee performance; responds to employee problems; recommends interviews and recommends selection of new employees; recommends and implements disciplinary procedures).
- Coordinates aircraft fire fighting and rescue (e.g.- leads aircraft accident and incident rescue team; assists in containing and extinguishing fires; operates aircraft crash truck to respond to emergency situations; performs required FAA training for airport operations personnel).
- Oversees airport maintenance operations (e.g.- schedules preventative maintenance of airport vehicle fleet and fire and rescue equipment; oversees maintenance of airport building and grounds; coordinates snow and ice removal; monitors current runway conditions; measures runway friction and maintains record).
- Coordinates maintenance materials and equipment purchases (e.g.- maintains purchasing records for maintenance materials and equipment; prepares specifications for replacement equipment; communicates with contractors or vendors).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes airport operations staff to ensure that proper safety precautions are followed).

Minimum Training and Experience Required to Perform Essential Job Functions

Completion of technical school program in building trades with three years of airport operations experience including one year of experience in a lead worker capacity; or any equivalent combination of training and experience.

Additional Requirements

Requires an Ohio Class B Commercial Driver's License with air brakes designation and Hazardous Materials First Responder Certificate.

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

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized vehicles and equipment including a tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, refractometer and fire fighting equipment.

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 basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including operations checklist, crashtruck checklist, assignment sheets, irregularity reports, invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, vehicle parts and technical manuals, aircraft certification manuals, aircraft rescue and fire fighting manuals and fire service training manual.
- Ability to prepare payroll documents, attendance records, airport self-inspection, irregularity reports, vehicle maintenance records, work assignment sheets, performance evaluations, 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, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, electrical and mechanical terminology and language.
- Ability to communicate with the supervisors, airport operations staff, vendors, contractors, customers, tenants and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency 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:	Architect I	Class Number:	1063112
		Pay Grade:	9

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to prepare architectural drawings and sketches for projects to comply with Ohio Building Codes.

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.

- Prepares architectural drawings and sketches for projects to comply with Ohio Building Codes (e.g.- prepares architectural drawings and technical specifications; produces design program and schematic design; coordinates design development; prepares construction documents and related reports).
- Functions as lead worker over lower level architect associates (e.g.- coordinates section activities; assigns work; reviews completed work and work in process; provides instruction; acts on employee problems).
- Consults with project personnel during project development and implementation phases (e.g.- reviews contractor proposals; interacts with vendors to ensure delivery of necessary building products; interacts with contractors to coordinate work; inspects project work completed and in process).

Minimum Training and Experience Required to Perform Essential Job Functions

Certificate to practice architecture in the State of Ohio, as issued by the State Board of Examiners of Architects. One year of experience as a graduate architect.

Additional Requirements

Annual renewal of certificate required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including copier, print machine, Kroy/Duratype 240 and telephone.
- Ability to utilize drafting equipment including parallel bar, triangles, templates and compass.
- Ability to perform on-site inspections.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, shop drawings, invoices, product samples and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Manufacturer's technical Specifications, Ohio Basic Building Code, personnel policy manuals and County policies and procedures.
- Ability to prepare architectural drawings, technical specifications, letters, 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 others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, engineering, mechanical and electrical terminology and language.
- Ability to communicate with County Departments, supervisor, employees, building trades employees, vendors, contractors 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Inspector	Class Number:	1021111
		Pay Grade:	6

Department:	Central Services, Development
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Classification Function

The purpose of this classification is to inspect new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications and standards.

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.

- Inspects new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications, and standards (e.g.- inspects buildings during and after construction to insure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards; observes conditions and issues notices for corrections to persons responsible for compliance).
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.
- Maintains inspection records and prepares reports for use by administrative or judicial authorities.

Minimum Training and Experience Required to Perform Essential Job Functions

Technical training in construction management and two years of inspection experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp meter, blower door, combustion analyzer, combustible gas detector, infra red camera and monoxor.
- Requires the ability to operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blue prints.
- Ability to comprehend a variety of reference books and manuals including municipal zoning laws and building codes.
- Ability to prepare specifications, change orders, purchase lists, inspector reports, bid packages 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 building construction terminology and language.
- Ability to communicate with contractors, clients, immediate supervisor, other County employees, government agency representatives and field representatives.

Environmental Adaptability

- Work is typically 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fire Safety Inspector	Class Number:	1022211
		Pay Grade:	5

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to conduct fire safety inspections of County buildings and structures.

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 fire safety inspections of County buildings and structures (e.g. - ensures compliance with existing fire codes and requirements established by State Marshall's office; issues citations when violations are found; conducts re-inspections to determine if corrections have been made).
- Prepares and maintains inspection reports, weekly itinerary reports, phone call logs, vehicle and expense reports;
- Conducts educational outreach and maintains liaison with outside fire service agencies (e.g.- counsels and advises County and Municipal Boards and other officers and other groups on rural, County and/or Municipal fire protections; assists in conducting fire safety training classes when assigned; responds to emergency situations; assists fire and arson investigators who are investigating fires of suspicious origins; attends conferences, seminars, fire service meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in fire safety inspection and three years of fire-fighting or related experience; or any equivalent combination of training and experience.

Additional Requirements

Fire Safety Inspector certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to perform on-site inspections.

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 fire inspection reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Fire Codes.

- Ability to prepare fire inspection reports, phone logs, expense 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 fire code terminology and language.
- Ability to communicate effectively with supervisors, custodial staff, and the general public.

Environmental Adaptability

- Work is typically performed at on-site locations and 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:	Groundskeeper	Class Number:	1042211
		Pay Grade:	3

Departments:	Central Services, Development, only
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Classification Function

The purpose of this classification is to perform groundskeeping, custodial and routine maintenance tasks on County property and grounds.

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 grounds maintenance duties (e.g.-operates equipment including snow blowers and lawn mowers to perform snow and ice removal of County areas and to mow grass in surrounding property; trims bushes and maintains flower beds).
- Performs routine maintenance duties (e.g. - maintains parking lots including asphalt patching, painting, etc.; starts heating, ventilation and air conditioning equipment; moves boxes and furniture, when necessary).
- Performs custodial duties (e.g.- cleans rooms, halls, etc.; organize and clean tools; sweeps and mops floors; cleans windows; replaces light bulbs).
- Maintains maintenance and custodial supplies and equipment (e.g.- maintains cleanliness of supply closets; informs supervisor when supplies are needed; stocks supplies; fuels equipment; applies grease; completes routine repairs).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with five months of grounds maintenance 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 tools, equipment, and machines including tractors, mower, edger, blower, scissors, electric trimmers, parking lot stripping machine, drills pliers, hammers, and other hand tools, etc.
- Ability to safely use a variety of chemicals such as weed killers, insecticides, paints, deodorizers, soaps, cleaning solutions, etc.
- Ability to lift and move furniture, chemical cans, parking lot gates, etc.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of reference books and manuals including equipment handbooks, instructions, etc.
- Ability to explain procedures and to follow instructions.
- Ability to communicate effectively with supervisor, county employees, and the general public.

Environmental Adaptability

- Work is typically 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Help Desk Technician	Class Number:	1053151
		Pay Grade:	7

Departments: Human Services, Justice Affairs only

Classification Function

The purpose of this classification is to provide help desk technical support to CRIS- E / and or CRIS users.

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.

- Provides help desk technical support to CRIS- E and/or CRIS users (e.g.- assists users entering, accessing and modifying information in the CRIS-E and/or CRIS system; researches and develops solutions to problems; determines and differentiates between user, software, hardware security, telecommunications or network problems; assists CRIS-E and/or CRIS users understand procedural changes; develops procedures for completing tasks in CRIS-E based on regulations; assists and trains users with system passwords; interprets public assistance rules, regulations, policies, policies and procedures; verifies recipients Medicaid eligibility in Ohio Medicaid Management Information System; assists medical providers, governmental entities and other users with unresolved problems; monitors and maintains problem log tracking).
- Provides formal and informal training to agency staff and/or users (e.g.- provides CRIS-E, CRIS and/or related training to administrators, supervisors, users and other staff; develops training materials for other training staff; disseminates information; develops effective working relationships).
- Provides computer software technical support and assistance to end-users (e.g. -- troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; provides operating instructions on various software applications; writes macro programs within software to automate data calculations or maintain database reports; prepares procedural manuals, reports, graphs, charts, etc. to present programs and other information).
- Communicates and maintains effective working relationships with a variety of individuals within and outside the department (e.g.- serves as liaison with other agencies including Ombudsman, medical providers, governmental entities, and medical service companies; communicates with help desk employees in other County departments).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or information technology with two years of computer information systems experience; or any equivalent combination of training and experience.

Additional Requirement

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 personal computer, computer terminal, visual communication equipment, printer, and telephone.
- Ability to lift, carry and move machinery, user paper and other supplies.

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 computer reports and records, CRIS-E and/or CRIS help desk report, QMB/SLMB direct reimbursement forms, prints.
- Ability to comprehend a variety of reference books and manuals including the public assistance manual, food stamps manual, CRIS-E and/or CRIS manual and computer systems manuals.
- Ability to prepare computer generated reports including medical assistance healthcare coverage dates, buy-in eligibility, hard copy case record, CRIS-E help desk problem page, problem logs, CRIS-E screen prints and other job related documents, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures and to instruct.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with supervisors, other County employees, Ohio Department of Jobs and Family Services, governmental entities, medical providers and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Licensed Practical Nurse	Class Number:	1032111
		Pay Grade:	5

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide nursing care to residents of a particular floor, unit or facility.

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.

- Provides nursing services to residents (e.g.- makes rounds of facility and assess illness or injuries; contacts doctors; schedules sick calls if necessary; passes medications as ordered by doctors; performs various treatments as ordered by doctor; notifies doctors of changes in condition and takes new medical orders if necessary; makes rounds of residents with doctors; maintains emergency kits and medicine cabinets in resident locations; utilizes medical equipment to perform job functions).
- Prepares reports and records of nursing activities (e.g.- updates resident charts; maintains medication and treatment records, menstrual list, restriction list and food allergy list; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as practical nurse by the Ohio Board of Nursing.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize medical equipment including sphygmomanometer, stethoscope, flashlight, audioscope and other diagnostic and surgical instruments and equipment.
- Ability to push and pull in the movement or treatment of residents; ability to lift and carry medical equipment and supplies.

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 medical charts, patient records, lab reports, X-ray results, psychological evaluations, clinic forms, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, Lab referral reference and policies and procedures manuals.
- Ability to prepare allergy lists, dietary restrictions list, menses list, restriction list 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 terminology and language.
- Ability to communicate with residents, other County employees and family members.

Environmental Adaptability

- Work is typically performed in an institutional health care environment or juvenile penal institution.
- Work may involve nursing response to emergency 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:	Purchasing Administrator	Class Number	1053514
		Pay Grade:	11

Departments:	Office of Procurement and Diversity, only
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Classification Function

The purpose of this classification is to supervise purchasing personnel and to evaluate, prepare and develop bids and specification packages.

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 purchasing personnel involved in procurement activities (e.g.- coordinates procurement activities, allocates personnel to procurement tasks and plans work of employees; reviews and evaluates work completed; maintains work standards; provides instruction; responds to employee problems; recommends the discipline of employees).
- Evaluates, prepares and develops bids and specification packages (e.g.- reviews all contracts for accuracy, clarity and compliance with applicable County, State and Federal purchasing regulations; supervises evaluation of bids; reviews and edits requisitions to ensure correct and complete specifications for materials desired; assists in specification development for County Departments).
- Maintains liaison with public and private entities to promote exchange of information on purchasing issues (e.g.- follows developments in purchasing regulations in both public and private sector; responds to vendor questions regarding County purchasing policies and procedures; interviews vendors; encourages and supports participation of new vendors including female owned businesses and minority owned businesses).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration with five years of 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 telephone, fax machine, adding machine and calculator.

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 apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requisitions, requisition drafts, bid documents, vendor evaluation reports, employee evaluations, legal contracts and other reports and records.
- Ability to comprehend a variety of reference books, manuals and drawings including blueprints, floor plans, personnel policy manuals and warranty manuals.
- Ability to prepare usage reports, auction reports, auto titles, invoices and bills, vendor lists, vendor response forms, leases, contracts and options, 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 procurement terminology and language.
- Ability to communicate with directors, managers, supervisors, purchasing staff, other County employees, elected officials, contractors and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sanitary Engineer	Class Number:	1063421
		Pay Grade:	18

Departments:	Development, only
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Classification Function

The purpose of this classification is to plan and implement goals and objectives of the Engineering Division, establish criteria to measure Division effectiveness and monitor budgetary activity.

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.

- Plans and implements goals and objectives for the Engineering Division to ensure that processes are in compliance with local, state and federal environmental laws (e.g.- reviews wastewater collection and treatment processes and weighs alternatives; considers issues surrounding wastewater treatment and industrial waste; determines program objectives, strategic plans and implementation time-lines; monitors progress and initiates corrective action when goals and objectives are unobtainable; monitors legislation affecting Division operations).
- Supervises subordinate supervisors and clerical personnel assigned to Sanitary Engineer division (e.g - assigns work and reviews completed work assignments; provides job instruction and training; evaluates employee performance; reviews and approves employee leave requests; recommends selection, promotion and discipline of employees).
- Oversees Division budget (e.g.- identifies requirements and resources for various services, establishes budgetary priorities; monitors expenditures; manages Division within budgetary limitations; reviews financial reports to monitor financial status of Division; recommends service rates to Development Director and Board of County Commissioners).
- Establishes constructive working relationships with federal, state, local and regional agencies in order to foster cooperation in the compliance with environmental laws (e.g.- meets with mayors, engineers, representatives of community organizations, representatives of industrial/commercial users and the general public).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Ten years of professional engineering experience including six years in a supervisory capacity.

Additional Requirements

Annual renewal of registration 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 machine, and calculator.

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, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including periodic EPA reports, OPS reports, purchase requisitions, budgetary reports, safety reports, personnel records, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, federal and state environmental regulations, personnel manuals, technical periodicals, procurement regulations and uniform standards.
- Ability to prepare technical reports, EPA reports, budgetary projections, disciplinary actions, resolutions, work agreements, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, 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 legal, accounting, personnel and environmental and civil engineering terminology and language.
- Ability to communicate with Board of County Commissioners, Development Director, mayors, managers, municipal engineers, County employees, state and federal agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Service Specialist	Class Number:	1014612
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Departments:	Human Services/Employment Services, only
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Classification Function

The purpose of this classification is to coordinate and monitor daily administrative activities of an employment services program and to function as lead worker over lower level employment service specialists. Examples of employment service programs are JTPA (Job Training Partnership Act), LEAP (Learning, Earning and Parenting), (CWEP) Community Work Experience Program, or JOBS (Job Opportunities and Basic Skills).

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 and monitors daily administrative activities of an employment services program (e.g.- coordinates computer systems to ensure compliance with federal, state and local regulations pertaining to program administration; reviews; approves and assigns appropriate funding source in accordance with eligibility criteria and funding availability; acts as a liaison between employment contract specialist and contractor to ensure accurate reporting; prepares monthly statistical reports; conducts follow-up and resolution of system and data errors).
- Functions as lead worker over lower level employment service specialists (e.g.- assigns work and reviews completed work assignments; provides job instruction and training).
- Assists with administration of an employment services program (e.g.- processes applications in accordance with Federal, State, and Local regulations, policies and procedures to ensure compliance; reviews and prioritizes applications based on funding source availability and priority; administers and scores math and reading tests as part of application process; schedules applicants and participants for orientation, pre-screening, voter registration and selective service requirements).
- Performs advanced clerical and computer functions (e.g. - operates keyboard entering data from application forms into computer system; tracks information such as updates, enrollments, terminations, etc.; answers telephone and directs calls; prints, reviews and issues certification list for program participation; distributes reports; maintains daily log for all transactions; records transactions onto card files).
- Performs administrative duties (e.g. - attends meetings, conferences, seminars, workshops, and technical assisting sessions to keep current on policy changes; maintains information to ensure compliance with policy changes).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one year of experience with federal and state employment programs, 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 computer, printer, fax machine, copier, adding machine, 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 certification lists, applications, intake documents, system error reports, monthly contractor reports, training orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals, Dictionary of Occupational Titles (DOT), SIC, LMI, SPFR reporting requirements, and certification procedures.
- Ability to prepare certification lists, activity report, system transaction forms, contractor reports, status forms, scheduling sheets, memos, correspondence, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with intake staff, applicants, contractors, management, supervisor and 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:	Social Service Worker 4	Class Number:	1056251
		Pay Grade:	8

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to provide assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis or to investigate reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees.

Essential Duties and Responsibilities

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

- Provides assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis (e.g.- conducts initial interview to determine eligibility for services; develops individual treatment plans; maintains clinical caseload of adult protective cases; re-determines eligibility periodically and appraises treatment plan to determine whether services will meet needs or to justify continuation of services; makes referrals to inside or outside services or agencies; sets client goals and makes plans to allow for discharge from County facilities and/or termination of services).
- Investigates reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees (e.g.- investigates situations involving complaints of child abuse and neglect in foster homes, schools and other out-of-home care settings; investigates reports of child abuse against other County social service employees; conducts interviews with clients, families, employee and witnesses to gather information; maintains ongoing caseload of these cases; conducts investigations of child deaths when abuse or neglect is alleged; determines facts of the case and prepares recommendation regarding further action).
- Functions as lead worker over lower level social service workers (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- works with community agencies to provide planning, continuity of services and community involvement in client care; participates in team meetings; schedules case conferences; participates in setting team agenda; organizes community action groups; speaks to various organizations as representative of County's social service programs; inspects home and medical treatment centers to ensure smooth transition; maintains contact with court's parole and probation officers; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluation according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with two years of counseling 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 computer, fax, 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 initial application information, client records, psychological reports, medical reports, termination summaries, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare court summaries, treatment plans, assessments, termination summaries, requests for patient conferences, referral forms, assessment 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 and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with residents, clients, parents, school officials, other County employees, managers, supervisors, outside agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Witness/Victim Services	Class Number:	1056533
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of Witness/Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness/Victim Service Center and the Family Justice Center. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve 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 all programmatic, service, and administrative components of the Witness/Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; monitors and approves expenditures on division budget; fulfills all grant planning and management requirements; ensures client satisfaction and services are provided; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 20% +/- 10%
- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements.
- 20% +/- 10%
- Functions as liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.
- 15% +/- 10%
- Manages employees of the Witness/Victim Service Center and the Family Justice Center; manages employees through subordinate supervisors; assigns tasks and projects; manages case loads and provides case consultation; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews

Manager, Witness/Victim Services

and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures.

20% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, criminology, psychology, social work or related field with six (6) years of criminal justice or social work 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.

Manager, Witness/Victim Services

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, criminal, domestic, juvenile and civil codes and regulations, treatment and advocacy publications and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, grant applications, statistical reports, various reports, correspondence, purchase orders, contracts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and personnel terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Mediation	Class Number:	1062553
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.
- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.
- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.
- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current

Manager, Mediation

best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

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 employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.

Manager, Mediation

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: May 4, 2017

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

FROM: Chairman Deborah Southerington, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on May 3, 2017, 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 NEW CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade & FLSA	Department
Manager, Witness Victim Services	1056533	15/Exempt	Public Safety & Justice Services
Manager, Mediation	1062553	16/Exempt	Public Safety & Justice Services

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Chief Section Architect 1063113	17/Exempt	17/Exempt (No Change)	Public Works
Clinical Coordinator 1056331	12/Exempt	12/Exempt (No Change)	Health and Human Services

Data Control Technician 1011221	4/Non-Exempt	4/Non-Exempt (No Change)	Health and Human Services
Employment Contract Negotiator/Evaluator 1014631	7/Exempt	8/Exempt	Health and Human Services
Identification Technician 1023101	4/Non-Exempt	4/Non-Exempt (No Change)	Sheriff's
Investigation Supervisor 1022123	11/Exempt	11/Exempt (No Change)	Health and Human Services
Justice System Advocate 1056531	7/Non-Exempt	7/Non-Exempt (No Change)	Public Safety & Justice Services
Program Officer Administrator 1052415	14/Exempt	14/Exempt (No Change)	Health and Human Services
Records Management Administrator 1052224	11/Exempt	11/Exempt (No Change)	All Departments
Senior Administrative Secretary 1013312	7/Non-Exempt	7/Non-Exempt (No Change)	All Departments
Senior Examiner 1055122	7/Non-Exempt	7/Non-Exempt (No Change)	Health and Human Services
Senior Kennel Operations Supervisor 1022432	8/Exempt	9/Exempt	Public Works
Senior Mailroom Supervisor 1011614	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works
Senior Records Management Administrator 1052225	12/Exempt	12/Exempt (No Change)	Public Works
Senior Records Management Officer 1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works
Sewer Maintenance Superintendent 1043123	15/Exempt	15/Exempt (No Change)	Public Works
Social Program Administrator 1 1056312	11/Exempt	11/Exempt (No Change)	Health and Human Services & Sheriff's Department
Social Program Administrator 2 1056313	13/Exempt	13/Exempt (No Change)	Health and Human Services & Sheriff's Department

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Senior Financial System Administrator	1055142	15	Fiscal/OBM
Airport Field Supervisor	1042314	10	Public Works

Architect 1	1063112	9	Public Works
Building Inspector	1021111	6	Public Works
Fire Safety Inspector	1022211	5	Public Works
Groundskeeper	1042211	3	Public Works
Help Desk Technician	1053151	7	Health and Human Services
Licensed Practical Nurse	1032111	5	Sheriff's Department
Purchasing Administrator	1053514	11	Procurement & Diversity
Sanitary Engineer	1063421	18	Public Works
Senior Employment Service Specialist	1014612	4	Health and Human Services
Social Service Worker 4	1056251	8	Health and Human Services

cc: F. Allen Boseman, Commissioner
Thomas Colaluca, Commissioner
Rebecca Kopcienski, PRC Director
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
Jeanne Schmotzer, Clerk of Council
Melinda Burt, Law Department
Kristen Moore, Paralegal
Robert Triozzi, Law Director
Maggie Keenan, Director of OBM

PROPOSED/REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063113	Chief Section Architect	Public Works	Exempt	17

Requested By:	Personnel Review Commission
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Rationale:	Departmental Revision Request. The request was made to update the education/experience requirements. The classification title was changed to "Chief Section Facilities Manager" to better reflect the essential job 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:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Section Facilities Manager	Class Number:	1063113
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities section in the Public Works Department. Responsibilities include directing the application of sound architectural and engineering principles in the preparation of plans, reports, and the improvement of buildings and other County facilities by coordinating the internal and external design, construction, and manufacturing efforts associated with the proposed improvement that addresses the end user's needs.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to architecture, engineering, and facilities design. The employee is expected meet consult and collaborate with Public Works Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and architectural requirements; in conjunction with the Department Administrators, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises the Director of Public Works on policy and project status.
- 25% +/- 10%
- Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.
- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.
- 10% +/- 5%
- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Chief Section Facilities Manager

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree in architecture, engineering or a related field with eight (8) years previous experience, including one year of supervisory experience.

Additional Requirements

License as a professional architect or professional engineer with the State of Ohio.

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.

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 understand and apply college level algebra, geometry, calculus and 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 project plans, project work schedules, timesheets, leave requests, various functional reports, legislative agreements, data and invoices.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental and County personnel policy manual, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, 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.

Chief Section Facilities Manager

- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architectural, legal, construction and accounting terminology and language.
- Ability to communicate with staff, chiefs of other sections, consultants, vendors, departmental employees, and administrators.

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
1056331	Clinical Coordinator	Health and Human Services	Exempt	12

Requested By: Personnel Review Commission

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.

No. of Employees Affected: 1

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clinical Coordinator	Class Number:	1056331
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage all aspects of the administration of the Multisystemic Therapy (MST) program and supervise Multisystemic Therapists in the provision of clinical social services and ensure adherence to the MST principles and the MST analytic process.

Distinguishing Characteristics

This is a management level classification with responsibility for managing all aspects of the administration of the MST program and supervising Multisystemic Therapists in the provision of clinical social services. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Supervises MST Therapists and other staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; conducts individual and group supervision with staff members; reviews all client cases weekly and provides feedback to MST Therapists; attends sessions and court with staff for observation and support; reviews taped sessions for each MST Therapist; reviews MST Therapists' client records for accuracy and completeness; provides training and instruction; evaluates employee performance; assists staff in creating Clinical Development Plans and monitors goal achievement; reviews correspondence sent out by staff; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Manages administration of the Multisystemic Therapy program; analyzes, assesses and reports program and therapist outcome data; consults with DCFS staff to assist with connecting youth and families to the appropriate services; reviews and assigns referrals; communicates with clients and social workers to determine appropriateness of program criteria for families; coordinates referrals and completes reports; maintains client information and data in the MST website; tracks referrals and client outcomes; develops and maintains working relationships with community stakeholders; promotes the MST program; fills in for staff as needed; remains on call 24/7 to assist staff as necessary; completes a supervisor development plan and works toward goal achievement.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, time sheets, requests for leave and overtime; generates and reviews mileage reports; approves purchase requests; prepares employee on-call schedule.

Clinical Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, counseling or related field with six (6) years of social work or counseling experience; or any equivalent combination of training and experience.
- Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio. License must be maintained throughout the life of employment.
- 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 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 program data, TAM surveys, Protective Factors surveys, clinician development plans, client records, correspondence, memos, attendance records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Multisystemic Therapy Program Guidelines, social work reference books, and Personnel Policies and Procedures Manual.

Clinical Coordinator

- Ability to prepare weekly case summaries, monthly program reports, referrals, billing reports, expense reports, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate effectively with supervisor, co-workers, social workers, clients, families, community providers and partners, Court staff, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.
- Work may involve exposure to temperature or weather extremes, wetness, humidity, smoke, dust, animals, disease, bodily fluids, violence and traffic hazards.

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

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011221	Data Control Technician	Health and Human Services	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1993. 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.

No. of Employees Affected: 1

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	1011221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations

Essential Job Functions

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

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in state and county computer systems; prints new, overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Data Control Technician

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 crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and 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 relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County 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
1014631	Employment Contract Negotiator/Evaluator	Health and Human Services	Exempt	8

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1996. 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. Pay grade increased by one level from PG 7 to PG 8.

No. of Employees Affected: 2

Dept.(s) Affected: Health and Human Services

Fiscal Impact: PG 7 \$40,786.60 - \$57,096.00
PG 8 \$43,659.20 - \$61,110.40
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	1014631
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 45% +/- 10%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursement of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.
- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.
- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employment Contract Negotiator/Evaluator

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 REVISION CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1023101	Identification Technician	Sheriff's Department	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2004. 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.

