



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, MAY 22, 2018**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**3:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE APRIL 17, 2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2018-0095: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - b) R2018-0097: A Resolution confirming the County Executive's reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2018 - 6/21/2021; confirming the reappointment of various alternates; and declaring the necessity that this Resolution become immediately effective:
    - i. Reappointments:
      - a. Michael W. Dever
      - b. David E. Marquard
    - ii. Reappointments as alternate:

- a. Nichole L. English to Michael W. Dever
- b. Christopher A. George to David E. Marquard
  
- c) R2018-0108: A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,800,000.00 for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

## **6. MISCELLANEOUS BUSINESS**

## **7. ADJOURNMENT**

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

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



## **MINUTES**

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, APRIL 17, 2018  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM**

**1. CALL TO ORDER**

**Chairwoman Brown called the meeting to order at 10:08 a.m.**

**2. ROLL CALL**

**Ms. Brown asked Assistant Deputy Clerk Johnson to call the roll. Committee members Brown, Gallagher, Jones, Miller and Conwell were in attendance and a quorum was determined.**

**3. PUBLIC COMMENT**

**There were no public comments given.**

**4. APPROVAL OF MINUTES FROM THE APRIL 3, 2018 MEETING**

**A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the April 3, 2018 meeting.**

**5. MATTERS REFERRED TO COMMITTEE**

- a) R2018-0079: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2018-0079. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0079 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:19 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0095

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

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

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

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

WHEREAS, on May 2, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed Revised Classifications:

Exhibit A: Class Title: *Airport Manager*  
Number: 1042322  
Pay Grade: 17  
\*Revised specification to new format to include percentages of time, FLSA status, and distinguishing characteristics.

Exhibit B: Class Title: *Business Services Manager*  
Number: 1052321  
Pay Grade: 15  
\*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.

Exhibit C: Class Title: *Examiner Supervisor*  
Number: 1055123  
Pay Grade: 10  
\*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.

Exhibit D: Class Title: *Programmer Analyst 1*  
Number: 1053121  
Pay Grade: 8B  
\*Changed Class title to: *IT Service Management Analyst*. Updated specification to new format to include distinguishing characteristics; education and experience requirements were updated to be consistent with other positions in the series. Pay Grade changed from 8 to 8B.

Exhibit E: Class Title: *Manager, Witness/Victim Services*  
Number: 1056215  
Pay Grade: 15  
\*Public Safety and Justice Services requested a revision of the minimum qualifications according to the Ohio Revised Code.

Exhibit F: Class Title: *Real Estate Manager*  
Number: 1052233  
Pay Grade: 16

\*The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.

Proposed New Classifications:

Exhibit G: Class Title: *External Affairs Manager*  
Class Number: 1053441  
Pay Grade: 12

Exhibit H: Class Title: *Senior Communications Specialist*  
Class Number: 1053425  
Pay Grade: 12

Exhibit I: Class Title: *Workforce Analyst*  
Class Number: 1055271  
Pay Grade: 8

Proposed Deleted Classifications:

Exhibit J: Class Title: *Communications Manager*  
Class Number: 1056615  
Pay Grade: 15

Exhibit K: Class Title: *Laboratory Assistant*  
Class Number: 1064211  
Pay Grade: 5

**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: May 15, 2018  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Airport Manager	<b>Class Number:</b>	1042322
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to manage the operations of the County Airport in accordance with state and federal aviation regulations and to supervise employees classified as field supervisor, assistant airport manager, and lower level staff.

### Distinguishing Characteristics

This is a managerial-level classification that is responsible for managing the operations of the County Airport. The employee in this classification carries 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.**

- 50% +/- 10%
- Manages the operations of a County Airport, certified under and in accordance with state and federal aviation regulations; programs current and future maintenance and operational needs; develops operating standards and safety procedures in accordance with Federal Aviation Administration standards and regulations as required; prepares and administers Federal and State grant programs for eligible Capital Improvement programs; negotiates and/or directs the preparation of all contracts, leases, concession, and rental agreements and establishes related rates, fees, etc.; manages the use of airport facilities by concessionaires, tenants, and transients; directs the preparation of the operating budget, various reports, and statistical records.
- 40% +/- 10%
- Supervises employees classified as field supervisor, assistant airport manager, and lower level airport staff; prepares schedules; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; operates firefighting and building maintenance equipment to demonstrate proper operation.
- 10% +/- 5%
- Serves as a member of various commissions and boards representing airport interests.

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

Bachelor's degree in business administration or related field with six (6) years of airport operations experience including three (3) years in a supervisory capacity; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No additional license or certification is required.

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including computer 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 financial reports, FAMIS reports, certification notices, contracts, leases, blueprints, FAA technical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Aviation Regulations, Title 14, airport certification manual, emergency plan manual, FAA advisory circulars, and FAA/DOT aircraft rescue firefighting manuals.
- Ability to prepare correspondence, budgets, forecasts, contracts, leases, grant applications, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability manage people and programs, 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 and aviation terminology and language.
- Ability to communicate effectively with leasehold tenants, government personnel, FAA personnel, consultants, division managers, and the general public.

## **Airport Manager**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Services Manager	<b>Class Number:</b>	1052321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	All departments		

### Classification Function

The purpose of this classification is to manage and coordinate the business services activities for a County department(s).

### Distinguishing Characteristics

This is a management-level classification that is responsible for coordinating and managing the business service and fiscal management activities for County department(s) as well as supervising lower-level supervisors and other assigned staff. This class works under administrative direction and requires advanced knowledge of business administration and professional management techniques in order to plan, direct, and manage fiscal, administrative, and management functions for department(s). The employee is expected to consult and collaborate with superiors 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%
- Plans, directs, and coordinates the fiscal management activities for a County department(s); participates in budget planning, review, and preparation activities; coordinates budget planning, payroll, purchasing, and inventory control for department(s); monitors receipt and disbursement of funds and ensures compliance with policies and procedures; monitors cash flow management; assists with purchasing requirements and vendor selections; reviews and updates fiscal policies and procedures and ensures compliance with applicable state and federal regulations; establishes and oversees implementation of fiscal controls; directs general procurement activities for department(s); participates in strategic planning regarding budgetary and fiscal matters and financial performance.
- 20% +/- 10%
- Coordinates and manages the business services activities for a County department; analyzes operations for fiscal and operating improvement recommendations; coordinates capital projects fiscal management; coordinates contract management activities; coordinates grant management activities; ensures compliance with regulations in handling of federal/state funds; ensures that department and program fiscal operations are in compliance with applicable state and federal regulations.
- 15% +/- 10%
- Supervises lower level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

## **Business Services Manager**

15% +/- 10%

- Administers and manages various aspects of County, State, and Federal programs including program budget, expenditures, eligibility costs, random moment time studies, cost allocations, and contracts.

10% +/- 5%

- Coordinates preparation and maintenance of records, reports, and studies related to fiscal activities and operations; oversees preparation of department financial and budget reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, fiscal ledgers, and federal grant budget revisions and summaries; ensures all required reporting is completed in accordance with state and federal regulations and by the specified deadlines; cooperates and assists with state and federal auditing 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; conducts and coordinates management studies; functions as liaison with other sections or divisions; represents department at various meetings and conferences.

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

Bachelor's degree in business administration, accounting, finance or related field with six (6) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; 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 personal 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 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, calculate decimals and percentages, and perform routine statistics and general math.

Proposed Date:

**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 reports, budget reports, assessment reports, invoice vouchers, payroll forms, disbursement reports, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Personnel Policy and Procedures Manual, state reporting requirements, federal and state funding and program regulations, purchasing manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, summary reports, contracts, budgets, budget projections, vouchers, performance reviews, correspondence, 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 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 and basic legal terminology and language.
- Ability to communicate with County Council, directors, managers, supervisors, subordinates, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Examiner Supervisor	<b>Class Number:</b>	1055123
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise lower-level examiners in an examiner unit and oversee child care provider licensing and payment processing.

### Distinguishing Characteristics

This is a supervisory-level classification that is responsible for the supervision of lower-level examiners as well as completing responsibilities related to overseeing home child care provider licensing and payment processing. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner. This class requires 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.**

- 45% +/- 10%
- Monitors and ensures that all licensing and fiscal activities of home child care providers and other licensed child care facilities and programs are in compliance with applicable laws, rules, and procedures; provides oversight and resolves issues and conflicts related to child care programs and providers; ensures timely processing of audit finding results related to payments and adjustments; investigates and resolves issues related to payments; ensures payment accuracy; investigates alleged fraud and makes appropriate referrals; keeps up to date on applicable rules, regulations, policies, and procedures.
- 30% +/- 10%
- Supervises lower level examiners in examiner unit; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Provides technical assistance with applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes; interviews applicants to determine readiness for licensure; conducts optional in-home technical assistance interviews to assist with assuring licensing compliance; provides assistance and information to providers regarding licensing requirements; prepares, updates, and presents training materials for potential and current child care providers.

## **Examiner Supervisor**

5% +/- 2%

- Examines and verifies that all payment- and adjustment-related day care activities are in compliance with applicable laws, rules and procedures; consults with prospective providers on regulations, standards, and provider technical assistance; travels to home child care sites; conducts optional technical assistance reviews of providers' evacuation plans, hours of operation, daily activity schedules, weekly menus, medical plans, dental plans, general emergency plans, and provider playgrounds and equipment; identifies and monitors potential non-compliance issues; gives examples of best practices.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; tracks and documents travel expenses; receives and responds to requests for information from various agencies; handles clients' complaints and queries; prepares and delivers presentations regarding programs to staff and community groups.

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

- Bachelor's degree in Business Administration, Public Administration, Sociology, Accounting or related field with three (3) years of professional childcare, public administration, or auditing 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 licensure 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 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 and perform routine statistics.

Proposed DATE:



### **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 establish 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, data management system reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, ODJFS Field Guide, ODJFS Child Care Manual, 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, training materials, provider checklist reports, monthly reports, performance appraisals, 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 accounting and basic legal terminology and language.
- Ability to communicate effectively with supervisor, co-workers, employees, customers, representatives from outside agencies and organizations, state and federal personnel, day care providers, other County employees, and the general public.

### **Environmental Adaptability**

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

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	IT Service Management Analyst	<b>Class Number:</b>	1053121
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to design and maintain technology solutions through the contracted IT service management system(s) (e.g. Cherwell) as well as to serve as the County's resident expert for that system(s).

### Distinguishing Characteristics

This is an entry level classification with responsibility for designing and maintaining technology solutions for IT service management system(s). This class works under the direction of the Manager of Network Engineering and is responsible for performing timely and accurate work. 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.**

- 50% +/- 10%
- Designs and maintains technology solutions through the contracted IT service management system(s); creates and modifies existing blueprints to build workflows in IT service management system(s); designs screen layouts, reconfigures major and minor business objects, and builds new functionality with the system.
- 10% +/- 5%
- Serves as the resident expert for County Departments regarding the IT service management system(s); provides system support with development issues; answers user questions related to the software and various tools; resolves issues and submitted tickets related to the IT service management system(s).
- ~ 10% +/- 5%
- Researches IT service management system(s) to better manipulate and use the software frameworks and tools in order to solve complex business projects; communicates regularly with consultants about IT service management system(s); participates in training sessions to develop and share knowledge and skills with the system.
- 10% +/- 5%
- Creates and updates automation processes and one-step action manager operations in IT service management systems(s); programs and builds out automated processes and triggers to gain efficiencies and reduce the need for repetitive tasks.