No. of Employees Affected: 1

Dept.(s) Affected: Sheriff's Department

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Clifford Pinkney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Identification Technician	Class Number:	1023101
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

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%
- Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; backs-up system; collects fees for lost, stolen, damaged ID badges.
- 20% +/- 10%
- Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.
- 10% +/- 5%
- Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.
- 10% +/- 5%
- Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.
- 20% +/- 10%
- Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

~~Proposed DATE~~

Identification Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of 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 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 30 pounds

Mathematical Ability

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

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 and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, 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 communicate effectively with managers, supervisors, elected officials, and 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.

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022123	Investigation Supervisor	Health and Human Services	Exempt	11

Requested By: Personnel Review Commission

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.

No. of Employees Affected: 2

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Investigation Supervisor	Class Number:	1022123
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. 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.

- 45% +/- 10%
- Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; acts as department liaison with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures compliance with State and Federal regulations.
- 40% +/- 10%
- Supervises Investigators and Investigative Assistants; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares reports for use in the evaluation and prosecution of fraud cases; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends quarterly state fraud control meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice or a related field, and three (3) years of public assistance eligibility determination or investigations experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Proposed DATE

Investigation Supervisor

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, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to persuade 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 accounting, human resources, and related legal terminology and language.

Investigation Supervisor

- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.

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
1056531	Justice System Advocate	Public Safety and Justice Services	Exempt	7

Requested By: Personnel Review Commission

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.

No. of Employees Affected: 17

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Brandy Carney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Justice System Advocate	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	7
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing advocacy services for crime victims. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%

• Provides comprehensive advocacy services for crime victims for felonies, and misdemeanors including major trials and domestic violence cases; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim's questions.
- 30% +/- 10%

• Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 30% +/- 10%

• Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to individuals and community organizations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with one (1) year of criminal justice system or social work experience which may include related internship experience; or any equivalent combination of training and experience.

Proposed DATE

Justice System Advocate

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 and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, police reports, court files and records, indictments, letters to/from victims, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, victims' of crimes rights, victim focused assistance, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, Temporary Protection Order Paperwork, case files, case management sheet, Civil Protection Order Petition, appointment letters, safety plan, case service notes, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve limited field work in the victim's home or hospital setting.
- Work may involve exposure to violence.

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

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052415	Program Officer Administrator	Health and Human Services	Exempt	14

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:	Health and Human Services
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Thomas Pristow, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Officer Administrator	Class Number:	1052415
FLSA:	Exempt	Pay Grade:	14
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage focused studies, or projects in the County Work First Services Unit in the Department of Job and Family Services. Studies and projects results in the development and implementation of new/improved County services and/or programs.

Distinguishing Characteristics

This is a senior management level classification with responsibility for performing and overseeing the activities of the County Work First Services unit in Job and Family Services. This class works under direction from the Manager of Work First Services and is responsible for develop, implement, and evaluate new and existing programs.

Essential Job Functions

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

- 30% +/- 10%
- Develops different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; makes presentations to report findings and makes recommendations for new operations, systems, process, performance improvement, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans; monitor quality compliance; develops request for proposal; reviews proposals and make funding recommendations for new programing.
- 20% +/- 10%
- Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; conducts program needs analysis; compiles results of research data and recommends opportunities to improve resource utilization and productivity; researches and conducts surveys to determine best practices; makes recommendations for modifications for improvement; conducts program analysis to ensure compliance with State and Federal Procurement Regulations; determines program effectiveness in attaining goals; coordinates collection of data.
- 20% +/- 10%
- Supervises staff (must include a Program Officer 4); plans and schedules work; provides job training and instruction; maintains standards; reviews and approves employee leave request; evaluates employee performance; acts upon disciplinary actions.
- 5% +/- 2%
- Manages special studies or projects; provides internal consulting and analytical support for special projects; researches using literature, employment data and gap analysis to determine the best practices; recommends funding for special projects.

Program Officer Administrator

5% +/- 2%

- Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

20% +/- 10%

- Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; write contracts; process invoices; approve payments and report monthly utilization; prepare correspondence and performance reports; develop and disseminate marketing and outreach materials; provide internal and external training on programs and services.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

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, calculate decimals and percentages, apply the principles of routine statistics, apply algebraic formulas and interpret advanced statistics.

Program Officer Administrator

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 reports (i.e. - performance reports, weekly program utilization reports, incident reports, statistical reports), billing invoices, case file review results, policies and procedures, business intelligence information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, Policies and Procedures Manual, Deficit Reduction Act, Civil Rights Act, National Voter Registration Act, Workforce Innovation and Opportunity Act, County Procurement Guidelines, OMB Circulars, State Guidance Letters, Public Administration Manual (PAM), and software manuals.
- Ability to prepare statistical reports, reports (i.e. - performance reports, utilization reports, year-end reports), charts, requests for proposals, project plans, presentations, implementation work plans, correspondence, Ad Hoc Reports, 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 marketing, legal, and basic accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, agency staff, community groups, clients, contract providers, ODJFS staff, and other governments.

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
1052224	Records Management Administrator	All Departments	Exempt	11

Requested By: Personnel Review Commission

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.

No. of Employees Affected: 2

Dept.(s) Affected: All Departments

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Affected Department Directors

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Records Management Administrator	Class Number:	1052224
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to manage, develop, plan, organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency records; both in the electronic or physical environment.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing and managing the collection, storage and retrieval of County historical and current records. 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.

- 55% +/- 10%.
- Manages the system of data collection and storage of confidential client records or Agency records; both in the electronic or physical environment; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use; process confidential and field questions.
- 35% +/- 10%
- Supervises records management supervisors, clerical supervisors, records management officers, or similar positions to assist with record, retention, and retrieval; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; reviews and approves employee leave requests; responds to employee problems and issues; recommends selection and promotion; recommends discipline and discharge.

Proposed DATE

Records Management Administrator

10% +/- 5%

- Performs related administrative duties; prepares special reports; compiles daily production reports; orders supplies and equipment; prepares department statistics; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assist and process record requests or journal entry requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in records management, management information systems, or business administration or any related field with two (2) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and various department related software/systems.

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, calculate decimals and percentages, and routine statistics to calculate trends.

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 daily and weekly reports, time sheets, performance evaluations, record requests, and various reports and records.

Records Management Administrator

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manuals, union contracts, Ohio Revised Code, Ohio Sunshine Laws Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, 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 supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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
1013312	Senior Administrative Secretary	All Departments	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:	10
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Affected Department Directors
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Secretary	Class Number:	1013312
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	All Departments		

Classification Function

The purpose of this classification is to relieve a department director and/or deputy director of routine and non-routine administrative functions and serve as a liaison with elected/appointed officials, various departments, general public, and County staff.

Distinguishing Characteristics

This is a journey level classification performing under direction of the Department Director and/or Deputy Director. This class is responsible for performing timely and accurate administrative functions. 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.

- 30% +/- 10%
- Relieves a department director and or Deputy Director of non-routine administrative functions; functions as the department designee on various committees by attending meetings and assisting in the committee's functions; plans and arranges conferences and special events by locating site or facility, planning meals and lodging and producing conference materials; collects and reviews signatures for documents; transmits decisions and directives made by the department director to staff members, other County departments, and the general public; maintains personnel and budgetary records; assists in budget preparation and administration; serves as a liaison for director with various departments, County elected/appointed officials, general public, and County staff; coordinates travel arrangements; provides assistance to other agencies and follow-up.
- 30% +/- 10%
- Performs clerical tasks; greets visitors; directs visitors and callers to appropriate office or personnel; directs calls, takes message and/or responds to routine telephone inquiries; opens, screens, sort, and distributes mail; copies, collates and distributes documents; maintains office supply inventory; prepares agendas, takes minutes, and transcribes dictation.
- 20% +/- 10%
- Performs related administrative duties; maintains calendar to arrange appointments, meetings and conferences; deals with problems or details in place of supervisor; prepares and enters documents into electronic agenda management systems; composes responses to correspondence and requests for information; signs correspondence in supervisor's name as directed; gathers information and statistics and prepares reports; coordinates meetings and appointments for the director and prepares materials; attends meetings, prepares and distributes meeting materials & prepares meeting agendas and minutes; provides media outlets, outside agencies, and general public with department related information; answers public inquires by phone and email.

Proposed DATE

Senior Administrative Secretary

15% +/- 10%

- Produces final draft and/or final copy of documents; compose, proof, and edit annual letters, memos, correspondence, emails, PowerPoint, vouchers, requisitions, specifications, contract agreements and documents; monitors, tracks and edits various documents, reports and contracts; submits letters for proofreading and signature by director; design and construct newsletter; prepare and edit monthly and annual report; design executive level presentations; design promotional material for department; prepares reports and spreadsheets regarding the various business functions of the office; administers and co-ordinates changes to department website.

5% +/- 2%

- Maintains confidential filing system of the department records both electronic and manual; creates filing system; files documents in correct order; maintains privacy; coordinates appeal database & docket; assigns appeals, coordinates hearings amongst all parties and maintains electronic records (physical & audio) of hearings and evidence submitted; provides customer service to parties in appeals and provides information on appeal procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five (5) years of secretarial/administrative 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

Data Utilization

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

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.

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.

Senior Administrative Secretary

- Ability to comprehend a variety of informational documents including billing invoices, staff expense report forms, budget reports, contracts, draft documents, employee performance reviews, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer applications manuals and office equipment manuals.
- Ability to prepare reimbursement vouchers, meeting minutes, letters, memos, reports (e.g.- monthly and annual department reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with directors, County Council and their staff members, managerial and supervisory staff, other County employees, vendors, new media, other government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055122	Senior Examiner	Health and Human Services	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2007. 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:	2
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Thomas Pristow, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Examiner	Class Number:	1055122
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to assist home daycare providers pass their licensing inspection and to ensure that all daycare activities and billings are in compliance with applicable laws, rules and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting home daycare providers pass their licensing inspection and ensuring that all daycare activities and billings are in compliance with applicable laws, rules and procedures. The incumbent ensures that work activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires considerable public contact and is responsible for ensuring that clients are provided with appropriate and timely services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Examines and verifies that all day care reimbursements are in compliance with applicable laws, rules and procedures; prepares payment adjustments and related reports and documentation; determines if provider has over or under payment; collects paperwork needed to complete adjustment; prepares and submits adjustments to Ohio Department of Job and Family Services (ODJFS) on behalf of providers; completes adjustment spreadsheet; prepares monthly activity report for all adjustments; prepares adjustment correspondence letters; tracks child care payment screens for calculations of overpayments; assists investigators.
- 20% +/- 10%
- Provides information and handles provider problems; presents Question & Answer sessions for providers; gives assistance to applicants during Type B orientations; handles manual process to record attendance claims in absence of swipe card; addresses provider complaints and issues; makes referrals and offers technical assistance to investigations; uses databases and electronic payment processing system to track payment history and provider information.
- 10% +/- 5%
- Examines and verifies that all day care activities are in compliance with applicable laws, rules and procedures; evaluates and inspects Public Child Care Operations/Type B Providers; consults with prospective providers on regulations, standards and provider technical assistance; travels to child care sites; conducts review of provider evacuation plan, hours of operation, daily activity schedules, weekly menus, medical plans, dental plans, and general emergency plans; inspects provider playgrounds and equipment; identifies and monitors issues of non-compliance; gives examples of best practices.

Senior Examiner

10% +/- 5%

- Reviews and processes applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes; interviews applicants to determine readiness for licensure; conducts in-home interviews to assure licensing compliance; provides assistance and information to providers regarding licensing requirements.

10% +/- 5%

- Performs related administrative duties; prepares various reports, records and other documents; prepares Child Care Licensing Information Forms (CCLIF) for interviews and visits; responds to emails and phone calls; attends various trainings and meetings; prepares weekly calendars and monthly mileage reports; attends childcare training sessions and workshops.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Public Administration, Sociology, Accounting or related field with two (2) years of professional childcare or public administration 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 stand and walk for a prolonged period of time; ability to bend and twist.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including referrals, evacuation plans, homeowner's insurance, auto insurance, pet licenses, pet shot records, weekly menus, daily activity schedules, medical, dental and general emergency plans, payment processing records, client records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, ODJFS Field Guide, Type B Child Care Rules, and Personnel Policies and Procedures Manual.
- Ability to prepare Child Care Licensing Information Forms (CCLIF), monthly adjustment reports, licensing support interview checklist, travel logs, childcare home assessments,

Senior Examiner

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, record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate effectively with co-workers, daycare provider applicants, daycare providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in a daycare setting.
- Work may involve exposure to temperature and weather extremes, strong odors, smoke, dust, wetness, humidity, animals and traffic hazards.

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

PROPOSED REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022432	Senior Kennel Operations Supervisor	Public Works	Exempt	9

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2009. The classification title is changing to "Chief Dog Warden" to align with Ohio Revised Code. 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. Pay grade increased by one level from PG8 to PG9.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: PG 8 \$43,659.20 - \$61,110.40
PG 9 \$46,571.20 - \$65,166.40
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Dog Warden	Class Number:	1022432
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Works		

Classification Function

The purpose of this classification is to enforce and supervise the enforcement of State of Ohio laws regulating ownership and control of animals within the County; to supervise staff at the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; and to function as the "Chief County Dog Warden" per O.R.C. 955.12.

Distinguishing Characteristics

This is a supervisory 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. This class requires public contact in communicating ownership and control of animals, laws and regulations.

Essential Job Functions

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

- 40% +/- 10%
- Presides as Chief County Dog Warden for Cuyahoga County; enforces and supervises the enforcement of State of Ohio laws regulating ownership and control of animals within the County; supervises patrol of County in animal control; patrols for high profile or more dangerous cases; seizes and impounds stray animals; maintains operational compliance with the Ohio Revised Code; enforces statutes governing dog licensing; supervises the impounding of stray animals; enforces legal hold periods; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census; enforces dangerous dog regulations; coordinates with local animal control officers to ensure compliance with the law; conducts and supervises selling of tags; warns owners found in violation and issues citations; investigates complaints from general public – animal bites, animals destroying private property, animals disturbing peace and suspected inhumane treatment of animals; provides testimony in court to assist in prosecuting violations of animal control laws; determines nuisance, dangerous, vicious designations of dogs based upon all case facts.
- 20% +/- 10%
- Supervises staff at the County Animal Shelter to ensure that public is served, law is enforced, and animals are handled humanely; evaluates employee performance; 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; recommends and implements disciplinary procedures; coaches and manages behavior and ensures all staff conduct is appropriate; recommends selection of new employees and promotion of current employees.
- 15% +/- 10%
- Performs public relations and community awareness functions; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the Animal Shelter; prepares literature and articles for publication to promote the Animal Shelter; approves literature, articles and public service announcements prepared by staff; develops educational programs; distributes and makes available literature pertaining to animal control statutes;

Proposed DATE

Animal Shelter Operations Supervisor

prepares responses to customer and public inquiries and complaints regarding the Animal Shelter operations, humane education, statistics, adoptions and health concerns regarding adopted animals; oversees the flow of animals in and out of the building through transfer, foster or adoption.

15% +/- 10%

- Oversees the Animal Shelter operations and the enforcement of animal control regulations; oversees treatment of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing for animal population; determines adoptability of impounded animals; schedules animals for euthanasia; performs euthanasia; oversees shelter cage sterilization and cleaning.

10% +/- 5%

- Performs administrative functions; reviews completed documents and receipts; balances receipts and collected funds to ensure accuracy and legal compliance; 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.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science or animal control or law enforcement with five (5) years of animal handling, animal supervision, and animal welfare experience which includes one year of personnel supervision; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance

Additional Requirements for all levels

Must obtain and maintain Ohio Euthanasia Technician Certification 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 computer and copier.
- 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 between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to Ketch-pole, animal leashes and snares and grooming tools.

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.

Animal Shelter Operations Supervisor

- 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 billing invoices, animal surgery and medical records, employee leave forms, animal impound inventory and records, donation receipts, spay/neuter deposits, adoption questionnaires, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Animal Shelter Operations Manual, union contract, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, Animal Shelter statistics, educational materials, publicity materials, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary, animal control, law enforcement terminology and language.
- Ability to communicate with manager, veterinarians, employees, emergency clinic staff, media contacts, sales representatives, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed in an animal shelter and in the field
- Work may involve exposure to angry or rabid animals, dust, strong odors, noise extremes, bright/dim lights, wetness, humidity, diseases, and bodily fluids.
- Work may be performed outdoors in varying weather conditions and potential exposure to violence.

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

Proposed Job Classifications				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011614	Senior Mailroom Supervisor	Public Works	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2007. 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.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Folders, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Mailroom Supervisor	Class Number:	1011614
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to direct the overall operations of multiple mailroom facilities and to supervise lower level mailroom supervisors and other staff in the distribution of County mail to the various departments.

Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising lower level mailroom supervisors and other assigned staff in the daily operations of multiple mailroom facilities and overseeing distribution of County mail. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Mailroom Supervisor class and has broader managerial responsibilities.

Essential Job Functions

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

- 40% +/- 10%
- Supervises Mailroom Supervisors in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions, including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Coordinates mailroom operations; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; reviews contracts with outside vendors; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom.
- 15% +/- 10%
- Delivers and picks up mail from various departments; fills in for staff when there are absences.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; prepares, reviews and monitors mailroom budget reports; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules.

Senior Mailroom Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of mail processing experience, including one (1) year as a supervisor; 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, copier and postage meter.
- Ability to sit, stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., ability to bend and twist.

Supervisory Responsibilities

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

Mathematical Ability

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

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 telephone messages, delivery schedules, time sheets, mobile control reports, mailing invoices, mail drop reports, yearly budget reports, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.

Senior Mailroom Supervisor

- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince & influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisors, vendors, other County staff and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to weather extremes, wetness, humidity, machinery and traffic hazards.

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

PROPOSED/REVISED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052225	Senior Records Management Administrator	Public Works	Exempt	12

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. The Department was changed from Central Services and Human Services to Public Works.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Administrator	Class Number:	1052225
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the collection, storage and retrieval of County Archive records as well as oversee the Cuyahoga County Archives Reference Services, Appraisal, Preservation and supervision of records management staff.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of the County Archives within the Department of Public Works. This class is responsible for overseeing the Cuyahoga County Archives including Reference Services, Appraisal, and Preservation.

Essential Job Functions

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

50% +/- 10%

- Manages the collection, storage and retrieval of Cuyahoga County Archives records (manages system of data collection and storage; control distribution of records; recommends records retention, maintenance, establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC); based upon administrative, legal and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society; provides advice and consultation on records, Electronic Records Management systems to County department administrators or their designees; local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; researches and/or develops desktop based records management systems, microfilming, scanning, bar coding, terminal digit filing and other information management systems, for their application and use, prepares bid specifications for purchase of records management equipment and system software; represents the department at pre-bid meetings for the purchase of records management supplies and software; coordinates implementation of records management system; designs forms for internal use). Oversees Cuyahoga County Archives including Reference Services, Appraisal and Preservation; assists in the reference area and completes requests as needed, identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for other County offices and agencies in determining those records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures.

25% +/- 10%

- Supervises Records Management staff; directs the daily operations of the archives; evaluates requests and assign to staff or volunteers; review research projects complete by staff, volunteers, interns, etc.; assigns staff and volunteers to assist in the reference area.

Senior Records Management Administrator

25% +/- 10%

- Performs administrative duties; prepares special reports; provides training/presentations to managers; recommends approval of vendor invoices; present at outreach events; approve staff payroll and task codes; completes staff evaluation; prepares for semi-annual records commission meetings and prepares minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in history, library science, or related field with six (6) year of archival experience including part time, internship, or volunteer work; 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, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

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.

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, performance evaluations, billing invoices, research requests, task code reports, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including Policies and Procedures Manual, Ohio History Connection, Ohio Revised Code, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.

Senior Records Management Administrator

- Ability to prepare production reports, spread sheets, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, staff evaluations, progress reports, budget requests, work orders, 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 supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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
1052222	Senior Records Management Officer	Public Works	Non-Exempt	6

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2015. The essential job functions have been updated to better reflect the current duties. Medical Examiner's Office was eliminated from the Department.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives.

Distinguishing Characteristics

This is a journey-level classification that works under the general supervision of the Senior Records Management Administrator and is responsible for providing research and reference services for the County Archives. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 70% +/- 10%
- Provides research and reference services for County archives; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.
- 20% +/- 10%
- Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in records management, library technology or related field with two (2) years of records management or archival experience; or any equivalent combination of training and experience.

Senior Records Management Officer

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, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

Supervisory Responsibilities

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

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

Senior Records Management Officer

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 REVISIONS/RECLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1043123	Sewer Maintenance Superintendent	Public Works	Exempt	15

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the education/experience requirements to be in line with Ohio EPA requirements.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works; may provide administrative support to the Maintenance Administrator.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator 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.

- 30% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.

- 30% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.

- 30% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Sewer Maintenance Superintendent

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Must obtain Ohio Class II Wastewater Collections License within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 understand and apply high school algebra, geometry, calculus and 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 overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, EPA standards, municipal maps, Uniform Standards for Sewage Improvements, reference manuals, union contracts, specifications, standards, guidelines, and codes.

Sewer Maintenance Superintendent

- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

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 CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056312	Social Program Administrator 1	HHS; Sheriff's Department	Exempt	11

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.

No. of Employees Affected: None

Dept.(s) Affected: Health and Human Services; Sheriff's Department

Fiscal Impact: TBD

Staffing Implications: Position to be filled once classification is active for Sheriff's Department.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director
Clifford Pinkney, Sheriff

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Program Administrator 1	Class Number:	1056312
		Pay Grade:	11

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage a social service program with a budget of \$ 1 million or less and to supervise lower level social service employees.

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 a social service program with a budget of \$ 1 million or less (e.g.- monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program).
- Supervises lower level social service employees (e.g. - assigns work and reviews completed work assignments; plans and develops staff training; evaluates employee performance; conducts employee performance appraisals; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with three years of related social work experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, copier, adding machine, 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, 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 itinerary reports, medical invoices, various forms and documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including manager's handbook, personnel policy manuals, at risk manual, health care manuals, and federal and state regulations.
- Ability to prepare at risk reports, performance appraisals, random moment studies, time sheets, 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 medical and counseling terminology and language.
- Ability to communicate effectively with clients, supervisor, personnel officers, support service staff, other County employees, consultants, care providers, local and state officials, accountants, 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/REVISION CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056313	Social Program Administrator 2	HHS; Sheriff's Department	Exempt	13

Requested By: Personnel Review Commission

Rationale: Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.

No. of Employees Affected: None

Dept.(s) Affected: Health and Human Services; Sheriff's Department

Fiscal Impact: TBD

Staffing Implications: Position to be filled once classification is active for Sheriff's Department.

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director
Clifford Pinkney, Sheriff

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Program Administrator 2	Class Number:	1056313
		Pay Grade:	13

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage one or more social service programs and to supervise subordinate supervisors. This classification is distinguished from the Social Program Administrator 1 classification by the size of the program and generally the supervised classifications (i.e., Social Service Supervisor). Additionally, this classification generally reports to a higher-level program administrator.

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 functions of one or more social service programs (e.g. - develops and implements policies and procedures; monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; may communicate with and advise program clients; attends meetings; prepares and delivers speeches regarding social program).
- Supervises subordinate supervisors (e.g. - oversees work of supervisors; plans and develops staff training; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or related field and four years of social work experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, TP terminal, calculator, telephones, 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, calculate decimals and percentages, use descriptive statistics, statistical inference, and statistical theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, Foster Parent documents, management reports, incident reports, certification records, delinquent lists, contracts, billing lists, allocation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Jobs and Family Services Manual, operations manual, personnel policy manuals, Foster Care manuals, union contracts, etc.
- Ability to prepare per diem manual, annual report, employee evaluations, ODJFS statistical reports, Homeless Report, annual work plan, program updates, corrective action plans, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, legal, counseling, accounting, and personnel terminology and language.
- Ability to communicate effectively with clients, supervisor, support service staff, program clients, other County employees, consultants, care providers, local and state officials, accountants, 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
1056533	Manager, Witness/Victim Services	Public Safety & Justice Services	Exempt	15

Requested By: Personnel Review Commission

Rationale: PRC created a new classification to replace the previous Justice Affairs Manager classification which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Witness/Victim Services position within the Dept. of Public Safety and Justice Services.

No. of Employees Affected: 1

Dept.(s) Affected: Public Safety & Justice Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Brandy Carney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Witness/Victim Services	Class Number:	1056533
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of Witness/Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness/Victim Service Center and the Family Justice Center. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve 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 all programmatic, service, and administrative components of the Witness/Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; monitors and approves expenditures of division budget; fulfills all grant planning and management requirements; ensures client satisfaction and services are provided; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 20% +/- 10%
- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements.
- 20% +/- 10%
- Functions as liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.
- 15% +/- 10%
- Manages employees of the Witness/Victim Service Center and the Family Justice Center; manages employees through subordinate supervisors; assigns tasks and projects; manages case loads and provides case consultation; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews

Manager, Witness/Victim Services

and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures.

20% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, criminology, psychology, social work or related field with six (6) years of criminal justice or social work 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.

Manager, Witness/Victim Services

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, criminal, domestic, juvenile and civil codes and regulations, treatment and advocacy publications and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, grant applications, statistical reports, various reports, correspondence, purchase orders, contracts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and personnel terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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

PROPOSED/NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062553	Manager, Mediation	Public Safety & Justice Services	Exempt	16

Requested By: Personnel Review Commission

Rationale: PRC created a new classification to replace the previous Justice Affairs Manager which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Mediation within the Dept. of Public safety and Justice services.

No. of Employees Affected: 1

Dept.(s) Affected: Public Safety & Justice Services

Fiscal Impact:
 PG 15 \$65,395.20 - \$99,673.60
 PG 16 \$71,219.20 - \$107,806.40
 Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
 Melissa Foldesi, Compensation Manager

Management Contact(s): Brandy Carney, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Mediation	Class Number:	1062553
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.
- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.
- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.
- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current

Manager, Mediation

best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

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 employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.

Manager, Mediation

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal and personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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

PROPOSED DELETED CLASSIFICATIONS				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055142	Senior Financial System Administrator/Financial Analyst	Office of Budget and Management	Exempt	15

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the position will be vacant and the Department no longer has a need for the classification.

No. of Employees Affected: 0

Dept.(s) Affected: Office of Budget and Management

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Maggie Keenan, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Financial System Administrator-Financial Analyst	Class Number:	1055142
		Pay Grade:	15

Departments:	Office of Budget and Management, only
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Classification Function

The purpose of this classification is to plan and manage the activities and operations of the budget/forecast system operations and supervise the Assistant Financial System Administrator – Financial Analyst.