## Programmer Analyst

10% +/- 5%

- Designs various reports based around the IT service management system(s) in order to proactively track metrics for technical issues and software renewals; programs the software to output usable data in the form of a report; programs the software to convert data into usable information to steer business decisions and direction on how the department is performing.

10% +/- 5%

- Determines business needs by creating and modifying existing workflows; identifies user requirements and translates it into a technical analysis to be reviewed by the team or lines of business with the software.

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

Associate degree in computer programming, information technology, or related field with two (2) years of related information technology 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**

- 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 technical design documents, incident tickets, quarterly technical system updates, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, departmental policy manual, computer software manuals, and systems manuals.
- Ability to prepare Visio Diagrams, various data reports, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

## **Programmer Analyst**

- Ability to use and interpret application design and computer terminology and languages.
- Ability to communicate effectively with managers, supervisors, co-workers, vendor technical support, consultants, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Witness/Victim Services	<b>Class Number:</b>	1056215
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	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 Deputy Director, 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 with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 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 caseloads and provides case consultation; 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.
- 15% +/- 10%
- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.
- 15% +/- 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.

## **Manager, Witness/Victim Services**

15% +/-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%

- 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 training sessions; researches current best practices; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts.

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

Must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Psychiatrist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

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

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including 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.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Real Estate Manager	<b>Class Number:</b>	1052232
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to coordinate the County's real estate operations including all leasehold and real property assets.

### Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating the County's real estate operations including all leasehold and real property assets. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. The employee ensures 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.**

- 50% +/- 10%
- Coordinates the County's real estate operations; establishes and maintains records database of all leasehold and real property assets; negotiates and writes County leases and property acquisitions and dispositions; identifies and locates real property or leased property for future County needs; determines development potential of County owned assets; coordinates with other administrators and managers to establish space needs; forecasts County's long term space needs.
- 30% +/- 10%
- Supervises and directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests and prepares related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 20% +/- 10%
- Performs related administrative responsibilities; processes real estate related items through the Office of Procurement.

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

Bachelor's degree in public administration or business administration with ten (10) years of real estate management experience, or any equivalent combination of training and experience.

### Additional Requirements for all levels

No additional license or certification is required.



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

### **Physical Requirements**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including fiscal reports, division statistics and reports, bid specifications, legislation, mechanics liens, real estate purchase agreements, leases, subordination of leases/mortgage, consultant invoices, construction drawings, appraisal reports, deeds, written and electronic communications, and related reports and records.
- Ability to comprehend a variety of reference books and manuals including real estate principals, environmental reports, OSHA rules and regulations, Ohio Civil Service Laws and Rules Annotated, Ohio Revised Code, Personnel Policies and Procedures Manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare real estate purchase and lease agreements, list of leases, request for proposals, NOVUS related documents, tax exemption applications, costing sheets, paper and electronic correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret real estate, law, and accounting terminology and language.
- Ability to communicate with department directors, managers, building owners, real estate agents, vendors and consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and at county properties.
- Work may involve exposure to weather extremes, traffic hazards, strong odors, and electrical currents, wetness/humidity, and toxic/poisonous agents.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	External Affairs Manager	<b>Class Number:</b>	1053441
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to manage new and existing Cuyahoga County Medical Examiner's Office (CCMEO) programs as well as manage the department's external affairs.

### Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the CCMEO's external communications and managing new and existing programs that promote and cultivate interest in the fields of forensic pathology. 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.**

- 25% +/- 10%
- Manages and oversees program management and coordination of the existing programs which may include the high school and college shadow, internship, museum, and death investigation education programs.
- 20% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 20% +/- 10%
- Manages external affairs for CCMEO; serves as the liaison with the Administration's Communications Department to manage and enhance the CCMEO's mission, vision, and message development with its external audiences and partners; acts as the primary spokesperson for CCMEO to local and national media; oversees external communications such as public records requests and archived records.
- 15% +/- 10%
- Manages new programs and opportunities to promote the CCMEO's mission and public health agenda; develops operational plans, budgets, and workforce needs for the programs.
- 10% +/- 5%
- Oversees the Statistical Report team that creates the Medical Examiner's Annual Statistical Book and other joint projects; schedules meetings, develops work plans, and establishes timelines; assigns tasks to team members; provides projects updates to department management.

## External Affairs Manager

5% +/- 2%

- Serves as a Mass Fatality Event representative for the Department to the Joint Information Center in County/City Emergency Operations Center (EOC).

5% +/- 2%

- Performs related administrative duties; prepares official reports or documents; researches focus studies or projects on topical or trending issues; researches and analyzes data and information that may impact daily operations; monitors legislative changes at State, Federal or other local jurisdictions; attends various meetings and trainings; organizes meetings or forums on behalf of Medical Examiner.

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

Bachelor's degree in business administration, marketing, communications, public relations, or a related field, and six (6) years of public affairs or public relations experience or any equivalent combination of training, and experience.

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

## **External Affairs Manager**

- Ability to comprehend a variety of informational documents including various waivers, applications, letters, MDI Course Registrations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, departmental policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, investigation reports, spreadsheets training manuals, 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 use and interpret marketing, forensic pathology, and basic legal terminology and language.
- Ability to communicate effectively with pathologists, managers, co-workers, external partners, funeral home staff, law enforcement, emergency medical services, Life Banc staff, consultants, doctors, departmental employees, elected officials, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment and on-site investigation locations.
- Work may involve exposure to weather extremes, strong odors, bodily fluids, and diseases.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Communications Specialist	<b>Class Number:</b>	1053425
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Communications Department		

### Classification Function

The purpose of this classification is to develop strategic communications and ensure internal and external County communications meet department standards.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing strategic communications, leading day-to-day operations and projects, and ensuring internal and external County communications meet department standards. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

### Essential Job Functions

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

- 35% +/- 10%
- Plans, directs, and coordinates various communications projects; creates and tracks calendar of content for the year; delegates tasks to team members and oversees completion; develops and monitors project schedules; ensures completed projects meet department standards.
- 25% +/- 10%
- Initiates, develops, and maintains working relationships with key individuals from other departments for the purpose of keeping open lines of communication and sourcing stories; provides support to other County departments and agencies regarding communications issues; responds to requests for information from other agencies; coordinates with departments for various events; provides training on web-writing and production; acts as a resource for best practices on external communications.
- 20% +/- 10%
- Develops and leads proactive messaging and content within area of expertise; conceptualizes and creates communications for area of responsibility from creation through delivery; ensures all content produced is tied to county brand and strategy; assists with reviews of communications to ensure that branding is coordinated and followed throughout platforms.
- 10% +/- 5%
- Produces verbal and written content including editorials, newsletters, speeches, brochures, websites, and magazines; gathers pertinent information and directs delivery; integrates department strategic goals and County branding principles with knowledge of design and communication principles to produce content; plans and coordinates press conferences, media, and special events.
- 10% +/- 5%
- Researches and remains informed about new technologies and tools for content production; makes recommendations for purchase and use of new technologies/tools; develops and recommends communication strategies; ensures that central brand ideas are aligned across various platforms/tools.

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

Bachelor's degree in public relations, communications or related field with five (5) years of public relations, marketing communications, or journalism experience; or any equivalent combination of training and experience.

**Additional Requirements**

No licenses or certifications required.

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

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

**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.
- Requires excellent written and verbal communication skills.
- Ability to comprehend a variety of informational documents including monthly and annual reports, editorials, brochures, news segments, spreadsheets, print requests, design files, and other reports and documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, agency policies and procedures manual, and County branding standards.
- Ability to prepare presentations, annual reports, newsletters, brochures, editorials, news releases, web pages, design files, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to upper level management.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate with director, managers, coworkers, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Workforce Analyst	<b>Class Number:</b>	1055271
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Development		

### Classification Function

The purpose of this classification is to perform research and to assist with the design and delivery of training and workforce development programs.

### Distinguishing Characteristics

This is an entry-level classification that is responsible for performing research, developing on-the-job training plans, and providing support to assist with implementation of the Skillup team's operations. 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%
- Develops training option reports ("roadmap") to present to companies; researches training providers and credentialing options; determines the most appropriate training or credential; specifies on-the-job training statements for each job duty; conducts short-form job analyses and writes up job descriptions; creates reports detailing information gathered from research; reviews and edits reports with deputy director before and after presentations.
- 40% +/- 10%
- Provides support on talent and workforce development projects; gives input on design and delivery of programs and services to employers, residents, and providers; conducts research on best practices in training, career pathways, and other workforce concepts; creates reports of training provider and credentialing options; provides support to talent advisors with research and information regarding roadmap; provides input regarding marketing efforts and SkillUp service.
- 10% +/- 5%
- Presents roadmaps to companies and businesses; responds to follow-up questions regarding training and roadmaps; develops training plans for companies based on selected roadmap.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; performs basic data entry duties; responds to emails and phone calls; attends various trainings and meetings.

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

- Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, or related degree and one (1) year of experience in human resources, training, industrial/organizational psychology or related field; 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.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 basic job descriptions, charts, data, questionnaires, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, SkillUp specifications, and Federal Employment Laws.
- Ability to prepare training plans, roadmaps, industry reports, data summaries, job analysis forms, correspondence, applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate with coworkers, management, representatives from external organizations, employees, prospective employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Communications Manager	<b>Class Number:</b>	1056615
		<b>Pay Grade:</b>	15

<b>Departments:</b>	Child Support Enforcement Agency
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### Classification Function

The purpose of this classification is to manage and oversee the Communications area of the Department including assisting the Director with the development of short and long-term communications operating goals and strategies into an Operations Plan and Department Policies. This classification also oversees the implementation of the communications strategies.

### 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 and oversees the Communications area of the Department including assisting the Director with the development of short and long term communications operating goals and strategies into an Operations Plan and Department Policies (e.g.- administers the day-to-day operation of the Communications area consisting of media relations, client affairs and the call center; interacts and communicates with all external media organizations including television, radio and newspaper; ensures that the Department's story is being told in an accurate and positive manner; meets with other managers to review the call center operations and ensure services are delivered in an efficient and effective manner; reviews and recommends changes to staffing levels and staffing needs; represents the Director at meetings and conferences).
- Supervises senior administrative officer, senior support officer supervisor, and other assigned employees (e.g.- trains and develops staff; develops work plans and performs reviews of employees; approves time sheets and requests for leave; evaluates performance of employees; interviews and recommends the hiring or promotion of employees; recommends and implements counseling and disciplinary procedures).
- Prepares various reports and performs other administrative tasks (e.g.- develops and maintains the reporting systems necessary to monitor the Division's performance and customer service being provided; ensures that time sensitive activity is handled within the allotted time; develops and monitors performance standards; attends Executive Team and Management Team meetings; attends various State, County and Department trainings and meetings).