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.

- Plans and manages the activities and operations of the budget/forecast information system operations (e.g. develops and implements plan that meets short and long-term information needs of the department; develops, evaluates and maintains standards for system design and application development; modifies or develop systems to accommodate changes in financial policies or budget techniques; evaluates effectiveness of information system and processing functions; serves as liaison to other County departments; may serve as lead member on special project team).
- Supervises lower-level assistant financial system administrator-financial analyst (e.g. assigns and reviews completed work assignments; provides job instruction and training, reviews performance; recommends and implements disciplinary procedures when appropriate; reviews applicants for analyst staff positions and recommends selection of candidates).
- Provides computer software technical support and assistance to end-users in County departments. (e.g. oversees installation and maintenance of software and associated hardware systems; monitors problems with software programs or supporting hardware and makes or initiates corrections; prepares procedural manuals; maintains system documentation; prepares and designs queries and reports utilizing report writer tools and database query languages (e.g. SQL); prepares graphs, etc. to present financial, statistical and descriptive program/service level activity; conducts software training sessions for OBM staff and Agency fiscal officers).
- Develops and coordinates of new project development and system changes (e.g. designs enhancements to current automated systems; determines requirements for development of system modifications to existing systems; designs action plans for system development).
- Performs budget preparation and maintenance duties (e.g. participates in the preparation of the tax and operating budget; develops, prepares and monitors revenue estimates for General Fund, Health & Human Service Levies and Debt Service; participate in developing and preparing monthly and quarterly forecast reports and County Annual Budget documents).
- Assists in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, banks, Director, Administrators, and Commissioners; prepares requests for proposals; assist in hiring consultants; assist in coordination and managing proposed debt; assist in maintaining the County's note and bond ratings by preparing information of County operations for the rating agencies.
- Oversees cost allocation duties. (e.g. prepares billing rates for Jail; develops the indirect cost plan; prepares invoices and pursues collections; assist in the identification and development of revenue enhancement alternatives)
- Performs capital budget management duties. (e.g. participates in capital planning and budget process; monitors revenue and expenditures in capital improvement funds; evaluates proposals for new or expanded projects; develops funding recommendation and rationale).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or information management or related field with five years of experience in financial information system support; 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 computer, printer, adding machine, copy machine, fax machine, 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.
- 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 apply the basic principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including informational documents, forecast reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including budget system manual, personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare budget/forecast reports, revenue reports, descriptive statistical reports, performance appraisals, 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 budget system and accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042314	Airport Field Supervisor	Public Works	Exempt	10

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Airport Field Supervisor	Class Number:	1042314
		Pay Grade:	10

Departments:	Development, only
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Classification Function

The purpose of this classification is to supervise lower level airport operations personnel and oversee field operations of the County Airport including aircraft fire fighting and rescue service, airport safety inspections and building and grounds maintenance.

Essential Job Functions

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

- Supervises lower level airport operations personnel (e.g.- plans, assigns and reviews work; prepares work assignment sheets; provides job training and instruction; evaluates employee performance; responds to employee problems; recommends interviews and recommends selection of new employees; recommends and implements disciplinary procedures).
- Coordinates aircraft fire fighting and rescue (e.g.- leads aircraft accident and incident rescue team; assists in containing and extinguishing fires; operates aircraft crash truck to respond to emergency situations; performs required FAA training for airport operations personnel).
- Oversees airport maintenance operations (e.g.- schedules preventative maintenance of airport vehicle fleet and fire and rescue equipment; oversees maintenance of airport building and grounds; coordinates snow and ice removal; monitors current runway conditions; measures runway friction and maintains record).
- Coordinates maintenance materials and equipment purchases (e.g.- maintains purchasing records for maintenance materials and equipment; prepares specifications for replacement equipment; communicates with contractors or vendors).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes airport operations staff to ensure that proper safety precautions are followed).

Minimum Training and Experience Required to Perform Essential Job Functions

Completion of technical school program in building trades with three years of airport operations experience including one year of experience in a lead worker capacity; or any equivalent combination of training and experience.

Additional Requirements

Requires an Ohio Class B Commercial Driver's License with air brakes designation and Hazardous Materials First Responder Certificate.

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

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized vehicles and equipment including a tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, refractometer and fire fighting equipment.

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 basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including operations checklist, crashtruck checklist, assignment sheets, irregularity reports, invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, vehicle parts and technical manuals, aircraft certification manuals, aircraft rescue and fire fighting manuals and fire service training manual.
- Ability to prepare payroll documents, attendance records, airport self-inspection, irregularity reports, vehicle maintenance records, work assignment sheets, performance evaluations, 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, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, electrical and mechanical terminology and language.
- Ability to communicate with the supervisors, airport operations staff, vendors, contractors, customers, tenants and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063112	Architect 1	Public Works	Exempt	9

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesj, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Architect I	Class Number:	1063112
		Pay Grade:	9

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to prepare architectural drawings and sketches for projects to comply with Ohio Building Codes.

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.

- Prepares architectural drawings and sketches for projects to comply with Ohio Building Codes (e.g.- prepares architectural drawings and technical specifications; produces design program and schematic design; coordinates design development; prepares construction documents and related reports).
- Functions as lead worker over lower level architect associates (e.g.- coordinates section activities; assigns work; reviews completed work and work in process; provides instruction; acts on employee problems).
- Consults with project personnel during project development and implementation phases (e.g.- reviews contractor proposals; interacts with vendors to ensure delivery of necessary building products; interacts with contractors to coordinate work; inspects project work completed and in process).

Minimum Training and Experience Required to Perform Essential Job Functions

Certificate to practice architecture in the State of Ohio, as issued by the State Board of Examiners of Architects. One year of experience as a graduate architect.

Additional Requirements

Annual renewal of certificate required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including copier, print machine, Kroy/Duratype 240 and telephone.
- Ability to utilize drafting equipment including parallel bar, triangles, templates and compass.
- Ability to perform on-site inspections.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, shop drawings, invoices, product samples and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Manufacturer's technical Specifications, Ohio Basic Building Code, personnel policy manuals and County policies and procedures.
- Ability to prepare architectural drawings, technical specifications, letters, 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 others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, engineering, mechanical and electrical terminology and language.
- Ability to communicate with County Departments, supervisor, employees, building trades employees, vendors, contractors 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021111	Building Inspector	Public Works	Non-Exempt	6

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Inspector	Class Number:	1021111
		Pay Grade:	6

Department:	Central Services, Development
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Classification Function

The purpose of this classification is to inspect new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications and standards.

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.

- Inspects new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications, and standards (e.g.- inspects buildings during and after construction to insure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards; observes conditions and issues notices for corrections to persons responsible for compliance).
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.
- Maintains inspection records and prepares reports for use by administrative or judicial authorities.

Minimum Training and Experience Required to Perform Essential Job Functions

Technical training in construction management and two years of inspection experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp ineter, blower door, combustion analyzer, combustible gas detector, infra red camera and monoxor.
- Requires the ability to operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blue prints.
- Ability to comprehend a variety of reference books and manuals including municipal zoning laws and building codes.
- Ability to prepare specifications, change orders, purchase lists, inspector reports, bid packages 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 building construction terminology and language.
- Ability to communicate with contractors, clients, immediate supervisor, other County employees, government agency representatives and field representatives.

Environmental Adaptability

- Work is typically 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022211	Fire Safety Inspector	Public Works	Non-Exempt	5

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fire Safety Inspector	Class Number:	1022211
		Pay Grade:	5

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to conduct fire safety inspections of County buildings and structures.

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 fire safety inspections of County buildings and structures (e.g. - ensures compliance with existing fire codes and requirements established by State Marshall's office; issues citations when violations are found; conducts re-inspections to determine if corrections have been made).
- Prepares and maintains inspection reports, weekly itinerary reports, phone call logs, vehicle and expense reports;
- Conducts educational outreach and maintains liaison with outside fire service agencies (e.g.- counsels and advises County and Municipal Boards and other officers and other groups on rural, County and/or Municipal fire protections; assists in conducting fire safety training classes when assigned; responds to emergency situations; assists fire and arson investigators who are investigating fires of suspicious origins; attends conferences, seminars, fire service meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in fire safety inspection and three years of fire-fighting or related experience; or any equivalent combination of training and experience.

Additional Requirements

Fire Safety Inspector certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to perform on-site inspections.

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 fire inspection reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Fire Codes.

- Ability to prepare fire inspection reports, phone logs, expense 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 fire code terminology and language.
- Ability to communicate effectively with supervisors, custodial staff, and the general public.

Environmental Adaptability

- Work is typically performed at on-site locations and 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
1042211	Groundskeeper	Public Works	Non-Exempt	3

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Groundskeepers are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Groundskeeper	Class Number:	1042211
		Pay Grade:	3

Departments:	Central Services, Development, only
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Classification Function

The purpose of this classification is to perform groundskeeping, custodial and routine maintenance tasks on County property and grounds.

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 grounds maintenance duties (e.g.-operates equipment including snow blowers and lawn mowers to perform snow and ice removal of County areas and to mow grass in surrounding property; trims bushes and maintains flower beds).
- Performs routine maintenance duties (e.g. - maintains parking lots including asphalt patching, painting, etc.; starts heating, ventilation and air conditioning equipment; moves boxes and furniture, when necessary).
- Performs custodial duties (e.g.- cleans rooms, halls, etc.; organize and clean tools; sweeps and mops floors; cleans windows; replaces light bulbs).
- Maintains maintenance and custodial supplies and equipment (e.g.- maintains cleanliness of supply closets; informs supervisor when supplies are needed; stocks supplies; fuels equipment; applies grease; completes routine repairs).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with five months of grounds maintenance 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 tools, equipment, and machines including tractors, mower, edger, blower, scissors, electric trimmers, parking lot stripping machine, drills pliers, hammers, and other hand tools, etc.
- Ability to safely use a variety of chemicals such as weed killers, insecticides, paints, deodorizers, soaps, cleaning solutions, etc.
- Ability to lift and move furniture, chemical cans, parking lot gates, etc.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of reference books and manuals including equipment handbooks, instructions, etc.
- Ability to explain procedures and to follow instructions.
- Ability to communicate effectively with supervisor, county employees, and the general public.

Environmental Adaptability

- Work is typically 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053151	Help Desk Technician	Health and Human Services	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Help Desk Technicians are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Help Desk Technician	Class Number:	1053151
		Pay Grade:	7

Departments:	Human Services, Justice Affairs only
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Classification Function

The purpose of this classification is to provide help desk technical support to CRIS- E / and or CRIS users.

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.

- Provides help desk technical support to CRIS- E and/or CRIS users (e.g.- assists users entering, accessing and modifying information in the CRIS-E and/or CRIS system; researches and develops solutions to problems; determines and differentiates between user, software, hardware security, telecommunications or network problems; assists CRIS-E and/or CRIS users understand procedural changes; develops procedures for completing tasks in CRIS-E based on regulations; assists and trains users with system passwords; interprets public assistance rules, regulations, policies, policies and procedures; verifies recipients Medicaid eligibility in Ohio Medicaid Management Information System; assists medical providers, governmental entities and other users with unresolved problems; monitors and maintains problem log tracking).
- Provides formal and informal training to agency staff and/or users (e.g.- provides CRIS-E, CRIS and/or related training to administrators, supervisors, users and other staff; develops training materials for other training staff; disseminates information; develops effective working relationships).
- Provides computer software technical support and assistance to end-users (e.g. – troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; provides operating instructions on various software applications; writes macro programs within software to automate data calculations or maintain database reports; prepares procedural manuals, reports, graphs, charts, etc. to present programs and other information).
- Communicates and maintains effective working relationships with a variety of individuals within and outside the department (e.g.- serves as liaison with other agencies including Ombudsman, medical providers, governmental entities, and medical service companies; communicates with help desk employees in other County departments).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or information technology with two years of computer information systems experience; or any equivalent combination of training and experience.

Additional Requirement

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 personal computer, computer terminal, visual communication equipment, printer, and telephone.
- Ability to lift, carry and move machinery, user paper and other supplies.

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 computer reports and records, CRIS-E and/or CRIS help desk report, QMB/SLMB direct reimbursement forms, prints.
- Ability to comprehend a variety of reference books and manuals including the public assistance manual, food stamps manual, CRIS-E and/or CRIS manual and computer systems manuals.
- Ability to prepare computer generated reports including medical assistance healthcare coverage dates, buy-in eligibility, hard copy case record, CRIS-E help desk problem page, problem logs, CRIS-E screen prints and other job related documents, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures and to instruct.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with supervisors, other County employees, Ohio Department of Jobs and Family Services, governmental entities, medical providers and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1032111	Licensed Practical Nurse	Sheriff's Department	Non-Exempt	5

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Licensed Practical Nurses are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Sheriff's Department

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Clifford Pinkney, Sheriff

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Licensed Practical Nurse	Class Number:	1032111
		Pay Grade:	5

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide nursing care to residents of a particular floor, unit or facility.

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.

- Provides nursing services to residents (e.g.- makes rounds of facility and assess illness or injuries; contacts doctors; schedules sick calls if necessary; passes medications as ordered by doctors; performs various treatments as ordered by doctor; notifies doctors of changes in condition and takes new medical orders if necessary; makes rounds of residents with doctors; maintains emergency kits and medicine cabinets in resident locations; utilizes medical equipment to perform job functions).
- Prepares reports and records of nursing activities (e.g.- updates resident charts; maintains medication and treatment records, menstrual list, restriction list and food allergy list; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as practical nurse by the Ohio Board of Nursing.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize medical equipment including sphygmomanometer, stethoscope, flashlight, audioscope and other diagnostic and surgical instruments and equipment.
- Ability to push and pull in the movement or treatment of residents; ability to lift and carry medical equipment and supplies.

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 medical charts, patient records, lab reports, X-ray results, psychological evaluations, clinic forms, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, Lab referral reference and policies and procedures manuals.
- Ability to prepare allergy lists, dietary restrictions list, menses list, restriction list 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 terminology and language.
- Ability to communicate with residents, other County employees and family members.

Environmental Adaptability

- Work is typically performed in an institutional health care environment or juvenile penal institution.
- Work may involve nursing response to emergency 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 NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053514	Purchasing Administrator	Office of Procurement and Diversity	Exempt	11

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the Department is no longer using it.

No. of Employees Affected: 0

Dept.(s) Affected: Office of Procurement and Diversity

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Lenora Lockett, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Purchasing Administrator	Class Number	1053514
		Pay Grade:	11

Departments:	Office of Procurement and Diversity, only
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Classification Function

The purpose of this classification is to supervise purchasing personnel and to evaluate, prepare and develop bids and specification packages.

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 purchasing personnel involved in procurement activities (e.g.- coordinates procurement activities, allocates personnel to procurement tasks and plans work of employees; reviews and evaluates work completed; maintains work standards; provides instruction; responds to employee problems; recommends the discipline of employees).
- Evaluates, prepares and develops bids and specification packages (e.g.- reviews all contracts for accuracy, clarity and compliance with applicable County, State and Federal purchasing regulations; supervises evaluation of bids; reviews and edits requisitions to ensure correct and complete specifications for materials desired; assists in specification development for County Departments).
- Maintains liaison with public and private entities to promote exchange of information on purchasing issues (e.g.- follows developments in purchasing regulations in both public and private sector; responds to vendor questions regarding County purchasing policies and procedures; interviews vendors; encourages and supports participation of new vendors including female owned businesses and minority owned businesses).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration with five years of 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 telephone, fax machine, adding machine and calculator.

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 apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requisitions, requisition drafts, bid documents, vendor evaluation reports, employee evaluations, legal contracts and other reports and records.
- Ability to comprehend a variety of reference books, manuals and drawings including blueprints, floor plans, personnel policy manuals and warranty manuals.
- Ability to prepare usage reports, auction reports, auto titles, invoices and bills, vendor lists, vendor response forms, leases, contracts and options, 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 procurement terminology and language.
- Ability to communicate with directors, managers, supervisors, purchasing staff, other County employees, elected officials, contractors and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063421	Sanitary Engineer	Public Works	Exempt	18

Requested By:	Personnel Review Commission
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Rationale:	This classification is being deleted because the Department is no longer using it.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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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 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sanitary Engineer	Class Number:	1063421
		Pay Grade:	18

Departments:	Development, only
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Classification Function

The purpose of this classification is to plan and implement goals and objectives of the Engineering Division, establish criteria to measure Division effectiveness and monitor budgetary activity.

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.

- Plans and implements goals and objectives for the Engineering Division to ensure that processes are in compliance with local, state and federal environmental laws (e.g.- reviews wastewater collection and treatment processes and weighs alternatives; considers issues surrounding wastewater treatment and industrial waste; determines program objectives, strategic plans and implementation time-lines; monitors progress and initiates corrective action when goals and objectives are unobtainable; monitors legislation affecting Division operations).
- Supervises subordinate supervisors and clerical personnel assigned to Sanitary Engineer division (e.g - assigns work and reviews completed work assignments; provides job instruction and training; evaluates employee performance; reviews and approves employee leave requests; recommends selection, promotion and discipline of employees).
- Oversees Division budget (e.g.- identifies requirements and resources for various services, establishes budgetary priorities; monitors expenditures; manages Division within budgetary limitations; reviews financial reports to monitor financial status of Division; recommends service rates to Development Director and Board of County Commissioners).
- Establishes constructive working relationships with federal, state, local and regional agencies in order to foster cooperation in the compliance with environmental laws (e.g.- meets with mayors, engineers, representatives of community organizations, representatives of industrial/commercial users and the general public).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Ten years of professional engineering experience including six years in a supervisory capacity.

Additional Requirements

Annual renewal of registration 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 machine, and calculator.

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, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including periodic EPA reports, OPS reports, purchase requisitions, budgetary reports, safety reports, personnel records, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, federal and state environmental regulations, personnel manuals, technical periodicals, procurement regulations and uniform standards.
- Ability to prepare technical reports, EPA reports, budgetary projections, disciplinary actions, resolutions, work agreements, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, 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 legal, accounting, personnel and environmental and civil engineering terminology and language.
- Ability to communicate with Board of County Commissioners, Development Director, mayors, managers, municipal engineers, County employees, state and federal agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014612	Senior Employment Service Specialist	Health and Human Services	Non-Exempt	4

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Senior Employment Service Specialists are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Service Specialist	Class Number:	1014612
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Departments:	Human Services/Employment Services, only
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Classification Function

The purpose of this classification is to coordinate and monitor daily administrative activities of an employment services program and to function as lead worker over lower level employment service specialists. Examples of employment service programs are JTPA (Job Training Partnership Act), LEAP (Learning, Earning and Parenting), (CWEP) Community Work Experience Program, or JOBS (Job Opportunities and Basic Skills).

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 and monitors daily administrative activities of an employment services program (e.g.- coordinates computer systems to ensure compliance with federal, state and local regulations pertaining to program administration; reviews; approves and assigns appropriate funding source in accordance with eligibility criteria and funding availability; acts as a liaison between employment contract specialist and contractor to ensure accurate reporting; prepares monthly statistical reports; conducts follow-up and resolution of system and data errors).
- Functions as lead worker over lower level employment service specialists (e.g.- assigns work and reviews completed work assignments; provides job instruction and training).
- Assists with administration of an employment services program (e.g.- processes applications in accordance with Federal, State, and Local regulations, policies and procedures to ensure compliance; reviews and prioritizes applications based on funding source availability and priority; administers and scores math and reading tests as part of application process; schedules applicants and participants for orientation, pre-screening, voter registration and selective service requirements).
- Performs advanced clerical and computer functions (e.g. - operates keyboard entering data from application forms into computer system; tracks information such as updates, enrollments, terminations, etc.; answers telephone and directs calls; prints, reviews and issues certification list for program participation; distributes reports; maintains daily log for all transactions; records transactions onto card files).
- Performs administrative duties (e.g. - attends meetings, conferences, seminars, workshops, and technical assisting sessions to keep current on policy changes; maintains information to ensure compliance with policy changes).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one year of experience with federal and state employment programs, 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 computer, printer, fax machine, copier, adding machine, 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 certification lists, applications, intake documents, system error reports, monthly contractor reports, training orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals, Dictionary of Occupational Titles (DOT), SIC, LMI, SPFR reporting requirements, and certification procedures.
- Ability to prepare certification lists, activity report, system transaction forms, contractor reports, status forms, scheduling sheets, memos, correspondence, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with intake staff, applicants, contractors, management, supervisor and 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056251	Social Service Worker 4	Health and Human Services	Non-Exempt	8

Requested By: Personnel Review Commission

Rationale: This classification is being deleted because the County's Social Service Worker 4's are bargaining.

No. of Employees Affected: 0

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Thomas Pristow, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Service Worker 4	Class Number:	1056251
		Pay Grade:	8

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to provide assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis or to investigate reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees.

Essential Duties and Responsibilities

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

- Provides assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis (e.g.- conducts initial interview to determine eligibility for services; develops individual treatment plans; maintains clinical caseload of adult protective cases; re-determines eligibility periodically and appraises treatment plan to determine whether services will meet needs or to justify continuation of services; makes referrals to inside or outside services or agencies; sets client goals and makes plans to allow for discharge from County facilities and/or termination of services).
- Investigates reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees (e.g.- investigates situations involving complaints of child abuse and neglect in foster homes, schools and other out-of-home care settings; investigates reports of child abuse against other County social service employees; conducts interviews with clients, families, employee and witnesses to gather information; maintains ongoing caseload of these cases; conducts investigations of child deaths when abuse or neglect is alleged; determines facts of the case and prepares recommendation regarding further action).
- Functions as lead worker over lower level social service workers (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- works with community agencies to provide planning, continuity of services and community involvement in client care; participates in team meetings; schedules case conferences; participates in setting team agenda; organizes community action groups; speaks to various organizations as representative of County's social service programs; inspects home and medical treatment centers to ensure smooth transition; maintains contact with court's parole and probation officers; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluation according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with two years of counseling 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 computer, fax, 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 initial application information, client records, psychological reports, medical reports, termination summaries, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare court summaries, treatment plans, assessments, termination summaries, requests for patient conferences, referral forms, assessment 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 and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with residents, clients, parents, school officials, other County employees, managers, supervisors, outside agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment..

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

March 17, 2017

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rationale</u>
DELETED				
Airport Field Supervisor	1042314	10	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Architect 1	1063112	9	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Building Inspector	1021111	6	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Fire Safety Inspector	1022211	5	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Groundskeeper	1042211	3	Public Works	This classification is being deleted because the County's Groundskeepers are part of a bargaining unit.
Help Desk Technician	1053151	7	Health and Human Services	This classification is being deleted because the County's Help Desk Technicians are part of a bargaining unit.
Licensed Practical Nurse	1032111	5	Sheriff's Department	This classification is being deleted because the County's Licensed Practical Nurses are part of a bargaining unit.
Purchasing Administrator	1053514	5	Office of Procurement and Diversity	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Sanitary Engineer	1063421	18	Public Works	There are no incumbents and this classification is being deleted because the Department has removed it from their org. structure.
Senior Employment Service Specialist	1014612	4	Health and Human Services	This classification is being deleted because the County's Senior Employment Service Specialists are part of a bargaining unit.
Social Service Worker 4	1056251	8	Health and Human Services	This classification is being deleted because the County's Social Service Worker 4's are part of a bargaining unit.

April 11, 2017

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rational</u>
NEW					
Manager, Witness Victim Services	1056533	15/Exempt	N/A	Public Safety & Justice Services	PRC created a new classification to replace the previous Justice Affairs Manager classification which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Witness/Victim Services position within the Dept. of Public Safety and Justice Services.
Manager, Mediation	1062553	16/Exempt	N/A	Public Safety & Justice Services	PRC created a new classification to replace the previous Justice Affairs Manager which no longer accurately reflected the essential job functions. This is a new classification that reflects the essential functions and minimum qualifications for the Manager of Mediation within the Dept. of Public safety and Justice services
REVISED					
Chief Section Architect	1063113	17/Exempt	17/Exempt (No Change)	Public Works	Departmental Revision Request. The request was made to update the education/experience requirements. The classification title was changed to "Chief Section Facilities Manager" to better reflect the essential job functions.
Clinical Coordinator	1056331	12/Exempt	12/Exempt (No Change)	Health and Human Services	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.
Data Control Technician	1011221	4/Non-Exempt	4/Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 1993. 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.
Employment Contract Negotiator/Evaluator	1014631	7/Exempt	8/Exempt	Health and Human Services	PRC routine maintenance. Classification last revised in 1996. 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. Pay grade increased by one level from PG 7 to PG 8.
Identification Technician	1023101	4/Non-Exempt	4/Non-Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2004. 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.

Investigation Supervisor	1022123	11/Exempt	11/Exempt (No Change)	Health and Human Services	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.
Justice System Advocate	1056531	7/Non-Exempt	7/Non-Exempt (No Change)	Public Safety & Justice Services	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.
Program Officer Administrator	1052415	14/Exempt	14/Exempt (No Change)	Health and Human Services	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.
Records Management Administrator	1052224	11/Exempt	11/Exempt (No Change)	All Departments	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.
Senior Administrative Secretary	1013312	7/Non-Exempt	7/Non-Exempt (No Change)	All Departments	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.
Senior Examiner	1055122	7/Non-Exempt	7/Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2007. 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.
Senior Kennel Operations Supervisor	1022432	8/Exempt	9/Exempt	Public Works	PRC routine maintenance. Classification last revised in 2009. The classification title is changing to "Chief Dog Warden" to align with Ohio Revised Code. 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. Pay grade increased by one level from PG8 to PG9.
Senior Mailroom Supervisor	1011614	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2007. 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.
Senior Records Management Administrator	1052225	12/Exempt	12/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2008. The essential job functions have been updated to better reflect the current duties. The Department was changed from Central Services and Human Services to Public Works.
Senior Records Management Officer	1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2015. The essential job functions have been updated to better reflect the current duties. Medical Examiner's Office was eliminated from the Department.
Sewer Maintenance Superintendent	1043123	15/Exempt	15/Exempt (No Change)	Public Works	Departmental Revision Request. The request was made to update the education/experience requirements to be in line with Ohio EPA requirements.

Social Program Administrator 1	1056312	11/Exempt	11/Exempt (No Change)	Health and Human Services & Sheriff's Department	Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.
Social Program Administrator 2	1056313	13/Exempt	13/Exempt (No Change)	Health and Human Services & Sheriff's Department	Departmental Revision Request. The request was made to update the Department to include the Sheriff's Department.
<u>DELETE</u>					
Senior Financial System Administrator	1055142	15/Exempt	N/A	Fiscal/OBM	This classification is being deleted because the position is vacant and the Department will no longer include it on its org. structure.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0065

Sponsored by: Councilmember Brown 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 2.01 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 5, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) and recommends 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:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

Exhibit A: Class Title: *Adult Programs Customer Service Representative*
Class Number: 1014201
Pay Grade: 5
*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B: Class Title: *Appraisal Systems Analyst*
Class Number: 1057203
Pay Grade: 13
*Revised to update the classification function and essential job functions to include an additional unit within the Fiscal Department.