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

Bachelor's degree in communications, business administration or related field with nine years of child support enforcement or related 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, audiovisual equipment, 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 make use of the principles of descriptive statistics.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including time sheets, employee evaluations, staffing reports, agency reports, proposals, plan documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, the Ohio Department of Human Services Title IV-D Support Guidelines, the Ohio Revised Code and Federal Code 45 (CFR).
- Ability to prepare monthly reports, statistical reports, overtime requests 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 the work of other 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 with the Director, media officials, County officials, managers, supervisors, other County employees, federal and state auditors, clients, contractors and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Laboratory Assistant	<b>Class Number:</b>	1064211
		<b>Pay Grade:</b>	5

<b>Departments:</b>	Development, only
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### Classification Function

The purpose of this classification is to collect and transport biological samples and provide testing assistance to the laboratory analysts in the County's wastewater/water laboratory.

### 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.

- Collects and transports biological samples to laboratory (e.g.- drives County vehicle to collect and transport wastewater and biological samples; programs automatic sampling equipment to obtain samples; operates sampling equipment; maintains log of sample collections and field tests).
- Provides assistance in County wastewater/water laboratory (e.g.- assists laboratory analysts with various tests; prepares bench sheets and collection reports).
- Performs routine duties related to laboratory maintenance and housekeeping (e.g.- maintains sampling equipment; cleans glassware; prepares work orders for sampling equipment requiring maintenance).

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

High school diploma or equivalent with one year of wastewater/water experience; or any equivalent combination of training and experience.

#### Additional Requirements

Must possess a valid Ohio Driver's License.

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

#### Physical Requirements

- Ability to operate a variety laboratory equipment including automatic sampling equipment.
- Ability to operate a motor vehicle.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including sample schedules, correspondence and various reports and records.

- Ability to comprehend a variety of reference books and manuals including standard methods publications, equipment manuals, safety manual, and MSDS sheets.
- Ability to prepare bench sheets, collection reports, and work orders 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 laboratory terminology and language.
- Ability to communicate effectively with supervisor, laboratory analysts, superintendent, and other County employees.

**Environmental Adaptability**

- Work is performed in a laboratory environment and in the field with exposure to varying weather conditions, odors, toxic agents and chemicals.

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

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

DATE: May 3, 2018

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 2, 2018, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

<b>PROPOSED NEW CLASSIFICATIONS</b>			
<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade &amp; FLSA</b>	<b>Department</b>
External Affairs Manager	1053441	12/Exempt	Medical Examiner
Senior Communications Specialist	1053425	12/Exempt	Communications
Workforce Analyst	1055271	8/Exempt	Development

**PROPOSED REVISED CLASSIFICATIONS**

<b>Classification Title &amp; Classification Number</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>NEW PAY GRADE &amp; FLSA</b>	<b>Department</b>
Airport Manager 1042322	17/Exempt	17/Exempt (No Change)	Public Works
Business Services Manager 1052321	15/Exempt	15/Exempt (No Change)	All Departments
Examiner Supervisor 1055123	10/Exempt	10/Exempt (No Change)	HHS
Programmer Analyst 1 1053121	8/Non-Exempt	8B/Non-Exempt	Information Technology
Manager, Witness/Victim Services 1056215	15/Exempt	15/Exempt (No Change)	Public Safety and Justice Services
Real Estate Manager 1052233	16/Exempt	16/Exempt (No Change)	Public Works

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Communications Manager	1056615	15/Exempt	HHS
Laboratory Assistant	1064211	5/Non-Exempt	Public Works

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  
 Rhonda Caldwell, Compensation Manager

Joseph Nanni, Council Chief of Staff  
 Kelli Neale, Program Officer 4  
 Jeanne Schmotzer, Clerk of Council  
 Robert Triozzi, Law Director  
 Kristen Moore, Paralegal  
 Maggie Keenan, Director of OBM

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053441	External Affairs Manager	Medical Examiner's Office	Exempt	12

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Medical Examiner's Office that reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	PG 12 \$56,370.91 - \$78,923.52 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Hugh Shannon, MEO Administrator	2/28/2018	Email	Sent questions regarding the specification
Hugh Shannon, MEO Administrator	2/28/2018	Email	Sent drafted specification to review
Hugh Shannon, MEO Administrator	2/28/2018	Email	Answered administrator's questions



Hugh Shannon, MEO Administrator	3/5/2018	Email	Sent reminder to review specification
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053425	Senior Communications Specialist	Communications Department	Exempt	12

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Communications Department that reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Communications Department
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<b>Fiscal Impact:</b>	PG 12 \$56,368.00 - \$78,915.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Melissa Foldessi, Compensation Manager	3/9/2018	Email	Copied on Communications
Kelli Neale, HR	2/9/2018 3/9/2018	Email	Request Received Copied on Communications
Jonathan Zerulik, HR Analyst	3/9/2018	Email Email	Questions to Manager Copied on Communications

Radine Brown, HR	3/9/2018	Email	Copied on Communications
Eliza Wing	3/9/2018	Email	Review of Final Draft
Mary Louise Madigan	3/9/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay Grade Evaluation

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1055271	Workforce Analyst	Department of Development	Exempt	8

**Requested By:** Personnel Review Commission

**Rationale:** This is a new classification requested by the Department of Development that reflects the essential functions and minimum qualifications of the position.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Department of Development

**Fiscal Impact:** PG 8 \$44,532.80 - \$62,337.60  
Step Placement TBD by Human Resources

**Staffing Implications:** Position to be filled once classification is active.

**PRC Contact(s):** Verona Blonde, Classification and Compensation Specialist  
Albert Bouchahine, Manager of Classification and Compensation