Exhibit C: Class Title: *Building Rehabilitation Specialist*
Class Number: 1021311
Pay Grade: 6
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit D: Class Title: *Employment Service Supervisor*
Class Number: 1014122
Pay Grade: 15
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit E: Class Title: *Parking Facility Supervisor*
Class Number: 1042421
Pay Grade: 5
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Adult Programs Customer Service Representative	Class Number:	1014201
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to maintain and monitor services provided by home health aides.

Distinguishing Characteristics

This is an entry 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%
- Assigns and monitors services provided by home health aides; assigns initial phone assessments; assigns initial home visits according to geographical area; opens and assigns new cases according to case managers case loads and geographical area; updates the roster of employees and their work schedules.
- 20% +/- 10%
- Maintains and places clients on waiting list when services are unavailable; identifies clients when services become available; ensures eligibility by checking status and account history; notifies case managers when their clients are eligible for services; informs Procurement and Contractual Services (PCS) on how many units of each service have been used.
- 10% +/- 5%
- Prepares and maintains all necessary records, data and forms; prepares and mails correspondence to clients with past due accounts; collects data for distribution to other departments; collects sorts, and total provider information data; enters into database and spreadsheets; emails letters to providers detailing performance ratings.
- 30% +/- 10%
- Perform administrative duties; assembles packets for initial home visits, re-determinations, and marketing; assists in editing request for proposals; distributes information about special events to organizations and clients; takes phone call; forwards Right-fax email to appropriate recipient; coordinates with procurement and contract services to update service availability; researches prices for items requested to be purchased with Emergency Funds.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of social service or clerical/administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 new cases, initial home visit referrals, invoice statements, provider information forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, etc.
- Ability to prepare waiting lists, provider concerns and feedback, keep records of various documents (e.g.- fax assessments, initial home visits, and new cases) and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with operations program managers, supervisors, home health aides, case managers, and procurement and contract services administrator 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Systems Analyst	Class Number:	1057203
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to assist with coordination of the Residential/Agricultural Appraisal Unit and/or Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

Distinguishing Characteristics

This is an advanced level classification with responsibility for performing activities of the Real Estate Tax Division of the Fiscal Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements, and is responsible for ensuring that the division's activities are completed in a timely and accurate manner.

Essential Job Functions

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

- 50% +/- 10%
- Processes and coordinates commercial and/or residential maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial and/or residential reports; maintains and updates commercial/industrial and/or residential/agricultural property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.
- 15% +/- 5%
- Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%
- Plans and executes special projects.
- 15% +/- 10%
- Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field with three (3) years experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and/or field work involving the planning, implementing, coordinating, and managing of housing rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, rental property owners, contractors, and building officials, as well as administrative skills for complying with federal requirements and preparing related reports, forms, and documents.

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.

- 45% +/- 10%
- Manages and inspects residential and commercial structures to determine rehabilitative work required to correct health and safety issues, housing quality standard and/or building code deficiencies; inspects rehabilitation projects for compliance with workmanship standards, trade specifications, building and housing codes, property rehabilitation standards, contract conditions, and progress payment disbursements; provides technical guidance to property owners, contractors, and building officials; reviews new materials and methods issued in building construction; mediates conflicts that may arise during the construction process; monitors project's budget.
- 35% +/- 10%
- Coordinates the contractor bids and work specifications; develops work specifications and cost estimates utilizing construction software; reviews work specifications; evaluates change order requests to insure validity of requests and cost; prepares and approves change orders; estimates for required rehabilitation work; reviews contractor bids; verifies contractor eligibility for program; drafts contracts to winning bidder.
- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meeting; participates in housing fairs and community events; meets with the general public and various agencies about the county programs and services offered.

Building Rehabilitation Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Construction Management or related field with three (3) years of code enforcement, specification writing, or individual trades (e.g. - carpentry, plumbing, electrical, or HVAC) 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 obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Building Rehabilitation Specialist

- Ability to use and interpret building construction terminology and language.
- Ability to communicate with contractors, clients, supervisors, coworkers, other County employees, government agency representatives, customers, inspectors, and Building Commissioners.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, disease, bodily fluids, animals, electrical currents, violence, noise extremes, vibrations, bright or dim lights, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Service Supervisor	Class Number:	1014122
FLSA:	Exempt	Pay Grade:	10
Dept:	Work Force Development and Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level employees, and to assist in the management of daily activities of an employment services program.

Distinguishing Characteristics

This is a management classification that works under general supervision and is responsible for supervising lower level employees and assisting in the management of the daily activities of an employment services program. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Assists in the management of daily activities of an employment service program; oversees and manages administration of program operation and staffing; assesses training and program needs; provides direct service and support to program participants; assists with developing program best practices; reviews and updates training curriculum; responds to participant complaints, concerns and questions; communicates program status to Administrator; ensures that all Federal, State and local regulations and guidelines are met.
- 20% +/- 10%
- Supervises lower level employees; plans, assigns and reviews work; provides training and instruction; reviews and approves employee leave requests; evaluates employee performance; recommends personnel actions including selection, promotion, transfer, discipline and discharge.
- 10% +/- 5%
- Interviews and evaluates participants in employment services program and refers participants to employment opportunities or service providers; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and interprets test results; refers clients to job placement programs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, memos and other documents; responds to emails and phone calls; prepares training materials; records participant survey responses; reviews and maintains participant e-records to ensure all required documentation is recorded for case file reviews; acts as liaison with state and local human services contacts; orders equipment and supplies; prepares monthly instructor schedule; participates on committees to ensure program quality and satisfactory audit outcomes.

Employment Service Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work, public administration, business administration, or a related field, and three (3) years of employment service 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 a 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 the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance authorization; attendance reports, participant surveys and other reports and records.
- Ability to comprehend a variety of reference books and manuals including resume development guidelines, program curriculum, Personnel Policies and Procedures Manual, other computer handbooks and manuals.
- Ability to prepare program participation reports, participant satisfaction reports, applicant job readiness report, transportation log, employee performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.

Employment Service Supervisor

- Ability to use and interpret counseling terminology and language.
- Ability to communicate effectively with employers, contractors, applicants, program participants, program staff, counselors, human resource personnel, managers, supervisors, state personnel, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parking Facility Supervisor	Class Number:	1042421
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Public Works		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 75% +/- 10%
- Supervises lower level parking attendants in the daily operations of the parking facility; directs staff to ensure work completion and maintenance of standards; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Oversees parking facilities; coordinates, directs and schedules parking services for downtown venues; checks, tickets and tows illegally parked vehicles as needed; collects revenue from meter boxes; operates cash register to receive payments and to give change to patrons; handles complaints; prepares daily cash flow for transfer to bank and maintains adequate cash balance for operations.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various reports and records; prepares daily, weekly, and monthly financial reports; tallies and prepares deposits; maintains information for monthly customers; prepares invoices for monthly customers; prepares employee work schedules; prepares and reviews documents related to payroll, requests for leave and overtime; picks up and drops off information at the sheriff's department.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of customer service and cash collection experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Parking Facility Supervisor

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 computers using departmental software, printer/copier, ticket dispensing machines, and gate equipment.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and 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 daily reports and summaries, parking contracts, cashier reports, parking payroll deductions, daily deposit receipts, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual,, Union Contracts, Parking Equipment Operation Manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, correspondence, invoices, time sheets, requests for leave, work schedules, performance evaluations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Parking Facility Supervisor

- 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 accounting terminology and language.
- Ability to communicate effectively with customers, supervisors, sheriff's department, vendors, other County employees and the general public.

Environmental Adaptability

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

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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0086

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 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, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2017 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 2017 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A.	20D447 – Economic Development Fund			BA1713661
	DV520676 – Cuyahoga County Western Reserve Fund			
	Other Expenses	\$	1,000,000.00	

The Office of Budget and Management (on behalf of the Department of Development) is requesting an appropriation increase of \$1,000,000.00 in the Economic Development Fund (Western Reserve/Job Creation Fund). This is to support JT1713659 which initiated the moving of funding from the Casino Fund to fully appropriate the Variety Theater project in the Economic Development Fund while using funding of the Casino Fund (as per R2016-0218) to support. Funding is provided through the Western Reserve Fund, which currently has a cash balance of \$20.9 million for the period 1/1/17 – 12/31/17.

B.	20D449 – Property Demolition Fund			BA1713662
	DV520809 – Property Demolition Fund			
	Other Expenses	\$	1,500,000.00	

The Department of Development is requesting an appropriation increase of \$1,500,000.00 in the Property Demolition Fund. This is for the purpose of providing appropriation for land bank items, as well as demolition of commercial buildings in Newburgh Heights, South Euclid, Shaker Heights, and Parma. Funding is provided through the Property Demolition Fund, which currently has a cash balance of \$26.1 million for the period 1/1/17 – 12/31/17.

C.	67A200 – Workers’ Comp. - Claims			BA1701520
	HR498014 – Workers’ Compensation - Claims			
	Other Expenses	\$	5,000,000.00	

Additional appropriation is being requested on behalf of Workers’ Compensation Administration in Other Operating to fund a cash transfer from claims to administration. This cash transfer would fund the sub-fund that pays for the workers; compensation and administrative costs within the department. The source of funding comes from charges to user agencies based on claims experience.

D.	21A020 – TB Control Program - MetroHealth			BA1712174
	HS157313 – TB Control Program - MetroHealth			
	Other Expenses	\$	112,896.00	

Additional appropriation is requested in the TB Control Program – MetroHealth index code for 2016 expenses for services rendered under the ODH Tuberculosis Funding agreement. Funding is from the Ohio Department of Health.

SECTION 2. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following appropriation transfers:

Fund Nos./Budget Accounts

Journal Nos.

A. FROM: 21A838 – JAG Asst Justice		BA1700109
JA756288 – JAG Asst – FFY2013 FFY2012-2016		
Other Expenses	\$	24,535.12
TO: 21A838 – JAG Asst Justice		
JA756288 – JAG Asst – FFY2013 FFY2012-2016		
Personal Services	\$	24,535.12

Requesting an appropriation transfer based on the approved attached budget revision and extension of the FY13 JAG Grant effective 10/1/2012 – 12/31/2017. Previously, an appropriation transfer was processed (7/2016) to add a contract for the Drug Drop Box Service to be provided, but due to the fact that there wasn’t enough time to go through the process of implementing a contract it was decided to not move forward with this process. Funding is from the United States Department of Justice, Bureau of Justice Assistance through the City of Cleveland for the period 10/1/12 – 12/31/17.

SECTION 3. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following cash transfers between County funds:

Fund Nos./Budget Accounts

Journal Nos.

A. FROM: 67A200 – Workers’ Comp - Claims		JT1701505
HR498014– Workers’ Compensation - Claims		
Transfer Out	\$	5,000,000.00
TO: 67A100 – Workers’ Compensation Administration		
HR498006 – Workers’ Compensation Administration		
Revenue Transfer	\$	5,000,000.00

A cash transfer is being requested from the Workers’ Compensation Claims sub-fund to the Workers’ Compensation Administration sub-fund to provide for cash for future year appropriations. The source of funding comes from charges to user agencies based on claims experience.

B. FROM: 20D448 – Casino Tax Revenue Fund		JT1713659
DV520791– Casino Tax Revenue Fund		
Transfer Out	\$	1,000,000.00
TO: 20D447 – Economic Development Fund		
DV520676 – Cuyahoga County Western Reserve Fund		
Revenue Transfer	\$	1,000,000.00

The Office of Budget and Management (on behalf of the Department of Development) is requesting an operating transfer of \$1,000,000.00 from the Casino Tax Revenue Fund to the Economic Development Fund (Western Reserve/Job Creation Fund). This is for the purpose of moving funding from the Casino Fund to fully appropriate the Variety Theater project in the Economic Development Fund while using funding of the Casino Fund (as per R2016-0218) to

support. Funding is provided through the Casino Tax Revenue Fund, which currently has a cash balance of \$14.2 million, for the period 1/1/17- 12/31/17.

C. FROM: 20A658 – Fiscal Certificate of Title Admin			JT1703093
FS109694 – Fiscal Oper – Title Bureau			
Transfer Out	\$	1,500,000.00	
TO: 01A001 – General Fund			
ND508515 – Non-Departmental Revenue GF			
Revenue Transfer	\$	1,500,000.00	

The requested cash transfer of funds from the Fiscal Office Certificate of Title Administration Fund was included in the 2017 budget update (R2016-0216). Funds come from fees for the titling of motor vehicles and boats. The cash balance as of March 31, 2017 was \$8,131,544.42.

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

Journal CC026
May 9, 2017



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: May 2, 2017
 RE: Fiscal Agenda – 5-9-17 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 **May 9, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

This agenda includes appropriation and cash transfer requests in order to effectuate the following:

- A \$1.5 million transfer of surplus revenue in the Title Fund (Fiscal) to the General Operating Fund. The Title Fund captures activity associated with the Title Division of the Fiscal Office. This Fund has had an operating surplus every year since 2009 and ORC §325.33 authorizes surplus funds to be transferred to the General Fund. In 2014 and 2015, \$500,000 was transferred and in 2016, \$1.5 million was transferred. The cash balance in the Fund at the end of 2016 totaled \$7.7 million, which is nearly double the annual operating expense of approximately \$4 million. Based on current estimates, the ending cash balance in 2017 will total \$7.1 million.
- A \$1 million transfer from the Casino Tax Fund to the Economic Development Fund in order to transfer the loan made to the Variety Theater to the Economic Development Fund, though it is funded by the Casino Tax Fund. The Casino Tax Fund has a current cash balance of \$14 million and an available cash balance of \$6 million. Please note that the 2017 Budget assumes a transfer of \$4 million from the Casino Tax Fund to the Economic Development Fund.
- A \$5 million transfer within the two Workers Compensation subfunds to ensure that there is sufficient cash in the Administrative fund to support projected expenses through 2019. Please note that the charges that generate revenue to the Workers Compensation Fund were stopped in 2016 in order to draw down a cash balance in the Fund that is higher than what is needed per the actuary. Based on current estimates, those charges will resume in 2020.

This agenda also includes a request to appropriate \$1.5 million to the Property Demolition Fund based on awards in the Cities of Newburgh Heights, South Euclid, Shaker Heights, and Parma. The Property Demolition Fund has a current cash balance of \$26 million and an available cash balance of \$20 million.

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Development	\$2,500,000.00	Special Revenue – No General/HHS Levy Fund Impact

Health & Human Services	\$112,896.00	Special Revenue – No General/HHS Levy Fund Impact
Human Resources/WC	\$5,000,000.00	Special Revenue – No General/HHS Levy Fund Impact
TOTAL	\$7,612,896.00	

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Public Safety & Justice Services	\$24,535.12	Grant – No General/HHS Levy Fund Impact
TOTAL	\$24,535.12	

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
Development	\$1,000,000.00	Special Revenue – No General/HHS Levy Fund Impact
Fiscal	\$1,500,000.00	Special Revenue – General Fund Impact
Human Resources – WC	\$5,000,000.00	Special Revenue – No General/HHS Levy Fund Impact
TOTAL	\$7,500,000.00	

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0087

Sponsored by: County Executive Budish/Departments of Law and Public Works	A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, Affiliated with International Brotherhood of Teamsters, representing approximately 78 employees in 3 classifications at the Department of Public Works/Sanitary Engineer Sewer Section 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.
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the Teamsters 436 Union in an effort to negotiate a successor collective bargaining agreement (“CBA”) that includes approximately 78 employees in the Department of Public Works/Sanitary Engineer Sewer Section; and,

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and,

WHEREAS, on or about April 13, 2017, the members of the bargaining unit met and voted to ratify the proposed successor collective bargaining agreement in full; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize the agreement, unless otherwise specified, or if the legislative body is not in session at the time, then within fourteen (14) days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and,

WHEREAS, the Department of Law and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement for the period of 1/1/2016 – 12/31/2018; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Department of Public Works/Sanitary Engineer Sewer Section.

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

SECTION 1. The Cuyahoga County Council hereby approves a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, Affiliated with International Brotherhood of Teamsters, representing approximately 78 employees in 3 classifications at the Department of Public Works/Sanitary Engineer Sewer Section for the period 1/1/2016 - 12/31/2018, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA shall be budgeted and approved.

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 (8) 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 (8) members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC026
May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0088

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10 th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; and

WHEREAS, a portion of County-owned Permanent Parcel Nos. 101-13-028, 101-13-029 and 101-13-031 will be part of the dedication with the primary goal of this project to approve the dedication plat creating Front Avenue, West 10th Street, Main Avenue, and Old River Road located in the Flats East Bank, located in Council District 7; 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 County Council hereby authorizes the County Executive to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedication of land.

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.

Item No. 1

A. Scope of Work Summary

1. Department of Public Works is requesting approval of a dedication plat creating Front Street, West 10th Street, Main Avenue, and Old River Road. A portion of County-owned parcels 101-13-028, 029 & 031 will be part of the dedication. The properties were originally purchased to construct the Main Avenue Bridge. The other parcels that are to be part of the dedication are owned by the City of Cleveland.

a. The primary goal is approval of the dedication plat creating Front Street, West 10th Street, Main Avenue, and Old River Road.

b. The property is located in the Flats East Bank in Cleveland, Ohio

c. Council District 7

B. Procurement N/A

C. Contractor and Project Information N/A

D. Project Status and Planning N/A

E. Funding N/A

Department of Public Works, 2017, Dedication Plat Creating Front Street, West 10th Street, Main Avenue, and Old River Road

A. Scope of Work Summary

1. Department of Public Works is requesting approval of a dedication plat creating Front Street, West 10th Street, Main Avenue, and Old River Road. A portion of County-owned parcels 101-13-028, 029 & 031 will be part of the dedication. The properties were originally purchased to construct the Main Avenue Bridge. The other parcels that are to be part of the dedication are owned by the City of Cleveland.

- a. The primary goal is approval of the dedication plat creating Front Street, West 10th Street, Main Avenue, and Old River Road.
 - b. The property is located in the Flats East Bank in Cleveland, Ohio
 - c. Council District 7

B. Procurement N/A

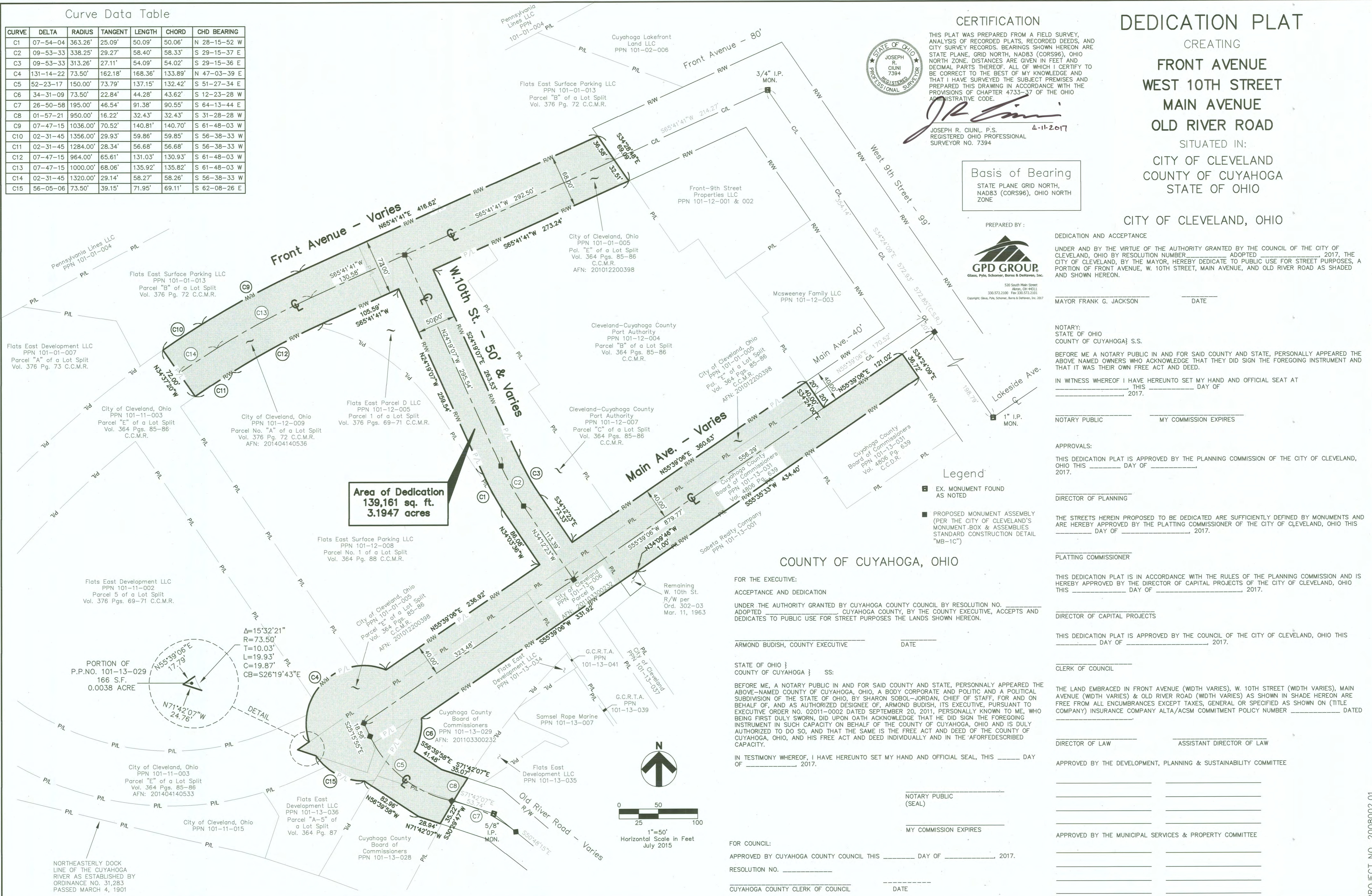
C. Contractor and Project Information N/A

D. Project Status and Planning N/A

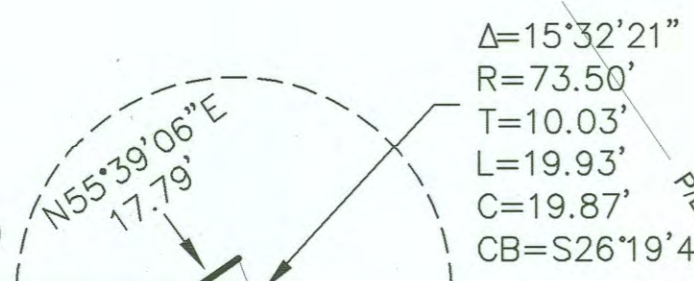
E. Funding N/A

Curve Data Table

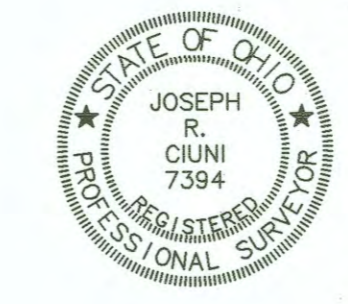
CURVE	DELTA	RADIUS	TANGENT	LENGTH	CHORD	CHD BEARING
C1	07-54-04	363.26'	25.09'	50.09'	50.06'	N 28-15-52 W
C2	09-53-33	338.25'	29.27'	58.40'	58.33'	S 29-15-37 E
C3	09-53-33	313.26'	27.11'	54.09'	54.02'	S 29-15-36 E
C4	131-14-22	73.50'	162.18'	168.36'	133.89'	N 47-03-39 E
C5	52-23-17	150.00'	73.79'	137.15'	132.42'	S 51-27-34 E
C6	34-31-09	73.50'	22.84'	44.28'	43.62'	S 12-23-28 W
C7	26-50-58	195.00'	46.54'	91.38'	90.55'	S 64-13-44 E
C8	01-57-21	950.00'	16.22'	32.43'	32.43'	S 31-28-28 W
C9	07-47-15	1036.00'	70.52'	140.81'	140.70'	S 61-48-03 W
C10	02-31-45	1356.00'	29.93'	59.86'	59.85'	S 56-38-33 W
C11	02-31-45	1284.00'	28.34'	56.68'	56.68'	S 56-38-33 W
C12	07-47-15	964.00'	65.61'	131.03'	130.93'	S 61-48-03 W
C13	07-47-15	1000.00'	68.06'	135.92'	135.82'	S 61-48-03 W
C14	02-31-45	1320.00'	29.14'	58.27'	58.26'	S 56-38-33 W
C15	56-05-06	73.50'	39.15'	71.95'	69.11'	S 62-08-26 E



**Area of Dedication
139,161 sq. ft.
3.1947 acres**



CERTIFICATION



THIS PLAT WAS PREPARED FROM A FIELD SURVEY, ANALYSIS OF RECORDED PLATS, RECORDED DEEDS, AND CITY SURVEY RECORDS. BEARINGS SHOWN HEREON ARE STATE PLANE, GRID NORTH, NAD83 (CORS96), OHIO NORTH ZONE. DISTANCES ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF. ALL OF WHICH I CERTIFY TO BE CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE SURVEYED THE SUBJECT PREMISES AND PREPARED THIS DRAWING IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 4733-37 OF THE OHIO ADMINISTRATIVE CODE.

JOSEPH R. CIUNI, P.S.
REGISTERED OHIO PROFESSIONAL SURVEYOR NO. 7394

4-11-2017

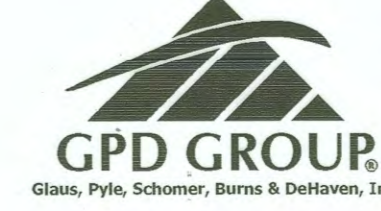
Basis of Bearing
STATE PLANE GRID NORTH,
NAD83 (CORS96), OHIO NORTH ZONE

DEDICATION PLAT

CREATING
**FRONT AVENUE
WEST 10TH STREET
MAIN AVENUE
OLD RIVER ROAD**
SITUATED IN:
CITY OF CLEVELAND
COUNTY OF CUYAHOGA
STATE OF OHIO

CITY OF CLEVELAND, OHIO

PREPARED BY:



520 South Main Street
Akron, OH 44311
330.572.2100 Fax: 330.572.2101
Copyright: Glaus, Pyle, Schomer, Burns & Delaney, Inc. 2017

DEDICATION AND ACCEPTANCE

UNDER AND BY THE VIRTUE OF THE AUTHORITY GRANTED BY THE COUNCIL OF THE CITY OF CLEVELAND, OHIO BY RESOLUTION NUMBER _____ ADOPTED _____, 2017, THE CITY OF CLEVELAND, BY THE MAYOR, HEREBY DEDICATE TO PUBLIC USE FOR STREET PURPOSES, A PORTION OF FRONT AVENUE, W. 10TH STREET, MAIN AVENUE, AND OLD RIVER ROAD AS SHADED AND SHOWN HEREON.