<b>Human Resources and Management Contact(s):</b>	<b>Date of Contact:</b>	<b>Type of Contact:</b>	<b>Reason:</b>
Melissa Foldessi, Compensation Manager	1/11/2018 1/19/2018	Email	Copied on Communications
Kelli Neale, HR	1/11/2018 1/19/2018	Email	Copied on Communications
Jonathan Zerulik, HR Analyst	1/11/2018 1/19/2018	Email Email	Questions to Manager Copied on Communications

Greg Huth,	1/11/2018 1/19/2018	Email Email	Questions to Manager Review of Final Draft
Theodore Carter, Director	1/19/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	3/12/2018 3/29/2018 4/3/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042322	Airport Manager	Public Works	Exempt	17

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042322	Airport Manager	Public Works	Exempt	17

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1997. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b>Date of Contact:</b>	<b>Type of Contact:</b>	<b>Reason:</b>
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052321	Business Services Manager	All Departments	Exempt	15

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052321	Business Services Manager	All Departments	Exempt	15

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	11
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<b>Dept.(s) Affected:</b>	All
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Walter Parfejewiec, Management Services Manager (former)	07/27/2017 08/15/2017 08/25/2017 9/14/2017 9/14/2017	Email Email Email Email Email	Questions to Manager Clarification Final Draft Review Reminder Clarification
Melinda Burt, Deputy Director Justice Services	08/25/2017 9/14/2017 10/10/2017	Email Email Email	Final Draft Review Reminder Update
Michael Chambers, Fiscal Officer PW	08/25/2017 9/14/2017	Email Email	Final Draft Review Reminder
Thomas Pristow, Director (former)	07/27/2017 08/15/2017 08/25/2017 9/14/2017	Email Email Email Email	Questions to Manager Clarification Final Draft Review Reminder
Michael Dever, Director	07/27/2017 08/15/2017 08/25/2017 9/14/2017	Email Email Email Email	Questions to Manager Clarification Final Draft Review Reminder
Jim Battigaglia, Archer Consultant	3/12/2018 3/29/2018 4/3/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation
Melissa Foldesi, Compensation Manager	08/25/2017 9/14/2017	Email	Copied on Communications
Kelli Neale, HR	08/25/2017 9/14/2017	Email	Copied on Communications



**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055123	Examiner Supervisor	Health and Human Services	Exempt	10

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055123	Examiner Supervisor	Health and Human Services	Exempt	10

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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 updated essential functions, distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Robyn Gibson, Social Program Administrator 2	12/4/2017 2/5/2018 3/8/2018	Email Email Email	Supervisor Questions Reminder Final Draft Review
Arnell Hurt, Social Program Administrator 5	12/4/2017 2/5/2018 3/8/2018	Email Email Email	Supervisor Questions Reminder Final Draft Review
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay Grade Evaluation
Rhonda Caldwell, Compensation Manager	3/8/2018	Email	Copied on Communications
Kelli Neale, HR	3/8/2018	Email	Copied on Communications
Michael Brown, HR	3/8/2018	Email	Copied on Communications

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053121	Programmer Analyst 1	Information Technology	Non-Exempt	8

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053121	IT Service Management Analyst	Information Technology	Non-Exempt	8B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. The education and experience requirements were updated to be consistent with other positions in the series.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 8: \$44,532.38 – \$62,332.61 PG 8B: \$47,014.66 - \$65,812.03 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4	2/22/2018	Email	Request received
Alan Kilgore, Manager, Network Engineering	3/5/2018	Email	Sent questions to the manager
Alan Kilgore, Manager, Network Engineering	3/13/2018	Email	Draft sent for review
Alan Kilgore, Manager, Network Engineering	3/19/2018	Email	Explain the next steps of the process
Alan Kilgore, Manager, Network Engineering	3/26/2018	Email	Project update
Alan Kilgore, Manager, Network Engineering	4/5/2018	Email	Project update

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056215	Manager, Witness/Victim Services	Public Safety & Justice Services	Exempt	15

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056215	Manager, Witness/Victim Services	Public Safety & Justice Services	Exempt	15

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Public Safety and Justice Services requested a revision of the minimum qualifications according to the Ohio Revised Code.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	Public Safety & Justice Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Melinda Burt, Deputy Director	2/15/2018	Email	Emailed questions regarding the specification

Jill Smialek, Manager, Witness/Victims Services	2/28/2018	Email	Reminder email
Melinda Burt, Deputy Director and Jill Smialek, Manager, Witness/Victims Services	3/01/2018	Email	Sent draft of the specification
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052233	Real Estate Manager	Public Works	Exempt	16

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052232	Real Estate Manager	Public Works	Exempt	16

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2001. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	3/12/2018	Email	Pay Grade Evaluation

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1056615	Communication Manager	HHS	Exempt	15

**Requested By:** Personnel Review Commission

**Rationale:** This position is no longer administratively necessary.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Public Works

**Fiscal Impact:** None

**Staffing Implications:** None

**PRC Contact(s):** Ashley Marcinick, Classification and Compensation Specialist  
Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4  
Yolanda Guzman, HR Business Partner

**Management Contact(s):**



**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1064211	Laboratory Assistant	PW	Non-Exempt	5

**Requested By:** Personnel Review Commission

**Rationale:** This position is no longer administratively necessary.

**No. of Employees Affected:** None

**Dept.(s) Affected:** Public Works

**Fiscal Impact:** None

**Staffing Implications:** None

**PRC Contact(s):** Ashley Marcinick, Classification and Compensation Specialist  
Albert Bouchahine, Manager of Classification and Compensation