MAYOR FRANK G. JACKSON _____ DATE _____

NOTARY:
STATE OF OHIO
COUNTY OF CUYAHOGA } S.S.

BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED THE ABOVE NAMED OWNERS WHO ACKNOWLEDGE THAT THEY DID SIGN THE FOREGOING INSTRUMENT AND THAT IT WAS THEIR OWN FREE ACT AND DEED.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAT AT _____ THIS _____ DAY OF _____, 2017.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

APPROVALS:

THIS DEDICATION PLAT IS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF CLEVELAND, OHIO THIS _____ DAY OF _____, 2017.

DIRECTOR OF PLANNING _____

THE STREETS HEREIN PROPOSED TO BE DEDICATED ARE SUFFICIENTLY DEFINED BY MONUMENTS AND ARE HEREBY APPROVED BY THE PLATTING COMMISSIONER OF THE CITY OF CLEVELAND, OHIO THIS _____ DAY OF _____, 2017.

PLATTING COMMISSIONER _____

THIS DEDICATION PLAT IS IN ACCORDANCE WITH THE RULES OF THE PLANNING COMMISSION AND IS HEREBY APPROVED BY THE DIRECTOR OF CAPITAL PROJECTS OF THE CITY OF CLEVELAND, OHIO THIS _____ DAY OF _____, 2017.

DIRECTOR OF CAPITAL PROJECTS _____

THIS DEDICATION PLAT IS APPROVED BY THE COUNCIL OF THE CITY OF CLEVELAND, OHIO THIS _____ DAY OF _____, 2017.

CLERK OF COUNCIL _____

THE LAND EMBRACED IN FRONT AVENUE (WIDTH VARIES), W. 10TH STREET (WIDTH VARIES), MAIN AVENUE (WIDTH VARIES) & OLD RIVER ROAD (WIDTH VARIES) AS SHOWN IN SHADE HEREON ARE FREE FROM ALL ENCUMBRANCES EXCEPT TAXES, GENERAL OR SPECIFIED AS SHOWN ON (TITLE COMPANY) INSURANCE COMPANY ALTA/ACSM COMMITMENT POLICY NUMBER _____ DATED _____

DIRECTOR OF LAW _____ ASSISTANT DIRECTOR OF LAW _____

APPROVED BY THE DEVELOPMENT, PLANNING & SUSTAINABILITY COMMITTEE _____

APPROVED BY THE MUNICIPAL SERVICES & PROPERTY COMMITTEE _____

COUNTY OF CUYAHOGA, OHIO

FOR THE EXECUTIVE:

ACCEPTANCE AND DEDICATION

UNDER THE AUTHORITY GRANTED BY CUYAHOGA COUNTY COUNCIL BY RESOLUTION NO. _____ ADOPTED _____ CUYAHOGA COUNTY, BY THE COUNTY EXECUTIVE, ACCEPTS AND DEDICATES TO PUBLIC USE FOR STREET PURPOSES THE LANDS SHOWN HEREON.

ARMOND BUDISH, COUNTY EXECUTIVE _____ DATE _____

STATE OF OHIO }
COUNTY OF CUYAHOGA } SS:

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED THE ABOVE-NAMED COUNTY OF CUYAHOGA, OHIO, A BODY CORPORATE AND POLITICAL AND A POLITICAL SUBDIVISION OF THE STATE OF OHIO, BY SHARON SOBOL-JORDAN, CHIEF OF STAFF, FOR AND ON BEHALF OF, AND AS AUTHORIZED DESIGNEE OF, ARMOND BUDISH, ITS EXECUTIVE, PURSUANT TO EXECUTIVE ORDER NO. 02011-0002 DATED SEPTEMBER 20, 2011, PERSONALLY KNOWN TO ME, WHO BEING FIRST DULY SWORN, DID UPON OATH ACKNOWLEDGE THAT HE DID SIGN THE FOREGOING INSTRUMENT IN SUCH CAPACITY ON BEHALF OF THE COUNTY OF CUYAHOGA, OHIO AND IS DULY AUTHORIZED TO DO SO, AND THAT THE SAME IS THE FREE ACT AND DEED OF THE COUNTY OF CUYAHOGA, OHIO, AND HIS FREE ACT AND DEED INDIVIDUALLY AND IN THE AFORFEDESCRIBED CAPACITY.

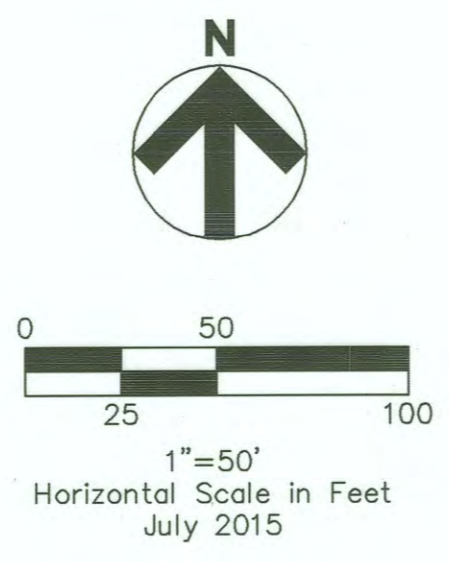
IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL, THIS _____ DAY OF _____, 2017.

NOTARY PUBLIC (SEAL) _____

MY COMMISSION EXPIRES _____

FOR COUNCIL:
APPROVED BY CUYAHOGA COUNTY COUNCIL THIS _____ DAY OF _____, 2017.

RESOLUTION NO. _____
CUYAHOGA COUNTY CLERK OF COUNCIL _____ DATE _____



PROJECT NO. 2008002.01

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0089

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; 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.
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WHEREAS, the County Executive/Department of Public Works recommends a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; and

WHEREAS, the County desires to enter into a revenue generating agreement with University Hospital Health Systems, Inc. for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11001 Cedar Avenue, Cleveland, for a ten (10) year term beginning 6/1/2017, at market rates, with one renewal option; 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 revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

Submitting an award for a new revenue generating lease with **University Hospitals Health System, Inc.** (“Tenant”) and County of Cuyahoga, Ohio (“Landlord”) for lease of approximately 26,574 sq/ft of space located in The Cuyahoga County Samuel Gerber Medical Examiner Building which is located in University Circle area at 11001 Cedar Ave., Cleveland, Ohio for a ten (10) year term beginning on June 1, 2017 – May 31, 2027 not-to-exceed \$5,892,335.16 for ten year original term with one renewal option for five (5) years.

A. Scope of Work Summary

- 1.) The Department of Public Works requesting approval of a new revenue generating lease **University Hospitals Health System, Inc.** (“Tenant”) and County of Cuyahoga, Ohio (“Landlord”) for lease of approximately 26,574 sq/ft of space located in The Cuyahoga County Samuel Gerber Medical Examiner Building which is located in University Circle area at 11001 Cedar Ave., Cleveland, Ohio for a ten (10) year term beginning on June 1, 2017 – May 31, 2027 not-to-exceed \$5,892,335.16 for ten year original term with one renewal option for five (5) years.

- 2.) The primary goal of the project is for consideration and granting of authority to enter into a lease with University Hospital Systems for a lease of space at the Cuyahoga County Medical Examiner Building located at 11001 Cedar Ave., Cleveland, Ohio for a ten (10) year term beginning on June 1, 2017 – May 31, 2027 not-to-exceed \$5,892,335.16 for ten year original term with one renewal option for five (5) years.

- 3.) University Hospitals has been a long term tenant at the Medical Examiner Building and the current lease expires on May 31, 2017 and both UH and the County would like to enter into a new lease granting a new Term of 10 years with a renewal option at market rates.

B. Procurement

- 1.) This is a revenue generating lease being proposed to the current, long term (since 1990’s) tenant.
- 2.) N/A.
- 3.) N/A.

C. Contractor and Project Information

1.) The address of Landlord:
Cuyahoga County Department of Public Works
2079 East Ninth Street
Cleveland, Ohio 44115

2.) The address for the Tenant is:
University Hospitals Health Systems, Inc.
Management Services Center
3605 Warrensville Center Road
Shaker Heights, Ohio 44122
216 767 8207

3a.) The address of the project:
Samuel Gerber Medical Examiner Building
11001 Cedar Rd.
Cleveland, Ohio 44106

3.b) The project is located in Council District 6.

D. Project Status and Planning

- 1.) The Department of Public Works requesting approval for a new revenue generating lease.

2.) The project's original contact terminates May 31, 2017. Both County and UH wish to enter into a new lease to reflect significant anticipated investment by UH in their IT/Data Center located at the Gerber Medical Examiner Building. An initial term of 10 years at market rates, with a renewal option is the goal of this new contract.

3.) The project is on a critical action path so that the county may continue the revenue generating lease of this space to UH.

4.) The Department of Public Works requesting approval for a new 10 year lease with renewal option at market rates.

5.) The 2017 Lease with UH needs two (2) signatures in ink and will be delivered to OPD and the fully executed leases will be distributed to the County Public Works and University Hospitals.

E. Funding

1.) The project is revenue generating.

2.) N/A

3.) N/A

R2016-0178 October 11, 2016 exp 5/31/17

(BC2016-478 10/11/16 BOC Justification June 27, 2016) changes the Extension Term period from July 30, 1996 through May 31, 2016 to extend the time period to May 31, 2017, to change the terms effective June 1, 2016, and for additional revenue in the amount of \$38,753.75 monthly / \$465,045.00 annual and the option may be exercised by delivery of Notice from Lessee to Lessor no later than March 1, 2016 to February 1, 2017.

R2017-(tbd)

A ten year lease beginning June 1, 2017 with a one renewal option at market rates. **Per Anka Davis, no RFP is required per OPD.**

R2016-0178 EXPIRES MAY 31, 2017

2/28/17 Email to JMyers from Anka Davis no RFP required per OPD and try to get on 3/14/17 Council Agenda.

3/1/17 Summary was created by John Myers and NDF revised on 3/2/17.

3/2/17 JMyers Matt, Christine and Deb Shaw will provide JCM lease, docs, needed material

3/2/17 JMyers notified NDF to email UH docs for new lease.

3/2/17 JCM did draft summary.

3/2/17 NDF emailed UH requesting required OPD docs for new lease.

3/2/17 NDF per Nichole English do not include the history from 1996 to present.

3/2/17 DRAFT John Myers to determine fees, square ftg. and provide final lease to NDF.

3/3/17 NDF to Steve Witt and Sharon G. OPD docs required, non-purchase revenue, need history?

3/3/17 Sharon G. yes upload history.

3/3/17 ADavis do not need to upload existing lease history for new revenue generating agreement

3/3/17 NDF email to JCM and Deb Shaw total square ftg?

3/7/17 KMOORE sent Resolution (TBD) draft format: **6/1/2017 – 5/31/2027**

3/10/17 Christine Petro – 1st floor 22,957.00 2nd 6,462.90 **total 29,419.90**

3/10/17 MDuffy provided agreement letter.

3/15/17 NDF emailed Anka/Lisa -MDuffy Ltr.Agrmt., “LESSOR” insur req and 3/7/17 JCM draft to MDuffy.

3/16/17 MDuffy status of comments on agreement letter – sent to all; JCM, AD, LA, NDF, MDever etc.?

3/20/17 NDF emld MDuffy OPD docs again and Lisa A. and Anka MDuffy email (cc'd on) status new agrmt.

5/3/17 JCM provided NDF final terms: 26,574 sq/ft. 10 years, June 1, 17-May 31, 17 \$2,690,613.60 totals.

5/4/17 JCM provided NDF final terms: 26,574 sq/ft. 10 years, June 1, 17 – May 31, 17 not-to-exceed \$5,892,335.16 for ten year original term

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0090

<p>Sponsored by: County Executive Budish/Departments of Public Works and Health and Human Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE13495-02-03 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Departments of Public Works and Health and Human Services has recommended an amendment to Contract No. CE13495-02-03 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; and

WHEREAS, the County desires to renew the term for lease of approximately 63,600 square feet of space located for the Neighborhood Family Service Center, located at 8111 Quincy Avenue, Cleveland; and

WHEREAS, this project is funded with Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE13495-02-03 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00.

Journal _____
_____, 2017

The Department of Public Works requesting approval to a.) amend and b.) submit contract award for CE13495 RQ#18220 for the renewal term for lease of approximately 63,660 square feet of space located at Neighborhood Family Service Center, 8111 Quincy Ave., Cleveland, Ohio 44104 for the period 6/1/2002 – 5/31/2017 to extend the time period for sixty (60) months to May 31, 2022 and for additional funds in the amount not-to-exceed \$5,500,224.00 for payment to a contract with **Fairfax Renaissance Development Corporation.**

A. Scope of Work Summary

1.) The Department of Public Works requesting approval to a.) amend and b.) submit contract award for CE13495 RQ#18220 for the renewal term for lease of approximately 63,660 square feet of space located at Neighborhood Family Service Center, 8111 Quincy Ave., Cleveland, Ohio 44104 for the period 6/1/2002 – 5/31/2017 to extend the time period for sixty (60) months to May 31, 2022 and for additional funds in the amount not-to-exceed \$5,500,224.00 for payment to a contract with **Fairfax Renaissance Development Corporation.**

2.) The primary goal of the project is to enter into the renewal term for sixty (60) months beginning June 1, 2017 – May 31, 2022 in the amount not-to-exceed \$5,500,224.00

3.) The project is a 2017 renewal amendment.

B. Procurement

1.) The procurement method RQ18220.

2.) N/A.

3.) N/A.

C. Contractor and Project Information

1.) The address of tenant:

Fairfax Renaissance Development Corporation

8520 Carneige Ave.

Cleveland, Ohio 44106

John Deal

(216) 361-8400

2.) The address for the vendor/owners is:

Fairfax Renaissance Development Corporation

8520 Carneige Ave.

Cleveland, Ohio 44106

John Deal

(216) 361-8400

3a.) The address of the project:

NFSC

8111 Quincy Ave.

Cleveland, Ohio 44104

3.b) The project is located in Council District.

D. Project Status and Planning

1.) The Department of Public Works requesting approval for request to a.) amend and b.) submit contact award.

2.) The project has a successive renewal option that will begin June 1, 2017 and end May 31, 2022.

3.) The project is on a critical action path so that the county may continue to lease space.

4.) The Department of Public Works requesting approval for request to a.) amend and b.) submit contact award.

proval5.) The 2016 Amendment needs two (2) signatures in ink and will be delivered to OPD and the fully executed leases will distributed to the county, Public Works and Fairfax Renaissance LLC .

E. Funding

1.) Yes, the project is funded and information is confirmed via email 4/19/17 1:27 pm from Walter Parfejewiec, Cuyahoga County CDHA (216) 987-6666: Funds are available,CE13495-02 WT137455 (66 percent) Subobject Code: 0385, Fund name: Public Assistance and CE13495-03 CF135467 (34 percent) Subobject Code: 0385, Fund Name: Public Assistance.

3.) The Department of Public Works requesting approval to a.) amend and b.) submit contract award.

RQ# CT-10-18220 (sealed proposals will be received until October 12, 2010)
RFP for Fairfax Neighborhood Family Service Center (NFSC) Daycare
For the Department of Central Services and the Department of Employment and Family Services

Resolution#0030203 dated August 8, 2000
Approving an Agreement for construction of a NFSC NW Corner East 82nd and Quincy in the amount of \$28,653,139.00
period October 1, 2001 through December 31, 2016

1st Amendment

Resolution#0109111 dated March 13, 2001
Approximately 70,108 sq/ft
Amendment to the Lease Agreement (2001)
(Sec 3.) Expiration date May 31, 2017 (not September 30, 2016)
(Sec. 14) Commencement date June 1, 2002 (not October 1, 2001)
(Exhibit A) 83 parking spaces
(Exhibit C) First installment annual base rent June 1, 2002 and final monthly installment May 31, 2017
(Exhibit D) First installment renewal rent June 1, 2017 and final May 31, 2022

Resolution#010910 dated March 13, 2001
Authorizing the issuance and sale of \$9,700,000.00 of County of Cuyahoga, Ohio Multi-Mode Variable Rate Civic Facility Revenue Bonds, Series 2001

2nd Amendment

Resolution#0214108 dated April 9, 2002
Approximately 70,108 sq/ft
Approving an Amendment to an Agreement for the period June 1, 2002 – May 31, 2017 for additional funds in the amount of \$302,191.00. Exhibit C) First monthly installment of annual base rent due June 1, 2002 from \$143,137.17 to \$445,328.17 that reflects a one-time lump sum payment to reflect additional operational Project costs.
Approximately 70,108 sq/ft
Index code: CC765818 **(project code)**
Subobject Code: 0706
TOTAL: +\$302,191.00
period June 1, 2002 – May 31, 2017

Resolution#022165 dated May 28, 2002
Approving Contract No. CE13495,-01, 02, 03 in the amount of \$28,955,330.00 for construction on a NFSC NW corner East 82nd and Quincy
Index code: CC765818 **(project code)**
Subobject code: 0706

TOTAL One time payment \$302,191.00
Index code: WT137455 and CF135467 Subobject code: 0385 combined \$28,653,139.00
TOTAL \$28,955,330.00
period October 1, 2001 through December 31, 2016

3rd Amendment

Resolution#031337 dated April 1, 2003

CE13495

Approving an Amendment to Contract No. CE13495-01 in the amount of additional funds \$225,000.00 for the
Approximately 70,108 sq/ft

Index code: CC765818 (**project code**)

Subobject Code: 0706

TOTAL: +\$225,000.00

period June 1, 2002 through May 31, 2017

Resolution#103955 dated September 16, 2010

Seek proposals RQ18220 for revenue generating lease care services for the Neighborhood Family Service
Center (NFSC) for the period January 1, 2011 through December 31, 2013

R2017- tbd Renewal Term

CE13495

PPN 119-26-004

Approximately 63,660 sq/ft (70,108 was reduced 6,447 sq/ft 1st floor daycare)

June 1, 2017 – May 31, 2022

\$94,670.40.00 monthly / total not-to-exceed \$5,500,224.00 @ approximately \$ 17.28 psf

CE13495-02 WT137455, 66%, Subobject Code: 0385, Fund name: Public Assistance \$62,674.26

CE13495-03 CF135467, 34%, Subobject Code: 0385, Fund Name: Public Assistance, \$32,286.74

TOTAL: \$5,500,224.00

IG#12-1265

2/24/17 Jim May provided Exhibit for Pest Mgmt Association dated July 22, 2016.

2/28/17 LA-LAW sent redlined and draft for JCM review.

2/28/17 NDF provided Lisa Wiggins/Mellany Seay contract cover for review/approval.

3/2/17 Mellany Seay asked JCM total sq/ftg daycare – who paid previously and \$ breakdown.

3/6/17 John Deal OPD docs IG12-1265, W-9, WC, Vendor Compliance, Principal Owner and COI.

3/7/17 John Deal **OUTSTANDING SIGNATURE AUTHORITY**

3/7/17 NDF emld Kathy Starks and **Walter P. for OUTSTANDING % BREAKDOWN** to provide to Mellany.

3/7/17 NDF emailed JCM, Lisa Averyhart, Anka Davis, Mike Dever, Mike Chambers, NEnglish

OUTSTANDING SIGNED AMENENDMENT.

4/14/17 JCM revised terms: 5 year, 63,660 sq/ft, \$17.28 psf, \$5,500,224.00 total 5 year, \$91,670.40 per month,
Initiate pest mgmt., meet staff quarterly on pest, cleaning and operational building issues, exterior
security camera, refresh paint and carpet in public/waiting areas.

4/19/17 NDF revised contract cover, history and summary and evaluation and MyPro item.

4/19/17 Walter P. confirmed funds available, Public Assistance Funds, 34% CF135467 and 66% WT137455
object 0385.

4/19/17 NDF uploaded in MyPro for Dept. review/approval MChambers and NEnglish.

The end

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0091

Sponsored by: County Executive Budish/Departments of Public Works and Health and Human Services	A Resolution authorizing an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; 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.
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WHEREAS, the County Executive/Departments of Public Works and Health and Human Services has recommended an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; and

WHEREAS, the County desires to renovate the leased space at the Westside Neighborhood Family Service Center for the Department of Health and Human Services/Cuyahoga Job and Family Services located at 9830 Lorain Avenue, Cleveland; and

WHEREAS, this project is funded with Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00.

The Department of Public Works requesting request approval to a.) amend and b.) award of contract **K & Z Mutual Realty, LLC., successor in interest by merger of Mutual Investment Properties, LLC** R2017-163 CE0600382 RQ3277 a 2017 Second Amendment to Lease Agreement with Mutual Investment Properties, LLC for additional base rent associated with the partial reuse of the Westshore NFSC and HHS Training for Business Development and Training Center for the Westshore Neighborhood Family Service Center (NFSC) located at 9830 Lorain Ave., Cleveland, Ohio 44109, term October 1, 2006 - September 30, 2021 for the anticipated cost (4/20/17 per Walter P's email 2017 additional funds are available 5/25/17-12/31/17) of not-to-exceed \$ 650,000.00

A. Scope of Work Summary

1.) The Department of Public Works requesting request approval to a.) amend and b.) award of contract **K & Z Mutual Realty, LLC., successor in interest by merger of Mutual Investment Properties, LLC** R2017-163 CE0600382 RQ3277 a 2017 Second Amendment to Lease Agreement with Mutual Investment Properties, LLC for additional base rent associated with the partial reuse of the Westshore NFSC and HHS Training for Business Development and Training Center for the Westshore Neighborhood Family Service Center (NFSC) located at 9830 Lorain Ave., Cleveland, Ohio 44109, term October 1, 2006 - September 30, 2021 for the anticipated cost (4/20/17 per Walter P's email 2017 additional funds are available 5/25/17-12/31/17) of not-to-exceed \$ 650,000.00

2.) The primary goal of the project is for consideration and passage of the 2017 Second Amendment with Mutual Investment Properties, LLC for the Westshore Business Development and Training Center.

3.) The project is a request according to the original initial term of the contract commencing on October 1, 2006 – September 30, 2016 and fulfill a five (5) year renewal term beginning on October 1, 2016 – September 30, 2021 for additional base rent for the Westshore Business Development and Training Center.

B. Procurement

1.) The procurement method for this project was RQ3277.

2.) N/A.

3.) N/A.

C. Contractor and Project Information

1.) The address of tenant:

Westshore Neighborhood Family Service Center (NFSC)

9830 Lorain Ave.

Cleveland, Ohio 44109

According to Mr. Gerald Zahler, the Maintenance Mgr. phone number (216) 228-4300

2.) The address for the vendor/owners is:

Mutual Investment Properties, LLC

28601 Chagrin Blvd.

Cleveland, Ohio 44122

Gerald E. Zahler, Sole Managing Member

gezahler@aol.com

(216) 831-2045

3a.) The address of the project:

Westshore Neighborhood Family Service Center (NFSC)

9380 Lorain Ave.

Cleveland, Ohio 44109

3.b) The project is located in Council District.

D. Project Status and Planning

1.) The Department of Public Works requesting request approval to a.) amend and b.) award of contract **K & Z Mutual Realty, LLC., successor in interest by merger of Mutual Investment Properties, LLC** R2017-163 CE0600382 RQ3277 a 2017 Second Amendment to Lease Agreement with Mutual Investment Properties, LLC for additional base rent associated with the partial reuse of the Westshore NFSC and HHS Training for Business Development and Training Center for the Westshore Neighborhood Family Service Center (NFSC) located at 9830 Lorain Ave., Cleveland, Ohio 44109, term October 1, 2006 - September 30, 2021 for the anticipated cost (4/20/17 per Walter P's email 2017 additional funds are available 5/25/17-12/31/17) of not-to-exceed \$ 650,000.00

2.) The term R201-163 began October 1, 2016 and ending September 30, 2021. The additional base rent funds (additional funds available 5/25/17-12/31/17) of not-to-exceed \$ 650,000.00

3.) The project is on a critical action path so the county can provide space to begin training for the HHS employees.

4.) The project's term for the **2017 Second Amendment** contract October 1, 2016 and ending September 30, 2021 for additional base rent (additional funds available 5/1/17-12/31/17) in the amount not-to-exceed \$650,000.00

5.) The 2017 Second Amendment needs two (2) signatures in ink and will be delivered to OPD and the fully executed leases will distributed to the county, Public Works and Mutual Investment Properties, LLC.

E. Funding

1.) Per Walter Parfejewiec (216) 987-6666 4/20/17 email: 2017 funds are available. Index code: HS157289 , sub object code:0385 and the fund name is Public Assistance Funds (additional fund available 5/25/17-12/31/17) and is not-to-exceed \$650,000.00 for additional base rent for reuse of the Westshore Business Development and Training Center for the period October 1, 2016 – September 30, 2021.

2.) The schedule of payments is paid according to the contact terms.

3.) The project is a 2017 Second Amendment for additional base rent (additional funds available 5/25/17-12/31/17) in the amount not-to-exceed \$650,000.00 original contract beginning October 1, 2016 and ending September 30, 2021.

Resolution#061550
Dated April 18, 2006
Approving Contract CE0600382-01 on RQ3277
Mutual Investment Properties, LLC
\$8,626,160.00
October 1, 2006 – September 30, 2016

Resoltuion#072873
Dated June 28, 2007
CE0600382-01
Tenant improvements and lease of office space for Department of Employment and Family Services
Approving specific Assignment, Subordination, Non-Disturbance and Attornment Agreement among
Mutual Investment Properties, LLC and Modern Woodmen of America
October 1, 2006 – September 30, 2016
Original Term not-to-exceed \$8,626,160.00
Index code: WT137539
Sub object code: 0385
Cost Account: H08830

First Amendment R2017-163 (BOC 2/21/17)
CE0600382-01
K & Z Mutual Realty, LLC., successor in interest by merger of Mutual Investment Properties, LLC
Lease of approximately 26,000 sq/ft space for NFSC Westshore
First renewal term 10/1/2006 – 9/30/16 to extend 10/1/2016 to 9/30/2021
not-to-exceed \$ 2,402,495.00

at the approximate rate of \$15.32 psf
Fund name: Public Assistance Funds
Index code: WT137539
Sub object code: 0385
User code: H08830

Second Amendment R2017-tbd

CE0600382-01

K & Z Mutual Realty, LLC., successor in interest by merger of Mutual Investment Properties, LLC

Additional Base Rent for the Westshore Business Development and Training Center.