**Human Resources Contact(s):** Kelli Neale, Program Officer 4

**Management Contact(s):**

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
External Affairs Manager	1053441	N/A	12/Exempt	Medical Examiner	This is a new classification requested by the Medical Examiner's Office that reflects the essential functions and minimum qualifications of the position.
Senior Communications Specialist	1053425	N/A	12/Exempt	Communications	This is a new classification requested by the Communications Department that reflects the essential functions and minimum qualifications of the position.
Workforce Analyst	1055271	N/A	8/Exempt	Development	This is a new classification requested by the Department of Development that reflects the essential functions and minimum qualifications of the position.
<b><u>REVISED</u></b>					
Airport Manager	1042322	17/Exempt	17/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 1997. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
Business Services Manager	1052321	15/Exempt	15/Exempt (No Change)	All Departments	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.
Examiner Supervisor	1055123	10/Exempt	10/Exempt (No Change)	HHS	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 updated essential functions, distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Programmer Analyst 1	1053121	8/Non-Exempt	8B/Non-Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2012. The education and experience requirements were updated to be consistent with other positions in the series.
Manager, Witness/Victim Services	1056215	15/Exempt	15/Exempt (No Change)	Public Safety and Justice Services	Public Safety and Justice Services requested a revision of the minimum qualifications according to the Ohio Revised Code.
Real Estate Manager	1052233	16/Exempt	16/Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2001. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.

<b><u>DELETE</u></b>							
Communications Manager	1056615	15/Exempt	N/A	HHS (CSEA)	This position is no longer administratively necessary.		
Laboratory Assistant	1064211	5/Non-Exempt	N/A	Public Works	This position is no longer administratively necessary.		

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0097

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2018 - 6/21/2021; confirming the reappointment of various alternates; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the District One Public Works Integrating Committee of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and

WHEREAS, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocations of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and

WHEREAS, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; and

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

WHEREAS, County Executive Budish has nominated Michael W. Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2018 – 6/21/2021; and

WHEREAS, County Executive Budish has nominated David E. Marquard to serve on the District One Public Works Integrating Committee for the term 6/22/2018 – 6/21/2021; and

WHEREAS, County Executive Budish has nominated Nichole L. English to serve on the District One Public Works Integrating Committee as alternate to Michael W. Dever; and

WHEREAS, County Executive Budish has nominated Christopher A. George to serve on the District One Public Works Integrating Committee as alternate to David E. Marquard; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Michael W. Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2018 – 6/21/2021 and the reappointment of Nichole L. English to serve as alternate to Michael W. Dever.

**SECTION 2.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of David E. Marquard to serve on the District One Public Works Integrating Committee for the term 6/22/2018 – 6/21/2021 and the reappointment of Christopher A. George to serve as alternate to David E. Marquard.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 15, 2018

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

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

# Michael W. Dever

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## Summary

Senior Administrator with 14 year track record of successfully managing and growing diverse Public Works agencies. Customer service driven with a keen understanding of local governments and the interaction between the legislature and administration. Facilitates regional collaboration through the basic delivery of services.

## Professional Experience

**Maintenance Administrator /Deputy Director  
Cuyahoga County Department of Public Works**

**March 2011-Present**

Managed a staff of over 350 employees, in five Divisions with an annual budget of \$40million.

- Road & Bridge Division-Streamlined the operations consolidating three facilities into one. Expanded services to include assisting the Sewer, Facilities, and Airport Divisions, while maintaining 196 structures/bridges which led to improved bridge rating scores.
- Sewer Division-As part of the County's on-going regional collaboration, expanded sewer services to now include 35 communities. Developed expanded work hours and increased operational tempo. Led the County in negotiating a new collective bargaining contract that capped a planned expansion, resulting in the creation of multiple work shifts. In addition, this enabled the unit to maximize equipment usage from 8hrs a day to 16hrs per day.
- Facility Division- providing a safe, clean, comfortable, work and public service environment utilizing the Building Trades and Custodial staff. Consolidated internal operations and developed a mobile Building Trades staff that successfully planned and constructed multiple office spaces. Effectively utilized grant funding to upgraded building automation systems in the Health and Human Services buildings. Led the Justice Center Assessment study, which included an in-depth review of the conditions and use of the JC buildings, and made recommendations for future needs.
- Fleet Division- Maintaining 380 licensed vehicles and miscellaneous equipment. Consolidated two separate Fleet Maintenance operations into one and developing a secondary work shift. Implemented a fleet-wide GPS vehicle tracking system that improved fleet efficiency, response time, productivity, and accountability.
- Airport Division- Identified inefficiency's and reduced expenditures through attrition and sharing of staff with the Road & Bridge Division. Initiated improvements to the facilities that include replacement of the HVAC and roofing systems

**Deputy to the Sanitary Engineer  
Cuyahoga County Sanitary Engineer's Office**

**May 2008-March 2011**

Managed a staff of over 125 employees, with an annual budget of \$25 million.

- Expanded the operations by 29%, which included over \$1 million dollars in additional equipment and manpower. Increasing revenue 30% in 1<sup>st</sup> year.
- Increased the operational tempo of the agency by altering the normal work schedule and the crew's availability by 20%.

- Led the team promoting our regional services to the municipalities, resulting in additional communities joining and expanding our service in others.

**Chief Construction Administrator  
Cuyahoga County Engineer's Office**

**February 2001-May 2008**

Managed a staff of 40 employees, with an annual construction budget of \$30 million.

- Implemented a customized Construction Management System (CMS).
- Enforced Safety and Inspection training updates and developed a record retention program acceptable to State standards.
- Efficiently utilized staff and contracted labor to completed projects, and incorporated consultants in construction efforts, a first for the County at that time.