Not-to-exceed \$650,000.00 (funds available for the period 5/25/17-12/31/17)

Second renewal term 10/1/2006 – 9/30/16 to extend 10/1/2016 to 9/30/2021 and additional base rent in the amount not-to-exceed \$650,000.00

Fund name: Public Assistance Funds

Index code: HS157289

Sub object code: 0385

MyPro doc handle number: 962914

Note:

1/27/17 Landlord sent draft AGREEMENT

3/29/17 Per JCM email LA-LAW incorporate HH Golden Gate language related to build out etc

3/29/17 LA-LAW to JCM 7 questions

4/7/17 LA-LAW to JCM once you respond to 7 questions – LA-LAW can finish draft.

4/11/17 Per JCM he sent answers to LA-LAW

4/14/17 MDever ready for Council? NDF LA-LAW does not have final Second Amendment completed.

4/14/17 Per JCM \$675K

4/20/17 Per JCM – Dever/Chambers want on brief agenda today revise to \$750,000.00

4/20/17 Per Watler P. budgeted \$650,000.00 – final number. NEW Index code: HS157289, Object: 0385 2017 funds are available.

5/3/17 Per JCM change dates to May 25, 2017 to December 31, 2017.

The end

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0092

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 711.10, the County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

WHEREAS, the Cuyahoga County Land Development Regulations originally adopted November 8, 2007 and amended December 9, 2010, require the County Planning Commission to refer the final dedication plat to the County “for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the final plat;” and

WHEREAS, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for Schady Reserve Phase 2 on April 13, 2017; and

WHEREAS, pursuant to the above regulations, acceptance of the dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2) as a public street (60 feet total) with established setback lines, right-of-way, and easements; acceptance of the dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2) as a public street (60 feet total) with established setback lines, right-of-way, and easements; and also accepting and dedicating easements for the construction, maintenance, and operation of public facilities and appurtenances in the Schady Reserve Subdivision (Phase 2)

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 County Council hereby authorizes the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2) as a public street (60 feet total) with established setback lines, right-of-way, and easements; to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedications of land.

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.



CUYAHOGA COUNTY PLANNING COMMISSION RESOLUTION NO. 170413-D

Approval of the Final Plat for Schady Reserve PRD Subdivision (Phase 2) located in Olmsted Township.

WHEREAS, Section 711.10 of the Ohio Revised Code authorizes county planning commissions that have duly adopted regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed layouts of new major subdivisions; and,

WHEREAS, the Cuyahoga County Planning Commission has adopted such regulations governing the proposed major subdivision; and,

WHEREAS, on April 11, 2013, the Cuyahoga County Planning Commission adopted Resolution No. 130411-D conditionally approving the overall subdivision layout plan and Preliminary Plan for Phase 1 for Schady Reserve PRD Subdivision proposed for permanent parcel 265-16-003, comprised of 38.7 acres and located on the south side of Schady Road, east of Stearns Road, in Olmsted Township; and,

WHEREAS, on November 11, 2013 the Cuyahoga County Planning Commission approved Resolution No. 131114-B, amending Resolution No. 130411-D; and,

WHEREAS, those conditions named in Resolution Nos. 130411-D and 131114-B have been satisfied by K. Hovnanian Homes; and,

WHEREAS, the Cuyahoga County Department of Public Works reviewed and approved Improvement Plans for Phase 1 in March 2015 and later inspected and approved constructed improvements (excepting sidewalks and street trees) in Phase 1 of Schady Reserve PRD Subdivision; and

WHEREAS, on April 9, 2015, the Cuyahoga County Planning Commission passed Resolution No. 150409-A, granting conditional approval of the Final Plat for Phase 1 of Schady Reserve PRD Subdivision comprised of 10.07 acres and shows the proposed creation of 25 lots, two (2) open space blocks (A and B, consisting of 4.12 acres) and one (1) new public street, Schady Elm Lane, with eight (8) conditions; and,

WHEREAS, K. Hovnanian Schady Reserve LLC met the eight (8) conditions of approval, and all appropriate signatories signed the Final Plat mylar and the Final Plat was recorded with the County Fiscal Office; and,

WHEREAS, on March 10, 2016, the Cuyahoga County Planning Commission passed Resolution No. 160310-C, granting conditional approval of the Preliminary Plan of Phase 2 of Schady Reserve PRD Subdivision, consisting of 6.84 acres and showing the proposed creation of 17 single family residential sublots, one (1) once space block (C, consisting of 2.09 acres), and the continuation of the public street, Schady Elm Lane; and,

WHEREAS, the two (2) conditions of approval listed in Resolution No. 160310-C have been satisfied; and,

WHEREAS, the Cuyahoga County Department of Public Works reviewed and approved Improvement Plans for Phase 2 and has inspected and approved constructed improvements (excepting sidewalks and street trees) in Phase 2 of Schady Reserve PRD Subdivision; and

WHEREAS, in March of 2017, K Hovnanian Schady Reserve LLC, submitted a request for approval of the Final Plat for Phase 2 of the Schady Reserve PRD Subdivision to the Cuyahoga County Planning Commission staff; and,

WHEREAS, County Planning Commission staff circulated copies of said Plan to the Olmsted Township Board of Trustees and other township representatives, the Cuyahoga County Department of Public Works, the Cuyahoga County Law Department, the Cuyahoga County Prosecutor's Office, and the Cuyahoga County Soil and Water Conservation District, in order to receive comments and recommendations from these offices and officials; and,

WHEREAS, the Cuyahoga County Planning Commission staff has received and duly noted comments that have been received from these review authorities.

NOW, THEREFORE, BE IT RESOLVED that the Cuyahoga County Planning Commission grants conditional approval of the Final Plat for Phase 2 of the Schady Reserve PRD Subdivision, based on the following condition:

1. Review and approval of recently submitted maintenance and performance guarantees as required by Section 107.1 of the Cuyahoga County Land Development Regulations by the County Law Department.

BE IT FURTHER RESOLVED, until such time that the condition is satisfied and documented with the County Planning staff, the final plat will not be signed by the Executive Director of the Cuyahoga County Planning Commission.

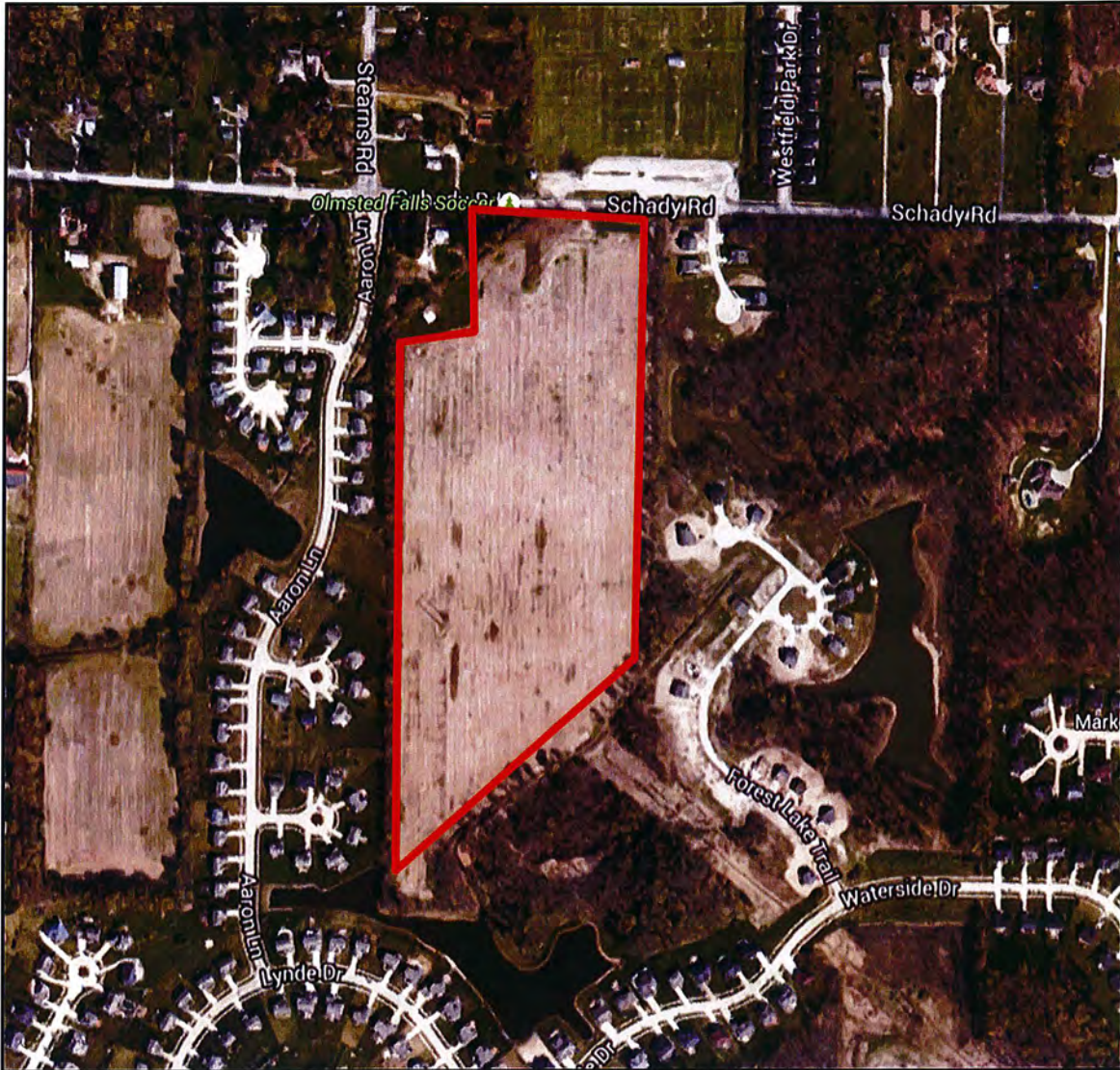
On a Motion by Mayor Byrne, seconded by Mayor Bobst the forgoing resolution was duly adopted by unanimous vote.

Attest

A handwritten signature in blue ink, appearing to read "Glenn Coyne", written over a horizontal line.

Glenn Coyne, Executive Director

Schady Reserve PRD Site Map
Schady Road, Olmsted Township



Phase 2 Final Plat
Resolution No. 170413-D



SCHADY RESERVE SUBDIVISION NO. 2

Being a Subdivision of 6.8426 Acres Situated in the State of Ohio, County of Cuyahoga and Township of Olmsted And Being Part of Original Olmsted Township Tract 3
 March, 2017 Scale 1"=50'

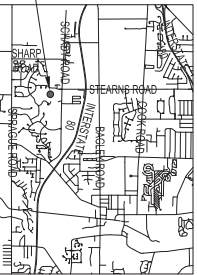
NOTARIZED CERTIFICATION BY PROPERTY OWNERS

I, THE UNDERSIGNED OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE KNOWLEDGE THE FINAL PLAT AND UNDERSTAND THE FULL EFFECT AND CONSEQUENCES OF THE SAME AND HEREBY CERTIFY THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

CHARLES LYNNON JR., REGIONAL PRESIDENT, PROXYMAN/STORM RESERVE, LLC

BEFORE ME, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE OF OHIO, CHARLES LYNNON JR., REGIONAL PRESIDENT, PROXYMAN/STORM RESERVE, LLC, HAS PERSONALLY APPEARED AND REQUESTED THAT I CERTIFY THAT HE IS THE OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE AND THAT HE IS THE OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE AND THAT HE IS THE OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE.

IN TESTIMONY WHEREOF, I HAVE HEREIN SET MY HAND AND AFFIRMED OFFICIAL SEAL, AT _____, OHIO, ON _____, 2017.



ACCEPTANCE, DEDICATION, & EASEMENTS

OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON HEREBY REQUESTS THAT I ACCEPT THE DEDICATION OF THE EASEMENTS SHOWN HEREON AND UNDERSTAND THAT THE SAME WILL BE USED FOR THE PURPOSES AND IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

IT IS HEREBY EXPRESSLY AGREED THAT THERE IS TO BE NO EASEMENT, RIGHT, OR INTEREST IN ANY OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE, INCLUDING BUT NOT LIMITED TO, THE RIGHT OF WAY, EASEMENT, RIGHT, OR INTEREST IN ANY OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE, INCLUDING BUT NOT LIMITED TO, THE RIGHT OF WAY, EASEMENT, RIGHT, OR INTEREST IN ANY OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE.

CHARLES LYNNON JR., REGIONAL PRESIDENT, PROXYMAN/STORM RESERVE, LLC

BEFORE ME, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE OF OHIO, CHARLES LYNNON JR., REGIONAL PRESIDENT, PROXYMAN/STORM RESERVE, LLC, HAS PERSONALLY APPEARED AND REQUESTED THAT I CERTIFY THAT HE IS THE OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE AND THAT HE IS THE OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE AND THAT HE IS THE OWNER OF THE LANDS SHADOWN WITHIN THE SUDY RESERVE.

DATE	2017
SCALE	1"=50'
WEST	1/4
RANGE	14
TOWNSHIP	3
COUNTY	CUYAHOGA
STATE	OHIO



CERTIFICATION OF UNENCUMBERED OWNERSHIP

I HEREBY CERTIFY THAT ALL UNENCUMBERED EASEMENTS TO BE SHOWN ON THE FINAL PLAT OF THE SUBDIVISION ARE SHOWN ON THE FINAL PLAT OF THE SUBDIVISION AND THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

STORM RESERVE, LLC

CERTIFICATION OF COUNTY ENGINEER OF SATISFACTORY COMPLETION OF IMPROVEMENTS

I HEREBY CERTIFY THAT ALL STREET ADJUSTMENT, FINISHES, TYPICAL SECTIONS, SIGNALS AND SIGNAGE IMPROVEMENTS WERE MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

DATE

CERTIFICATION OF COUNTY SANITARY ENGINEER

I HEREBY CERTIFY THAT ALL SANITARY IMPROVEMENTS WERE MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

DATE

APPROVAL BY CUYAHOGA COUNTY PLANNING COMMISSION

THE CUYAHOGA COUNTY PLANNING COMMISSION HEREBY CERTIFIES THAT THE FINAL PLAT SHOWS EASEMENTS OF THE CUYAHOGA COUNTY SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

DATE

SURVEYORS STATEMENT

I HEREBY CERTIFY THAT THE FINISHES AND ELEVATIONS SHOWN ON THE FINAL PLAT OF THE SUBDIVISION ARE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT AND THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION ACT AND THE REQUIREMENTS OF THE SUBDIVISION ACT.

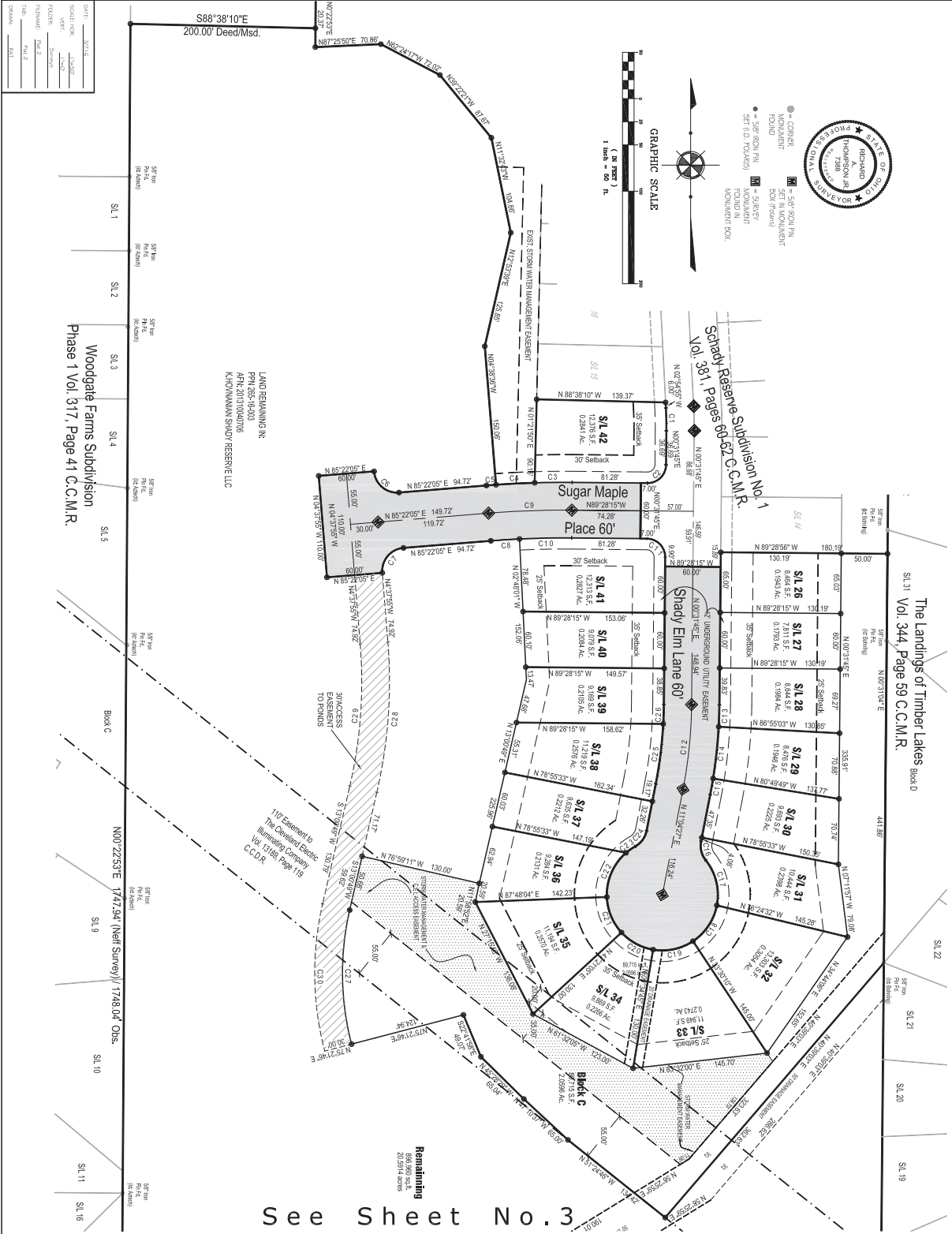
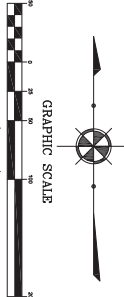
DATE



CONTRACT NO.	13021
SHEET	OF
1	3



- CORNER MONUMENT
- SETBACK MONUMENT
- SETBACK MONUMENT (EQUIDISTANT)
- SETBACK MONUMENT (SLANTY)
- SETBACK MONUMENT (SPLIT)
- SETBACK MONUMENT (BOX)
- SETBACK MONUMENT (EQUIDISTANT)
- SETBACK MONUMENT (SLANTY)
- SETBACK MONUMENT (SPLIT)
- SETBACK MONUMENT (BOX)



See Sheet No. 3

CURVE	LENGTH	RADIUS	DELTA	CHORD	BEARING	TANGENT
C1	24.65	410.00	37.64	24.64	N01°11'55"W	12.33
C2	31.42	1030.00	90.00	28.29	N89°21'10"E	20.25
C3	40.97	2030.00	215.00	40.87	N89°21'10"E	20.25
C4	16.21	530.00	61.95	15.45	N107°07'19"E	8.81
C5	21.88	25.00	49.40	21.88	N107°07'19"E	8.81
C6	47.74	60.00	45.31	46.49	N53°21'27"E	25.21
C7	45.12	60.00	45.31	44.09	N89°21'10"E	20.25
C8	39.35	60.00	37.64	38.54	N01°11'55"W	12.33
C9	12.07	60.00	11.31	12.05	N64°54'27"E	6.96
C10	12.07	60.00	11.31	12.05	N23°30'52"E	28.89
C11	65.31	25.00	49.40	65.29	N07°28'29"E	32.72
C12	21.16	470.00	73.45	21.15	N07°28'29"E	10.38
C13	146.23	303.00	273.90	144.81	N04°12'17"E	62.87
C14	163.27	303.00	273.90	162.85	N04°12'17"E	62.87
C15	163.27	303.00	273.90	162.85	N89°21'10"E	20.25
C16	163.27	303.00	273.90	162.85	N01°11'55"W	12.33

CELT Landmark Relocatable Residences

Relocatable Residences are structures that are designed to be moved from one location to another. They are typically used for temporary housing, construction site offices, or as a means of providing temporary housing for workers. They are typically made of metal and are designed to be easily transported and set up.

Relocatable Residences

- Relocatable Residences are structures that are designed to be moved from one location to another.
- They are typically used for temporary housing, construction site offices, or as a means of providing temporary housing for workers.
- They are typically made of metal and are designed to be easily transported and set up.
- They are typically used for temporary housing, construction site offices, or as a means of providing temporary housing for workers.
- They are typically made of metal and are designed to be easily transported and set up.

Polaris

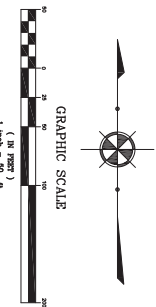
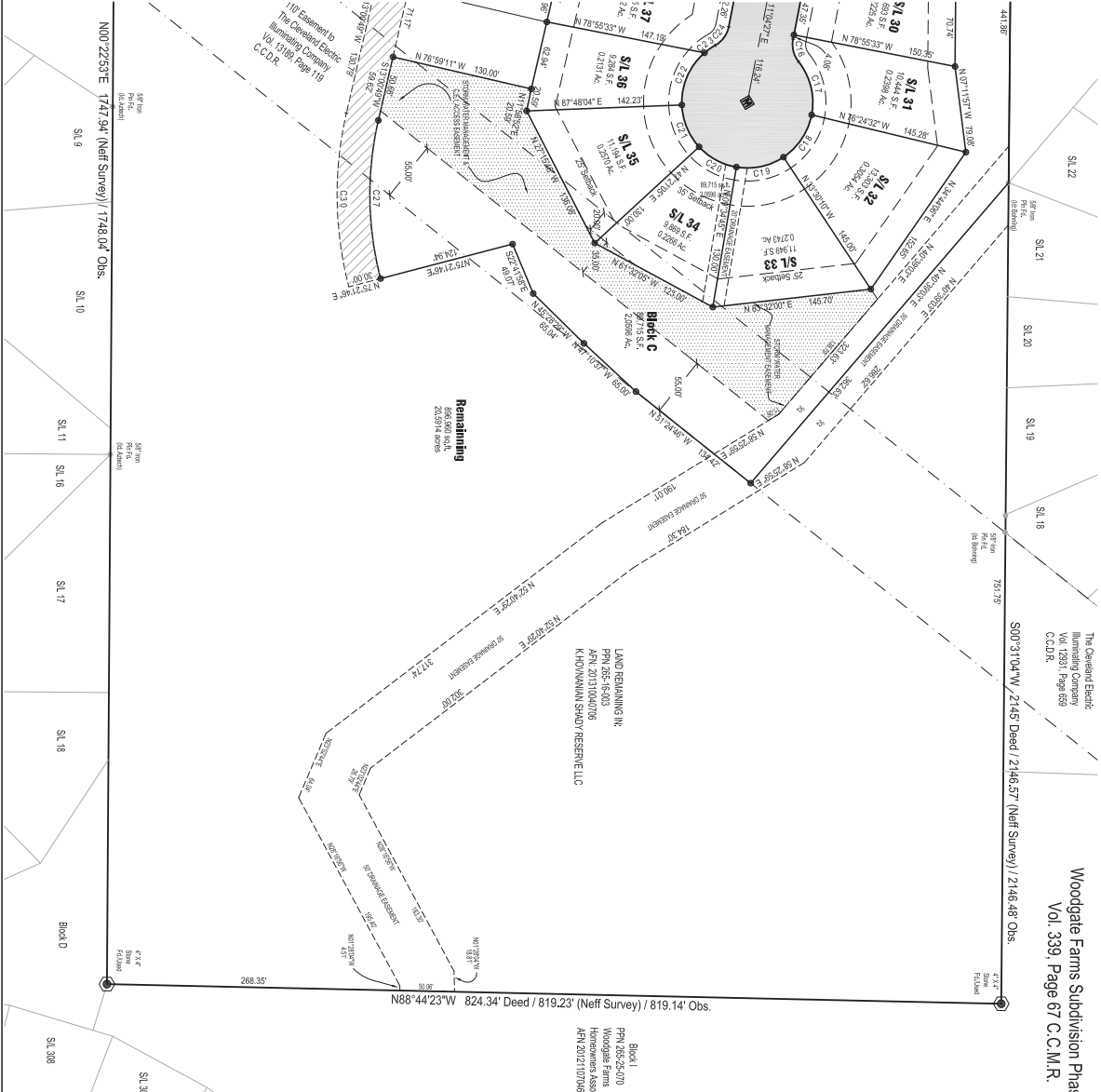
POLARIS ENGINEERING & SURVEYING, INC.
 34000 CHARDON ROAD - SUITE D
 WILLOUGHBY HILLS, OHIO 44094
 (440) 942-1234
 www.polaris-ec.com

CONTRACT NO.	13021
SHEET	2
OF	3

CHAIN LENGTH	KNAPSIS	DELTA	BEARING	CHORD	
C1	24.85	410.00	378.64	N07°11'53"W	24.84
C2	31.42	20.00	80.00	N62°31'45"E	20.26
C3	40.50	1030.00	215.07	N89°24'17"E	40.48
C4	41.24	1030.00	215.95	N89°26'43"E	41.24
C5	10.25	1030.00	073.82	N85°39'21"E	10.25
C6	38.27	20.00	80.00	N62°31'45"E	38.27
C7	31.01	870.00	143.64	N88°17'02"E	31.01
C8	50.28	1000.00	579.44	N87°55'55"E	50.28
C9	50.28	1000.00	579.44	N88°51'52"E	50.28
C10	50.28	1000.00	579.44	N88°51'52"E	50.28
C11	31.42	20.00	80.00	N64°28'15"W	21.26
C12	92.22	500.00	107.24	N65°48'25"E	91.26
C13	22.22	500.00	27.91	N65°48'25"E	21.62
C14	50.25	500.00	073.52	N65°07'24"E	50.25
C15	21.88	25.00	49.62	N133°55'17"W	21.88
C16	57.45	60.00	49.95	N133°55'17"W	50.25
C17	47.74	60.00	45.91	N33°42'47"E	44.86
C18	45.72	60.00	45.94	N18°02'47"E	44.86
C19	39.55	60.00	37.46	N67°02'47"E	38.84
C20	42.28	60.00	40.59	N62°25'25"W	41.88
C21	53.05	60.00	51.25	N63°20'25"E	52.26
C22	53.05	60.00	49.62	N63°20'25"E	52.26
C23	21.88	25.00	49.62	N63°20'25"E	21.88
C24	65.24	40.00	73.44	N07°49'08"E	65.24
C25	21.16	40.00	27.84	N07°49'08"E	21.16
C26	131.99	275.00	277.84	N00°43'31"W	130.83

See Sheet No.2

DATE	2021.7
SCALE	1"=50'
PROJECT	13021
REVISION	DATE
DRAWN	REV



Woodgate Farms Subdivision
Phase 6 Vol. 337, Page 21C.C.M.R.

ROLAND ENGINEERING & SURVEYING, INC.
34400 CHANDLER ROAD - SUITE 0
WILDCRATERVILLE, OHIO 44094
TEL: 440.350.2222 FAX: 440.350.2222
www.polaris-survey.com

CONTRACT NO.	13021
SHEET	OF
3	3

EXISTING UTILITIES: Conditions to the other must be submitted at least 30 days in advance and includes when approved from Field Energy before Field Energy's Field Estimation/Recovery Report Form.

FIELD ESTIMATION/RECOVERY REPORT FORM: Conditions to the other must be submitted at least 30 days in advance and includes when approved from Field Energy before Field Energy's Field Estimation/Recovery Report Form.

FIELD ESTIMATION/RECOVERY REPORT FORM: Conditions to the other must be submitted at least 30 days in advance and includes when approved from Field Energy before Field Energy's Field Estimation/Recovery Report Form.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0093

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; and

WHEREAS, the primary goal of this project is to continue to provide work-required public assistance recipients with high quality, easily accessible, career development and work activities that improve the hard and soft skills they need to be successful in the workplace, while maintaining their public assistance benefits; and

WHEREAS, the nature of the change in scope of services includes services related to job readiness, job search, job placement and job retention programs; and

WHEREAS, this project is funded 85% by Federal TANF funding and 15% FAET funding; 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 an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with said awards and this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Item No. 3

Describe the goods or services being procured.

To continue to provide Cuyahoga County OWF and ABAWD work-required individuals' high quality, easily accessible, career development and work activities that improve the hard and soft skills they need to be successful in the workplace, while maintaining their public assistance benefits.

Total Cost

\$561,227.50

Was the specific project funding included in OBM-approved budget for the current year?

Y

Amendment Reason

To continue to provide Cuyahoga County OWF and ABAWD work-required individuals' high quality, easily accessible, career development and work activities that improve the hard and soft skills they need to be successful in the workplace, while maintaining their public assistance benefits.

Contract Start Date

7/1/2017

Contract End Date

12/31/2017

Project Location(s)

Project Council District(s)

Vendor Name(s)

NA

Funding Source

CONTRACT EVALUATION FORM

(To be completed by user department for all contract renewals or amendments.)

Contractor:	The Centers for Families and Children		
Contract Number:	CE1600090		
Original Contract Amount:	525,000.00	Original Time Period:	July 1, 2016 to June 30, 2017
Amended Amount:	561,227.50	Amended Time Period:	July 1, 2017 to December 31, 2017
Funding Source:	85% TANF 15% FAET		

Background

In 1996, Congress enacted the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), which was a comprehensive bi-partisan welfare reform plan that dramatically changed the nation’s welfare system into one that requires work in exchange for time-limited cash assistance. As a result of PRWORA legislation, Ohio established Ohio Works First. Like TANF, OWF requires adult recipients (with few exceptions) to engage in work activities that will result in self-sufficiency through employment. Participants are required to work or be engaged in an approved, structured activity between 86 hours and 237 hours per month, depending on their household composition. In addition, the legislation imposes maximum time limits of 36 months on cash assistance.

In Cuyahoga County, programming efforts remain focused on the overall goal of helping low income families and individuals improve employment outcomes and support their families in addition to providing a variety of allowable work activities that will assist recipients in maintaining eligibility for public benefits. Programs offered to public assistance recipients provide effective work-focused activities that are appropriate for the characteristics of the individuals CJFS serves as well as provide supportive services necessary to enable recipients to engage in appropriate work activities. Here in Cuyahoga County, there are approximately 2,300 work required OWF cash recipients and 8,500 work required ABAWD/food assistance recipients.

It is the intent of CJFS to consolidate several of the job readiness and job skills activities utilizing a single vendor at one location while continuing to offer a variety of high quality job skills activities that will enhance participants’ employability and competitiveness in the job market as well as participation outcomes. The selected provider will offer a variety of work activities, both individual and group, tailored to the individualized career development needs and work requirements of participants referred to the center. The selected provider will work with CJFS staff to ensure activities are implemented as planned and anticipated outcomes are achieved.

Service Description

The Provider shall operate a job skills center serving work-required public assistance recipients referred by the Agency. The Provider will provide a wide variety of short-term job readiness, job search, and job skills training in order to enhance participants' hard and soft work skills while assisting OWF/FAET eligible recipients referred by the Agency to comply with the work activity requirements.

Orientation will take place daily and may be offered in a group or one-on-one. The orientation includes an overview of the goals and objectives of the job skills center, the center offerings and operations including any computer usage agreements, and next steps for participants. Orientation may count as two hours of an allowable work activity.

One on One Interview will be scheduled for each participant following orientation to identify appropriate activities based on his/her interests and work activity requirements. During the interview, the Provider will explain the program in detail and develop an Individual Schedule of Activities (ISA). For individuals under a first tier OWF sanction, the Provider will offer a Sanction Compliance Agreement. The one-on-one interview may count as one hour of allowable work activity.

Work Activities will be offered at the job skills center Monday through Friday from 8:30 a.m. to 4:30 p.m. except holidays observed by the County. Activities will consist of a variety of facilitator led workshops, small group exercises, self-directed or guided computer based job search and/or job skills training including basic skills remediation and GED (General Education Diploma) preparation. Workshops topics will be one to two hours, stand-alone, motivational, and utilize multi-media which address adult learning styles and literacy levels. Computer software will include ACT Work Keys, Aztec learning software, the Telephone Doctor customer service, Microsoft, typing software, and Words For Work. With Provider approval, participants may attend job interviews, job fairs, recruitment events, and other employer-sponsored activities. All job skills center activities may be counted hour for hour of allowable work activities.

The Provider must submit to the Agency, monthly reports and supporting data of program activities for all participants referred to the program and quarterly and final reports of program performance and outcomes. All areas subject to performance monitoring are to be addressed in monthly report(s). In addition, the monthly report(s) should also indicate the monthly and year-to-date totals for:

- Number of participants referred by assistance type (OWF/FAET)
- Number of visits to the job skills center (duplicated)
- Number of visitors to the job skills center (unduplicated)
- Number who attended orientation
- Number who attended on-on-one interview
- Number who signed a sanction Compliance Agreement
- Number who completed an Individual Schedule of Activities
- Number who completed all of their assigned work activities

- Number of applicant participants completing assigned hours within 10 days
 - Number of sanctioned participants completing assigned hours within 14 days
- Daily, weekly, monthly job skills center utilization
- Average daily attendance
- Average/range of hours required to complete
- Number/percent of individuals satisfied with the program

Performance Indicators (From July 1, 2016 – January 31, 2017)

- For the time period July 1, 2016 through January 31, 2017 The Centers for Families and Children has had a total of 1,480 OWF and ABAWD clients referred.
- Of the 1,480 clients referred there were 701 clients who attended orientation.
- Of the 701 clients who attended orientation, 604 clients completed a service activity plan and 543 clients completed all assigned hours in that activity plan.
- Average number of days at the Jobs Skills Center is 3.
- Average number of daily visitors is 17.

Rating of Overall Performance of Contractor (check one)

Exceeding Expectations

Meeting Expectations

Not Meeting Expectations

Justification of Rating

The Centers for Families and Children are currently meeting program expectations. Case file reviews observed the program to be consistent with the expected program design. CJFS will continue to provide technical assistance and support to ensure contracted services are of the highest quality for our clients.

Using Department:
Health and Human Services (CJFS)

Date:
March 21, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0094

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services recommends authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds as follows:

- i) Agreements:
 - a. No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
 - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.
 - c. No. AG1400101-01 with Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.

- ii) Contracts:
 - a. No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
 - b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.

- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

WHEREAS, the goals of the Fatherhood Initiative are: (1) to promote public awareness of the importance of the role of a father, (2) to provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) to fund fatherhood related programs at the county level; and

WHEREAS, this project is funded 100% by Health and Human Services Levy; 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 amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 and for additional funds as follows:

- i) Agreements:
 - a. No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
 - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 for the Boot Camp for New Dads Program.

- c. No. AG1400101-01 with Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$20,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a. No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$50,000.00 for the Rising Above Program.
- b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
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- e. No. CE1400185-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad’s Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

SECTION 2. That the County Executive is authorized to execute the amendments 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.

Item No. 4

DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIVISION OF JOB AND FAMILY SERVICES

Describe the goods or services being procured.

We are seeking amendments to these existing contracts in order to ensure continuity of these important services. In the RFP, it was indicated we could provide contract extensions depending upon performance, funding availability and agency need and would like to exercise this option. These amendments would extend the contracts for six months so that we can get all contracts back on a calendar year consistent with the county budget.

Total Cost

\$511,000.00

Was the specific project funding included in OBM-approved budget for the current year?

Y

Amendment Reason

We are seeking amendments to these existing contracts in order to ensure continuity of these important services. In the RFP, it was indicated we could provide contract extensions depending upon performance, funding availability and agency need and would like to exercise this option. These amendments would extend the contracts for six months so that we can get all contracts back on a calendar year consistent with the county budget.

Contract Start Date

7/1/2017

Contract End Date

12/31/2017

Career Development and Placement Strategies

3631 Perkins Avenue, Suite 3CE

Cleveland, Ohio 44114

Council District (7)

Executive Director; Maurice Stevens

Center for Families and Children

4800 Euclid Avenue

Cleveland, Ohio 44103

Council District (7)

President and CEO; Elizabeth Newman

Children's Museum of Cleveland
10730 Euclid Avenue
Cleveland, Ohio 44106
Council District (7)
Executive Director - Maria Campanelli

Cuyahoga County District Board of Health
5550 Venture Drive
Parma, Ohio 44130
Council District (4)
Health Commissioner; Terry Allan
Cuyahoga County Office of Mediation
9300 Quincy Avenue, 2nd Floor
Cleveland, Ohio 44106
Council District (7)
Director; Susan Organiscak

Domestic Violence and Advocacy Center
P.O. Box 5466
Cleveland, Ohio 44101
Council District (3)
Chief Executive Officer; Linda Dooley Johaneck

JDC Advertising
28230 Cedar Road
Pepper Pike, OH 44124
Council District (6)
Owner/ Principal; Joseph C. Hewitt

MetroHealth System.
2500 MetroHealth Drive
Cleveland, Ohio 44113
Council District (3)
Executive Director; Judith Bodrock

Murtis Taylor Human Services System
13422 Kinsman Road
Cleveland, Ohio 44120
Council District (9)
President and CEO; Lovell J. Custard

Passages, Inc.
3631 Perkins Avenue- 4th Floor
Cleveland, Ohio 44114
Council District (7)
Executive Director; Rev. B. A. Moore

Towards Employment

1255 Euclid Avenue, Suite 300
Cleveland, Ohio 44115
Council District (7)
Executive Director- Jill Rizika

University Settlement Inc.
4800 Broadway Avenue
Cleveland, Ohio
Council District (8)
Executive Director; Derrick Fulton

Department of Public Safety and Justice Services/Office of Mediation

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Career Development and Placement Strategies (Rising Above Program)

Contract No.:CE1400181

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative:

This is a Workforce Development/Training program at Career Development and Placement Strategies aimed at non-custodial fathers. It is a four-week training program with the goal of assisting fathers to reconnect with their families and preparing them to be a productive part of the workforce. Rising Above provides career readiness, career path counseling, relationship workshops, anger management and job placement.

Original Contract Amount: \$ 100,000.00

Prior Amendments(s) Amount(s) \$100,000.00

Performance Indicators:

- 1) Ability to successfully recruit number of contract specified program participants.
- 2) Number of program participants to successfully complete the program curriculum.
- 3) Number of program participants successfully achieving employment.
- 4) Overall quality of program as indicated on formal program evaluations.
- 5) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The Rising Above program is contracted to recruit and serve seventy-five (75) fathers with forty-six (46) of those program participants completing the curriculum and twenty (20) to be successfully employed for the new contract year. The Rising Above program has been able to provide the following services during the first seven (7) months of the current contract period: fifty-six (56) fathers have been assessed, thirty-five (35) fathers have completed the program and sixteen (16) have been successfully placed in jobs. In addition Career Development and Placement Strategies has partnered with the Cuyahoga County Landbank to provide trained labor for their foreclosure housing program.

The Rising Above Program has continued to meet all monthly reporting requirements. They also continue to receive high level evaluations from the program participants The program is on track to meet all of the annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average

- Below Average
- Poor

Justification of Rating: See above

2/6/17

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Children’s Museum of Cleveland

Contract No.: CE 1400185

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative. Provided fatherhood programming for fathers and children at the Children’s Museum with special recruiting emphasis on early learning centers and Domestic Relations Court.

Original Contract Amount: \$ 30,000.00

Prior Amendment(s) Amount(s) \$30,000

**Performance Indicators: Quality of Programming at the Museum
Quality of Reports Provided
Number of attendees at the events**

**Actual Performance versus performance indicators (including statistics):
The Children’s Museum has done an excellent job of engaging fathers and their children in programming both at the museum. They have met all of reporting goals and objectives established at the beginning of the contract period. During the seven months of this contract period 323 fathers and 975 children have attended Dads Count events. (Annual goal of 1500 total.)**

Rating of Overall Performance of Contract (Check One).

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: See Above

Office of Health and Human Services

2/6/17

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Department of Justice Affairs Office of Mediation

Contract No.: AG1400101

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

This CSEA/Justice Affairs collaboration strengthens the link between paternity establishment and custody and visitation for fathers. Justice Affairs provides a staff person in the CSEA building to inform parents of their rights to visitation and assists them to begin the mediation process. Mediation assists in the development of a parenting plan and may lead to participation in a parenting education program.

Original Contract Amount: \$40,000.00

Prior Amendment(s) Amount(s) \$40,000.00

Performance Indicators:

- 1) Continue to create greater efficiency for fathers desiring to file paperwork for child custody by providing timely and geographically accessible information.
- 2) Help ensure fathers complete filing process of their custody rights.
- 3) Quality of the service at the help desk as reported by formal and anecdotal evaluations.
- 4) Total number of clients served.
- 5) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The CSEA/Justice Affairs collaboration has been effective in strengthening the link between child support and custody mediation/visitation. During the first seven (7) months of this contract period the program has served 552 registered walk up clients and taken over 400 calls from fathers seeking information. The majority of the fathers assisted (over 74%) did complete the filing process and proceeded through the court system (mediation and or court hearing) for establishment of their custody rights. This program staff has also been active in providing training for CSEA staff on the custody and visitation rights of non-custodial parents. The existence of this program at the CSEA building has been even more beneficial because of the move of the Juvenile Justice building out of the downtown area into the new location on Quincy.

The program has also met all of the monthly reporting requirements. The program is on track to meet all annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average

- Below Average
- Poor

Justification of Rating: See above

Office of Health and Human Services

2/6/17

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: MetroHealth System- Boot Camp for New Dads

Contract No.: AG 1400100

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

MetroHealth partners with hospitals within the Cleveland Clinic and University Hospital systems to provide the Boot Camps for New Dads program. Locations included in the collaboration are Fairview Hospital, Hillcrest Hospital, Stephanie Tubbs Jones Health Center, Parma General Hospital, MetroHealth, Southwest General Hospital, St. John's Medical Center, Garfield Heights Womankind and University Hospitals MacDonald Women's Hospital.

Original Contract Amount: \$ 44,000.00

Prior Amendment(s) Amount(s) \$44,000.00

Performance Indicators:

- 1) Continued delivery of nationally recognized and award winning Boot Camp for New Dads curriculum, complete with all related program evaluations.
- 2) Successful recruitment of appropriate candidates at each program sites.
- 3) Number of program attendees completing the curriculum.
- 4) Delivery of high quality program services as evidenced through program evaluations.
- 5) Completion of all required monthly reports within constraints of HIPAA regulations.

Actual Performance versus performance indicators (including statistics):

The Cuyahoga County Fatherhood Initiative contracted with MetroHealth to conduct one hundred-sixteen (116) Boot Camp for New Dads sessions spread across all nine (9) program locations to service a total of 718 fathers. During the first seven (7) months of this contract period, the Boot Camp for New Dads program has provided its curriculum to six hundred and fifty-four (654) new fathers or fathers-to-be. Further, program evaluations indicate that over ninety percent (92%) of program participants continue to rank this program with the highest quality level and would recommend it to their friends and family members. MetroHealth has also completed all required monthly reports within HIPAA constraints. The program is on track to meet all annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See Above

2/6/17

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Towards Employment

Contract No.:CE1400188

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative:

This is a Workforce Development/Training program at Towards Employment aimed at previously incarcerated fathers. It is a six-week training program with the goal of assisting fathers to reconnect with their families and preparing them to be a productive part of the workforce.

Original Contract Amount: \$ 100,000.00

Prior Amendment(s) Amount(s) \$100,000.00

Performance Indicators:

- 1) Ability to successfully recruit number of contract specified program participants.
- 2) Number of program participants to successfully complete the program curriculum.
- 3) Number of program participants successfully achieving employment.
- 4) Overall quality of program as indicated on formal program evaluations.
- 5) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The Towards Employment program is contracted to recruit and serve sixty -eight (68) fathers with fifty-one (51) of those program participants completing the curriculum and thirty-three (33) to be successfully employed for the new contract year. The Towards Employment program has been able to provide the following services during the first seven 7 months of the current contract period: eighty (80) fathers have been assessed, thirty-six (36) fathers have completed the program and twenty-two (22) have been successfully placed in jobs. In addition Towards Employment has worked closely with the OCSS.

The Towards Employment has met all monthly reporting requirements. The program is on track to meet all of the annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See above

2/6/17

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Cuyahoga County Board of Health

Contract No.: AG1400099

Time Period: 7/1/14-12/31/17

Service Description:

This program targets teen males aged 12-17 to prevent premature fatherhood with a curriculum that will be intertwined with after school community events for male youth and families. This program is available to be held at locations in all communities throughout the county.

Original Contract Amount: \$ 70,000.00

Prior Amendment(s) Amount(s) \$70,000.00

Performance Indicators:

- 1) Ability to successfully recruit adequate numbers of program participants.
- 2) Number of events held to outreach and present complete curriculum modules to teen males.
- 3) Quality of events as demonstrated by completed program evaluations.
- 4) Feedback (evaluative and anecdotal) from program participants on decisions to avoid premature fatherhood.
- 5) Quality of teaching evaluations for all program presenters.
- 6) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The stated program goal for the Prevention of Premature Fatherhood program is to serve 1,200 teen males in all curriculum components for the current contract period. During the first seven (7) months of this contract period the program has served 1,277 teens males through 33 teen and/or family focused events and 2 community forums with the funding received from The Cuyahoga County Fatherhood Initiative. The Prevention of Premature Fatherhood program has been able to serve almost 14,500 teen males and their parents throughout the County since the program began as part of the Fatherhood Initiative. The Prevention of Premature Fatherhood Program continues to receive high level evaluations from eighty-five percent (85%) of all program participants, including parents/families. The program is on track to meet all of the annual performance goals. The program has also done a good job of penetrating into new areas of the county to offer the services to teen males i.e. East Cleveland, Euclid, Lakewood and Orange.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See above

2/23/16

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Center for Families and Children- FAFT Program

Contract No.: CE 1400182

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

The overall goal of this program located at the Center for Families and Children Building is to educate fathers about parenting and how to be a caring, committed and responsible father. In addition, the program teaches and encourages fathers to be a healthy role model for his children. Programming includes extensive workshops, father and child activities and retreats.

Original Contract Amount: \$ 83,000.00

Prior Amendment(s) Amount(s) \$83,000.00

Performance Indicators:

- 1) Successful recruitment of required number of program participants.
- 2) Programming content indicated by variety and choice of workshops offered.
- 3) Demonstrated quality of workshops offered through program evaluations.
- 4) Number of program participants completing the required number of workshop hours.
- 5) Evaluative and anecdotal evidence of number of fathers spending more quality time with their child/ren.
- 6) Evaluative and anecdotal evidence of success of particular father/child activity focused workshops.
- 7) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The FAFT program continues to be one of the Initiative's core components. During this contract period, the FAFT Program had a goal to recruit and serve forty-eight (48) fathers and have forty-five (40) of those program participants complete the FAFT workshop curriculum (20 hours of workshop programming). During the seven (7) months of this contract period, the FAFT program has been able to enroll seventy-six (76) fathers with forty-two (42) of those fathers completing twenty hours of workshop programming and all of the accompanying requirements. During this contract period the Fathers and Families Together program held a series of workshops that included "Cooking with Dads", Healthy Relationships, Financial Literacy, Living with the Law and Navigating Community Resources. The program is on track to meet all annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See Above

2/6/17

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Domestic Violence Center

Contract No.: CE 1400183

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

The Supervised Visitation Program provides services for families currently mandated to participate in a supervised visitation program. In addition to ongoing supervised visitation, fathers who participate in the program will attend fathering classes designed to build the skills that lead to successful parenting and stronger families. Supervised visitation and the fathering classes are presented at the Community Care Network Building.

Original Contract Amount: \$ 83,000.00

Prior Amendment(s) Amount(s) \$83,000.00

Performance Indicators:

- 1) Outreach and management of referrals for program services.
- 2) Successfully connect fathers with their child/ren through supervised visitation services.
- 3) Successful scheduling of all supervised visits or supervised exchanges.
- 4) Completion of all contract specified supervised visitation sessions.
- 5) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

During this contract period, the Domestic Violence Center's goal is to provide supervised visitation services to twenty-four (24) families. During the seven (7) months of this contract period, the DVC has already exceeded this goal by serving thirty-six (36) new families (933 supervised visits) by leveraging funds received through the Cuyahoga County Fatherhood Initiative. The supervised visitation program has also conducted 129 monitored exchanges. The Domestic Violence Center has also been compliant in completing all monthly reporting requirements. The program is on track to meet all of the annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: See Above

2/6/16

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: JDC Advertising

Contract No.: CE1400184

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

The goal of the Public Awareness Campaign is to promote the message of the importance of responsible fatherhood in the lives of children. The Public Awareness Campaign includes developing ads and purchasing of advertising to promote the Cuyahoga County Fatherhood Initiative. Various media outlets are used including radio, television, billboards, and print ads in kiosks and buses.

Original Contract Amount: \$ 70,000.00

Prior Amendment(s) Amount(s) \$70,000.00

Performance Indicators:

- 1) Quality of advertisements developed especially for the Cuyahoga County Fatherhood Initiative as reflected in outreach and overall penetration into target population (fathers throughout Cuyahoga County).
- 2) Quality of placement of Cuyahoga County Fatherhood Initiative advertisements as reflected in overall responses to those advertisements.
- 3) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

JDC Advertising has continued to effectively conduct the public awareness campaign for The Cuyahoga County Fatherhood Initiative. JDC Advertising has continued to meet its contract goals by successfully penetrating the target population (over 21,000 calls to the 211Fatherhood Line since inception) and providing the outreach necessary to maintain levels of participation in all Initiative funded programs. During the first seven (7) months of this contract year, the public awareness campaign generated 1,454 calls to the 211 Fatherhood line and the Fatherhood Initiative office. JDC Advertising continues to complete all required monthly reports.

We also continue to get very positive feedback from the community on the quality of our ads. JDC is also able to negotiate discounted ad rates as a result their experience and the number of clients they represent, acquire a number of free PSA's for the Fatherhood Initiative and schedule appearances for the fatherhood director to highlight the Initiative on community programs such as Community Talk with Ideastream, Harry Boomer, Urban Spotlight on Radio One, WTAM drive time radio show, ESPN radio sport shows and others..

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average

- Below Average
- Poor

Justification of Rating: See above

2/6/17

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Murtis Taylor Human Service System

Contract No.: CE1400186

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

Murtis Taylor's Strong Fathers Program is targeted at low income males 25 or younger who reside in Cuyahoga County. The Strong Fathers Program uses the 24/7 Dad and Active Parenting curriculums integrated with organized league sports to teach young men what it means to be a strong supportive father.

Original Contract Amount: \$ 60,000.00

Prior Amendment(s) Amount(s) \$60,000.00

Performance Indicators:

- 1) Successful outreach, recruitment and engagement of fathers.
- 2) Number of program participants within who complete the program as outlined in the contract specifications.
- 3) Quality of program delivered as evidenced through formal program evaluations.
- 4) Compliance with all required monthly reporting.

Actual Performance versus performance indicators (including statistics):

During this contract period, The Cuyahoga County Fatherhood Initiative contracted with Murtis Taylor to provide its 24/7 Dads and Active Parenting Curriculum to fathers within Cuyahoga County with a minimum of forty-six (46) unduplicated fathers completing with the six week class.. The contract also includes standards of deliverables for those completing the program including increased self-esteem, engagement and availability with their children, increase in participation by children and their fathers in community activities and increased knowledge of non-violent conflict management as measured by nationally recognized tools.

During the first seven months of this contract period the Strong Fathers program had 36 fathers complete (graduated) the six week curriculum. Additionally the program has reached out beyond the Murtis Taylor Center to Harbor Lights, the Rainbow Terrace Housing Complex, the Community Assessment and Treatment Center and Bridgescape Academy to serve fathers. Further, the Strong Fathers Program completed all of the monthly reporting requirements and demonstrated high ratings in meeting the deliverables based on program evaluations among participants. The program is on track to meet all of the annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average

- Below Average
- Poor

Justification of Rating: See above

2/6/17

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: Passages Inc.

Contract No.: CE1400187

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative.

This program provides counseling, job referral/employment readiness services, development of individualized plans for strategic steps toward employment and independence, crisis intervention and mentoring for young fathers. This program focuses on the population of ex-offenders and men with limited skills. Passages has extensive experience working with incarcerated or newly released ex-offenders and provides career planning and re-entry counseling for these fathers.

Original Contract Amount: \$ 100,000.00

Prior Amendment(s) Amount(s) \$100,000.00

Performance Indicators:

- 1) Ability to successfully recruit contract specified number of program participants.
- 2) Ability to successfully enroll contract specified number of program participants.
- 3) Program completion by contract specified number of program participants.
- 4) Successful job placement of a percentage of individuals completing the program.
- 5) Program quality demonstrated by formal program evaluations.
- 6) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

According to the terms of this contract period, Passages' goal was to recruit and serve one hundred (100) fathers (completions) through its job referral/employment readiness services with 30 fathers securing employment. During the seven (7) months of this contract period Passages has assessed and served a total of one hundred and fourteen (114) fathers, with sixty (60) of those individuals completing the program and twenty-one (21) securing employment. Additionally, Passages held its 16th Annual Fathers and Sons retreat for fathers and sons in August of 2016. Further, Passages' program has received excellent evaluations from program participants. Passages also have completed all required monthly reports. The program is on track to meet all annual performance goals.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See above.

2/6/17

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

(To be completed in its entirety by user department for all contract renewal or amendments).

Contractor: University Settlement , Incorporated (Healthy Fathers Program)

Contract No.:CE1400189

Time Period: 7/1/14-12/31/17

Service Description: Fatherhood Initiative:

The Healthy Fathers Program engages fathers in school-based fatherhood programming at three K-8 CMSD schools; Willow, Fullerton and Warner Girls Leadership Academy in addition to fatherhood programs at University Settlement.

Original Contract Amount: \$52,000.00

Prior Amendment(s) Amount(s) \$52,000.00

Performance Indicators:

- 1) Outreach, recruitment and enrollment of fathers with children attending each of the targeted schools.
- 2) Attendance at father/child focused events.
- 3) Volunteer participation rates by fathers in targeted schools.
- 4) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

During this contract period, University Settlement's Healthy Fathers program has continued to be extremely successful in getting fathers engaged in their children's educational process in their three targeted K-8 schools (Willow, Fullerton and Warner Girls Leadership Academy). The Cuyahoga County Fatherhood Initiative specified an annual goal of serving three hundred twenty five (325) fathers in its three targeted schools for this contact period. During the first seven months of the current contract period the Healthy Fathers program has already exceeded the goal by serving three hundred and ninety-three (393) community fathers.

The Healthy Fathers program has also continued to successfully sponsor multiple family orientated programs at each of its three targeted schools, while also increasing the father's volunteer rate at each school. Further, the Healthy Fathers program has also complied with all monthly reporting requirements. In addition to the high evaluations the program has received from the participating fathers, the program has also received very positive reviews and accolades from the administrators at each of the schools.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See above

2/6/17

Office of Health and Human Services

Date

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0074

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</p> <p>Co-sponsored by: Councilmembers Simon, Hairston, Miller, Tuma, Jones, Gallagher, Schron, Conwell, Brown and Brady</p>	<p>A Resolution making awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018 as follows:

- A) City of Bedford Heights in the approximate amount reasonably anticipated to be \$8,000.00 for Transportation services;
- B) City of Brecksville in the approximate amount reasonably anticipated to be \$59,210.00 for Adult Development and Congregate Meals services;
- C) City of Euclid in the approximate amount reasonably anticipated to be \$88,360.00 for Congregate Meals and Transportation services;
- D) City of Lakewood in the approximate amount reasonably anticipated to be \$80,720.00 for Congregate Meals and Transportation services;
- E) City of Maple Heights in the approximate amount reasonably anticipated to be \$112,825.00 for Congregate Meals and Transportation services;
- F) City of Olmsted Falls in the approximate amount reasonably anticipated to be \$40,000.00 for Adult Development services;
- G) City of Parma Heights in the approximate amount reasonably anticipated to be \$233,400.00 for Congregate Meals and Transportation services;

- H) City of Solon in the approximate amount reasonably anticipated to be \$15,280.00 for Adult Development services;
- I) City of Strongsville in the approximate amount reasonably anticipated to be \$171,890.00 for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services;
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center in the approximate amount reasonably anticipated to be \$39,310.00 for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the approximate amount reasonably anticipated to be \$134,670.00 for Adult Development and Transportation services;
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services;
- N) Community Partnership on Aging in the approximate amount reasonably anticipated to be \$54,750.00 for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association in the approximate amount reasonably anticipated to be \$134,650.00 for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC in the approximate amount reasonably anticipated to be \$45,000.00 for Adult Day services;
- Q) Eliza Bryant Village in the approximate amount reasonably anticipated to be \$113,410.00 for Adult Day and Transportation services;
- R) Goodrich Gannett Neighborhood Center in the approximate amount reasonably anticipated to be \$134,060.00 for Adult Development, Congregate Meals and Transportation services;
- S) The Harvard Community Services Center in the approximate amount reasonably anticipated to be \$151,880.00 for Adult Development, Congregate Meals and Transportation services;

- T) The Mandel Jewish Community Center of Cleveland in the approximate amount reasonably anticipated to be \$228,750.00 for Adult Development, Congregate Meals and Transportation services;
- U) Murtis Taylor Human Services System in the approximate amount reasonably anticipated to be \$126,390.00 for Adult Development, Congregate Meals and Transportation services;
- V) The Phillis Wheatley Association of Cleveland, Ohio in the approximate amount reasonably anticipated to be \$40,000.00 for Congregate Meals services;
- W) Rose Centers for Aging Well, LLC in the approximate amount reasonably anticipated to be \$354,060.00 for Adult Development, Congregate Meals and Transportation services;
- X) Rose Centers for Aging Well, LLC – East Cleveland in the approximate amount reasonably anticipated to be \$170,000.00 for Adult Development and Transportation services;
- Y) The Salvation Army in the approximate amount reasonably anticipated to be \$145,510.00 for Adult Development, Congregate Meals and Transportation services;
- Z) Senior Citizen Resources, Inc. in the approximate amount reasonably anticipated to be \$133,230.00 for Adult Development, Congregate Meals and Transportation services;
- AA) University Settlement, Incorporated in the approximate amount reasonably anticipated to be \$181,450.00 for Adult Development, Congregate Meals and Transportation services;
- BB) West Side Community House in the approximate amount reasonably anticipated to be \$384,840.00 for Adult Development, Congregate Meals and Transportation services; and

WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, this project is funded 100% by Health & Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018 as follows:

- A) City of Bedford Heights for Transportation services;
- B) City of Brecksville for Adult Development and Congregate Meals services;
- C) City of Euclid for Congregate Meals and Transportation services;
- D) City of Lakewood for Congregate Meals and Transportation services;
- E) City of Maple Heights for Congregate Meals and Transportation services;
- F) City of Olmsted Falls for Adult Development services;
- G) City of Parma Heights for Congregate Meals and Transportation services;
- H) City of Solon for Adult Development services;
- I) City of Strongsville for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services;
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services;
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services;
- N) Community Partnership on Aging for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC for Adult Day services;

- Q) Eliza Bryant Village for Adult Day and Transportation services;
- R) Goodrich Gannett Neighborhood Center for Adult Development, Congregate Meals and Transportation services;
- S) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services;
- T) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services;
- U) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services;
- V) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services;
- W) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services;
- X) Rose Centers for Aging Well, LLC – East Cleveland for Adult Development and Transportation services;
- Y) The Salvation Army for Adult Development, Congregate Meals and Transportation services;
- Z) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services;
- AA) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services; and
- BB) West Side Community House for Adult Development, Congregate Meals and Transportation services.

SECTION 2. That the County Executive is authorized to execute the master contract and all other documents consistent with said awards and this Resolution.

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

passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 12, 2017

Committee Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: April 12, 2017

Journal CC026

May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0078

Sponsored by: County Executive Budish/Department of Public Works	A Resolution approving rental rates and terms of use for the Cuyahoga County Courthouse, located at 1 Lakeside Avenue, Cleveland and corresponding parking rates for use of the Huntington Park Garage, effective 5/9/2017; authorizing the County Executive to execute all 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 approving rental rates and terms of use for the Cuyahoga County Courthouse, located at 1 Lakeside Avenue, Cleveland and corresponding parking rates for use of the Huntington Park Garage, effective 5/9/2017, as indicated in attached Exhibit A; and

WHEREAS, the primary purpose of this project is to update the current rental rates levied for use of the Cuyahoga County Courthouse and corresponding parking rates for use of the Huntington Park Garage; and

WHEREAS, the rental rates have not been increased in several years and the increase represents approximately 1% per year increase over the last ten (10) years, which is still competitive with Cleveland City Hall and similar venues; 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 approves rental rates and terms of use for the Cuyahoga County Courthouse, located at 1 Lakeside Avenue, Cleveland and corresponding parking rates for use of the Huntington Park Garage, effective 5/9/2017, as indicated in Exhibit A (attached hereto and incorporated herein)..

SECTION 2. That the County Executive is authorized to execute all 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 25, 2017

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC026

May 9, 2017

EXHIBIT A

The Cuyahoga County Courthouse is a highly requested facility to hold weddings and other events. The established rates will cover the cost of County personnel and the related facility charges.

	<u>Current</u>	<u>Proposed</u>
Deposit	\$500	\$500
Hourly Rate (4 hour min.)	\$525/hr.	\$585/hr.
Hourly Rate (Sunday/Holiday)	\$600/hr.	\$660/hr.
Photography Fee	\$125/hr.	\$125/hr.
Huntington Park Garage	\$550	\$600

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0079

Sponsored by: County Executive Budish/Department of Public Works	A Resolution approving permit, inspection and contractor license rates, effective 5/9/2017; authorizing the County Executive to execute all 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 requested approving permit, inspection and contractor license rates, effective 5/9/2017, as indicated in attached Exhibit A; and

WHEREAS, the primary purpose of this project is to update the current contractor license rates, sewer permit rates and inspection rates to ensure compliance with existing sanitary codes and specifications pertaining to sewerage systems; and

WHEREAS, the rates have not been adjusted since 2007 and these rate increases represent approximately a 1.3% per year increase; 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 approves permit, inspection and contractor license rates, effective 5/9/2017, as indicated in Exhibit A (attached hereto and incorporated herein).

SECTION 2. That the County Executive is authorized to execute all 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 25, 2017

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC026

May 9, 2017

EXHIBIT A

The Sanitary Sewer Division charges a fee to approve and inspect work of Contractors in our member communities. The established rates will cover the cost of County personnel to review and approve such work.

	<u>Current</u>	<u>Proposed</u>
Contractor's License	\$60	\$70
Sewer Permit	\$210	\$245
Mainline Inspection	\$310	\$360
Overtime/Holidays/Weekends	\$58/hour	\$90/hour

Notes

Two hour minimum for No-Show

Any sewerage improvement commencing without authorization or without a scheduled inspector by Cuyahoga County Sanitary Engineer Division will be subject to Double the approved charges.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0080

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ39164 to T.H. Martin Inc. in the amount not-to-exceed \$895,000.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2017 - 4/30/2020; 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.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ39164 to T.H. Martin Inc. in the amount not-to-exceed \$895,000.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2017 - 4/30/2020; and

WHEREAS, the primary purpose of this project is to provide on-going routine services for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement at all Cuyahoga County owned buildings to ensure the County is in compliance with the most up-to-date National Fire Protection Association Regulations; and

WHEREAS, the funding for this project is 100% from the General 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 RQ39164 to T.H. Martin Inc. in the amount not-to-exceed \$895,000.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2017 - 4/30/2020.

Journal CC026
May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0081

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ39147 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$14,891,604.32 for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid; 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 the amount of \$5,692,964.73 to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommended an award on RQ39147 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$14,891,604.32 for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid; and to authorize 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 the amount of \$5,692,964.73 to fund said contract; and

WHEREAS, the primary purpose of this project is for improvement of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over portions of Euclid Creek in the City of Euclid; located in Council District 11; and

WHEREAS, this project is scheduled to begin 6/5/2017 and scheduled to be completed by 11/8/2019; and

WHEREAS, this project is funded as follows: (a) \$7,828,480.00 from Federal Funds – Local Project Administration; (b) \$5,692,964.73 from \$7.50 Vehicle License Tax Funds; (c) \$1,100,000.00 from Ohio Public Works Commission; and (d) \$270,159.59 from AT&T; 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 operations 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 RQ39147 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$14,891,604.32 for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with said award and this Resolution.

SECTION 3. That the County Council hereby authorizes 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 the amount of \$5,692,964.73 to partially fund said contract.

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: April 25, 2017

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC026

May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0082

Sponsored by: County Executive Budish on behalf of Cuyahoga County Board of Elections	A Resolution authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027; 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.
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WHEREAS, the County Executive on behalf of Cuyahoga County Board of Elections recommended a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 – 5/31/2027; and

WHEREAS, the primary goal of this project is to purchase 1,450 electronic poll books, software licenses, hardware and maintenance support; and

WHEREAS, the funding for this project is as follows: (a) \$1,704,100.00 from Grant Funds and (b) \$1,631,250.00 from the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027.

SECTION 2. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

Journal CC026
May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0083

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/ Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019 as follows:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$3,858,092.00 at the Norma Herr Women's Shelter, located at 2227 Payne Avenue; and
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men's Emergency Shelter, located at 2100 Lakeside Avenue; and

WHEREAS, the primary goals of the project are to: (1) provide shelter to homeless clients, (2) reduce the length of stay at the shelter by providing clients with appropriate services in the community, and (3) implement a continuum of care goal of assisting clients to attain permanent housing as quickly as possible; and

WHEREAS, this project is funded 100% by the Health and Human Services levy; 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 awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019 as follows:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$3,858,092.00 at the Norma Herr Women's Shelter, located at 2227 Payne Avenue; and
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men's Emergency Shelter, located at 2100 Lakeside Avenue.

SECTION 2. That the County Executive is authorized to execute the contracts and all other documents consistent with said awards and this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 25, 2017
Committee(s) Assigned: Health, Human Services & Aging

Journal CC026
May 9, 2017

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0083

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$6,949,010.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/ Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended awards on RQ38561 to various providers, in the total amount not-to-exceed \$6,949,010.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods as follows:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$2,411,308.00 at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue for the period 5/1/2017 - 12/31/2018; and
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue for the period 5/1/2017 - 12/31/2019; and

WHEREAS, the primary goals of the project are to: (1) provide shelter to homeless clients, (2) reduce the length of stay at the shelter by providing clients with appropriate services in the community, and (3) implement a continuum of care goal of assisting clients to attain permanent housing as quickly as possible; and

WHEREAS, this project is funded 100% by the Health and Human Services levy; 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 awards on RQ38561 to various providers, in the total amount not-to-exceed \$6,949,010.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods as follows:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$2,411,308.00 at the Norma Herr Women's Shelter, located at 2227 Payne Avenue for the period 5/1/2017 - 12/31/2018; and
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men's Emergency Shelter, located at 2100 Lakeside Avenue for the period 5/1/2017 - 12/31/2019.

SECTION 2. That the County Executive is authorized to execute the contracts and all other documents consistent with said awards and this Resolution.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 25, 2017

Committee(s) Assigned: Health, Human Services & Aging

Legislation Substituted on the Floor: May 9, 2017

Journal CC026

May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0084

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</p> <p>Co-sponsored by: Councilmembers Hairston and Tuma</p>	<p>A Resolution authorizing an amendment and restatement of Master Contract assigned Nos. CE1300570 and CE1300571 for placement and foster care services for the period starting at various times, as specified in this Resolution, and ending on 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the total amount not-to-exceed \$42,811,492.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment and restatement of Master Contract assigned Nos. CE1300570 and CE1300571 for placement and foster care services for the period starting at various times, as specified in this Resolution, and ending on 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the total amount not-to-exceed \$42,811,492.00 as follows:

- a) Alliance Human Services in the approximate amount reasonably anticipated to be \$3,722,194.00;
- b) Applewood Centers, Inc. in the approximate amount reasonably anticipated to be \$1,578,970.00;
- c) Beech Brook in the approximate amount reasonably anticipated to be \$2,664,771.00;
- d) Bellfaire Jewish Childrens Bureau in the approximate amount reasonably anticipated to be \$2,453,713.00;
- e) BHC Belmont Pines Hospital, Inc. in the approximate amount reasonably anticipated to be \$2,176,352.00;
- f) Caring for Kids, Inc. in the approximate amount reasonably anticipated to be \$195,118.00;
- g) Carrington Youth Academy in the approximate amount reasonably anticipated to be \$202,443.00;
- h) Catholic Charities Corporation (Parmadale) in the approximate amount reasonably anticipated to be \$943,060.00;
- i) Christian Children’s Home of Ohio, Inc. in the approximate amount reasonably anticipated to be \$317,551.00;

- j) Cornel Abraxas Group, Inc. in the approximate amount reasonably anticipated to be \$26,328.00;
- k) Fox Run: The Center for Children and Adolescents in the approximate amount reasonably anticipated to be \$405,164.00;
- l) Glen Mills School in the approximate amount reasonably anticipated to be \$51,788.00;
- m) House of New Hope in the approximate amount reasonably anticipated to be \$1,357,290.00;
- n) OhioGuidestone in the approximate amount reasonably anticipated to be \$4,786,767.00;
- o) Shelter Care, Inc. in the approximate amount reasonably anticipated to be \$45,832.00;
- p) Detroit Behavioral Institute Inc. dba Capstone Academy in the approximate amount reasonably anticipated to be \$396,000.00;
- q) Options Treatment Center Acquisition Corp in the approximate amount reasonably anticipated to be \$396,000.00;
- r) Sequel Pomegranate Health Systems, LLC in the approximate amount reasonably anticipated to be \$396,000.00;
- s) Reach Consulting Service dba Educational Alternatives in the approximate amount reasonably anticipated to be \$91,665.00;
- t) In Focus of Cleveland, Inc. in the approximate amount reasonably anticipated to be \$1,287,297.00;
- u) Keystone Richland Center, LLC dba Foundations For Living in the approximate amount reasonably anticipated to be \$283,413.00;
- v) Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens in the approximate amount reasonably anticipated to be \$1,875,675.00;
- w) National Youth Advocate Program, Inc. in the approximate amount reasonably anticipated to be \$2,300,951.00;
- x) New Directions, Inc. in the approximate amount reasonably anticipated to be \$37,921.00;
- y) Options for Families and Youth in the approximate amount reasonably anticipated to be \$1,326,541.00;
- z) Pathway Caring for Children in the approximate amount reasonably anticipated to be \$263,527.00;
- aa) Pressley Ridge in the in the approximate amount reasonably anticipated to be \$1,693,076.00;
- bb) Quality Care Residential Homes, Inc. in the approximate amount reasonably anticipated to be \$314,275.00;
- cc) Rite of Passage, Inc. in the approximate amount reasonably anticipated to be \$100,852.00;
- dd) Specialized Alternatives for Families and Youth of Ohio, Inc. in the approximate amount reasonably anticipated to be \$3,879,463.00;
- ee) The Bair Foundation in the approximate amount reasonably anticipated to be \$1,838,856.00;
- ff) The Buckeye Ranch Inc. in the approximate amount reasonably anticipated to be \$15,278.00;

- gg) The Cleveland Christian Home Incorporated in the approximate amount reasonably anticipated to be \$2,374,736.00;
- hh) The Village Network in the approximate amount reasonably anticipated to be \$1,013,304.00;
- ii) Adelphoi Village, Inc. in the approximate amount reasonably anticipated to be \$326,700.00;
- jj) Lutheran Homes Society, Inc. in the approximate amount reasonably anticipated to be \$346,500.00;
- kk) Muskegon River Youth Home Inc. in the approximate amount reasonably anticipated to be \$173,250.00;
- ll) New Beginnings Residential Treatment, LLC in the approximate amount reasonably anticipated to be \$148,500.00;
- mm) Tri-State Youth Authority, Inc. dba Mohican Youth in the approximate amount reasonably anticipated to be \$320,826.00;
- nn) The Twelve of Ohio, Inc. in the approximate amount reasonably anticipated to be \$683,590.00; and

WHEREAS, the following providers joined the Master Contract on June 1, 2016: Detroit Behavioral Institute Inc. dba Capstone Academy, Options Treatment Center Acquisition Corp. and Sequel Pomegranate Health Systems, LLC; and

WHEREAS, the following provider joined the Master Contract on October 12, 2016: Reach Consulting Service dba Educational Alternatives; and

WHEREAS, the following providers joined the Master Contract on November 15, 2016: Adelphoi Village, Inc., Lutheran Homes Society, Inc., Muskegon River Youth Home Inc., New Beginnings Residential Treatment, LLC, Tri-State Youth Authority, Inc. dba Mohican Youth Academy, The Twelve of Ohio, Inc. and Woods Services Inc.; and

WHEREAS, all other providers, not specifically referenced above, joined the Master Contract on January 1, 2014; and

WHEREAS, the purpose of this project is to retain a group of providers to provide foster care, residential care, emergency shelter and group home services to the Division of Children and Family Services; and

WHEREAS, the project is funded by Health and Human Services Levy funds/State Child Protection Allocation; 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 an amendment and restatement of Master Contract assigned Nos. CE1300570 and CE1300571 for placement and foster care services for the period starting at various times, as specified in this Resolution, and ending on 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the total amount not-to-exceed \$42,811,492.00; and authorizes funding increases with various previously approved providers.

SECTION 2. The funding increases are for the following approximate amounts reasonably anticipated to be as listed below. Specific allocations per contractor are subject to change, based upon the County's needs and requirements for foster care, residential care, emergency shelter and group home services as children come into County custody.

- a) Alliance Human Services in the approximate amount reasonably anticipated to be \$3,722,194.00;
- b) Applewood Centers, Inc. in the approximate amount reasonably anticipated to be \$1,578,970.00;
- c) Beech Brook in the approximate amount reasonably anticipated to be \$2,664,771.00;
- d) Bellfaire Jewish Childrens Bureau in the approximate amount reasonably anticipated to be \$2,453,713.00;
- e) BHC Belmont Pines Hospital, Inc. in the approximate amount reasonably anticipated to be \$2,176,352.00;
- f) Caring for Kids, Inc. in the approximate amount reasonably anticipated to be \$195,118.00;
- g) Carrington Youth Academy in the approximate amount reasonably anticipated to be \$202,443.00;
- h) Catholic Charities Corporation (Parmadale) in the approximate amount reasonably anticipated to be \$943,060.00;
- i) Christian Children's Home of Ohio, Inc. in the approximate amount reasonably anticipated to be \$317,551.00;
- j) Cornel Abraxas Group, Inc. in the approximate amount reasonably anticipated to be \$26,328.00;
- k) Fox Run: The Center for Children and Adolescents in the approximate amount reasonably anticipated to be \$405,164.00;
- l) Glen Mills School in the approximate amount reasonably anticipated to be \$51,788.00;
- m) House of New Hope in the approximate amount reasonably anticipated to be \$1,357,290.00;
- n) OhioGuidestone in the approximate amount reasonably anticipated to be \$4,786,767.00;
- o) Shelter Care, Inc. in the approximate amount reasonably anticipated to be \$45,832.00;

- p) Detroit Behavioral Institute Inc. dba Capstone Academy in the approximate amount reasonably anticipated to be \$396,000.00;
- q) Options Treatment Center Acquisition Corp in the approximate amount reasonably anticipated to be \$396,000.00;
- r) Sequel Pomegranate Health Systems, LLC in the approximate amount reasonably anticipated to be \$396,000.00;
- s) Reach Consulting Service dba Educational Alternatives in the approximate amount reasonably anticipated to be \$91,665.00;
- t) In Focus of Cleveland, Inc. in the approximate amount reasonably anticipated to be \$1,287,297.00;
- u) Keystone Richland Center, LLC dba Foundations For Living in the approximate amount reasonably anticipated to be \$283,413.00;
- v) Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens in the approximate amount reasonably anticipated to be \$1,875,675.00;
- w) National Youth Advocate Program, Inc. in the approximate amount reasonably anticipated to be \$2,300,951.00;
- x) New Directions, Inc. in the approximate amount reasonably anticipated to be \$37,921.00;
- y) Options for Families and Youth in the approximate amount reasonably anticipated to be \$1,326,541.00;
- z) Pathway Caring for Children in the approximate amount reasonably anticipated to be \$263,527.00;
- aa) Pressley Ridge in the in the approximate amount reasonably anticipated to be \$1,693,076.00;
- bb) Quality Care Residential Homes, Inc. in the approximate amount reasonably anticipated to be \$314,275.00;
- cc) Rite of Passage, Inc. in the approximate amount reasonably anticipated to be \$100,852.00;
- dd) Specialized Alternatives for families and Youth of Ohio, Inc. in the approximate amount reasonably anticipated to be \$3,879,463.00;
- ee) The Bair Foundation in the approximate amount reasonably anticipated to be \$1,838,856.00;
- ff) The Buckeye Ranch Inc. in the approximate amount reasonably anticipated to be \$15,278.00;
- gg) The Cleveland Christian Home Incorporated in the approximate amount reasonably anticipated to be \$2,374,736.00;
- hh) The Village Network in the approximate amount reasonably anticipated to be \$1,013,304.00;
- ii) Adelphoi Village, Inc. in the approximate amount reasonably anticipated to be \$326,700.00;
- jj) Lutheran Homes Society, Inc. in the approximate amount reasonably anticipated to be \$346,500.00;
- kk) Muskegon River Youth Home Inc. in the approximate amount reasonably anticipated to be \$173,250.00;
- ll) New Beginnings Residential Treatment, LLC in the approximate amount reasonably anticipated to be \$148,500.00;

- mm) Tri-State Youth Authority, Inc. dba Mohican Youth in the approximate amount reasonably anticipated to be \$320,826.00;
- nn) The Twelve of Ohio, Inc. in the approximate amount reasonably anticipated to be \$683,590.00; and

SECTION 3. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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: April 25, 2017
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: April 25, 2017

Additional Sponsorship Requested: May 3, 2017

Legislation Substituted in Committee: May 3, 2017

Journal CC026
May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0058

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an amendment (Subsidiary No. 8) to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; and authorizing the County Treasurer to release the escrow account; and,

WHEREAS, the primary goal of the project is to repair and rehabilitate the Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland in Council District 7 and to properly maintain the County's infrastructure; and,

WHEREAS, this project is funded as follows: (a) 80% or \$1,046,075.89 from Federal Funds; (b) 10% or \$130,759.49 from the Cuyahoga County Motor Vehicle

\$5.00 License Tax Fund; and (c) 10% or \$130,759.48 with funds from City of 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 an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86.

SECTION 2. That the County Executive is hereby authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds to fund said amendment.

SECTION 4. That the County Council accepts the construction as complete and in accordance with plans and specifications and authorizes the County Treasurer to release the escrow account.

SECTION 5. 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 6. 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 28, 2017

Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: April 1, 2017

Committee Report/Second Reading: April 25, 2017

Journal CC026

May 9, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0072

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 - 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.
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WHEREAS, the County Executive/Fiscal Officer has recommended an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 – 12/31/2017; and

WHEREAS, pursuant to Ohio Revised Code Section 117.11, the auditor of the state shall audit each public office annually; and

WHEREAS, this project is funded by the General Fund and the schedule of payments will be by monthly invoice; 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 operations 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 an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 – 12/31/2017.

SECTION 2. That the County Executive is authorized to execute the agreement 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,