**Dever Landscaping and Garden House Inc.  
(Dba) Dever and Sons Inc.**

**May 1998- February 2001**

Managed and oversaw all aspects of a family General Contracting Company. Served as Laborer and General Foreman (1988-1998). Learned all field operations in a capacity great enough to encompass all aspects of the organization.

**Education/Certifications**

**Master of Public Administration**

The Maxine Levin School of Urban Affairs  
Cleveland State University

Cleveland, Ohio

**Bachelor of Arts-Political Science**

Slippery Rock University

Slippery Rock, Pennsylvania

**Wastewater Collection System Operator**

Ohio Environmental Protection Agency

Columbus, Ohio

**Emergency Management Training**

Federal Emergency Management Agency

Emmitsburg, Virginia

**Affiliations and Civic Role**

**Lakewood City Council**

**2003-2009**

- Council President 2008-2009
- Chair of the Public Works Committee 2004-2009
- Chair of the Rules and Ordinances Committee 2003-2004
- Successfully passed legislation and spearheaded the creation of the City wide mandatory recycling program-a first for Cuyahoga County.
- Led the creation of the City's Wind Ordinance
- Former member- Lakewood Hospital Board of Trustees

**Lakewood Civil Service Commission**

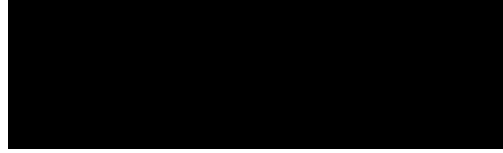
**2011-present**

- Civil Service Commission President 2014
- The Commission assumed the duties of the City Council created 'Fair Employment Wage Board', in 2014



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## **David E. Marquard, P.E., P.S.**



### **Professional Summary**

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I am an accomplished, seasoned government executive with 31 years experience in both municipal and county government – Transportation and Public Utilities with the City of Kent and Summit County. I have a demonstrated record of high quality management strategies. Building relationships with various governmental entities has been critical to my success, as well as a commitment to our stakeholders and customers in a challenging environment. My teams consistently achieve results that meet and exceed expectations. My Career involved many Engineering, Surveying/Mapping and Technology Initiatives

#### **Regional Planning**

Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) – This agency provides services to 126 units of government located in a four-county region. I served on the Policy Board that oversees changes in the Federal 208 Sanitary Sewer plans. This committee also allocates federal economic development funding to local governments and businesses.

#### **Financial System Redesign**

At Summit County DOES, I inherited a challenged financial system that was utilizing reserves to fund all sewer system operations and improvements. My financial team and I redesigned this system and created a sustainable strategy that involves retaining and growing the customer base, and have placed a rate plan before County Council for approval. The current revenues are about \$40M. The organization now has built up a safe operational reserve of about \$10 million.

#### **Progressive Use Of Technology**

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Communication is the central element that ensures successful implementation of an organization's mission. In the early 90's, I shared a vision that data standards were necessary to provide a uniform way for multiple users – both the government and the general public – to exchange and utilize geographic data. I served on teams and working groups at the local and state levels to make this a reality in Ohio. That vision grew into the extensive GIS systems that are now common throughout the state and across the country. Early after arriving, I supported a major networking initiative at Summit County DOES that has allowed communication and data sharing between all DOES departments. The GIS system has also been upgraded and expanded to provide data critical in planning our sewer system improvements.

I have Expanded use of GIS and Facility Asset Management for the Department. Improved GIS Data collection and Mapping procedures for new assets. Promoted Integration of GPS into Construction Inspection for sewer asset mapping. Promoted Integration of Automated Vehicle Location, AVL, into fleet.

#### IT Opensource initiatives

- Libreoffice – Office Productivity software
- ProjectLibre – Open Source Project Management Software
- Vmware - Server Virtualization
- Knowledgetree – Open Source Document Management System
- SCADA – Web Based Implementation through cell phone technology and ATT network
- Zimbra – Enterprise Email System

## CAREER HISTORY

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### **Director, Summit County DOES                      2003 - 2012**

Directed all Operation, Maintenance, Engineering, Finance and Administration activities for operation of a Countywide sanitary sewer system consisting of approximately 1000 miles of sewer, 10 wastewater treatment facilities, 200 Pump Stations and staff of 136 employees serving a Customer base of approximately 45,000 accounts. Approximately half of flow from the County system goes to the cities of Akron, Barberton and Twinsburg, Northeast Ohio Regional Sewer District and Stark and Portage Counties for treatment.

With sewer system assets valued at nearly \$327M (after depreciation), a strong approach to asset management is at the forefront of the DOES strategy. Maintaining such a valuable group of County assets requires a strong capital improvement program, which anticipates improvement/expansion project expenditures of over \$7M annually. Additionally, the progressive management approach of empowerment, as well as, a cooperative relationship with



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the labor union has stabilized operating expenses – leading to a healthy financial platform for the future.

Initiated the use of sanitary vacuum sewer technology new to the County organization where it was determined as an appropriate solution.

While at DOES I worked in a wide range of significant work activities:

- Planned and directed preparation of a Sewer Facility Plan update, Master Plan and Financial Plan for the New Franklin Territory of Summit County
- Directed development of various intergovernmental agreements for sanitary sewer services
- Developed sewer user charge rate structure for period of 2007 through current time
- Performed Departmental Efficiency Study prior to the rate study and implemented many of the recommendations.
- Started a EPA CMOM initiative to address maintenance and capacity issues in sewers
- Directed financial analysis used for various rate setting and sewer negotiations
- Directed Departmental Capital Plan development and implementation
- Utility Infrastructure Surveying/Mapping
- Developed design and inspection techniques to support ongoing accurate mapping of system assets
- Achieved Public/Private and County/City collaborative Economic Development and environmental projects with various entities

### **Summit County Engineers office      1999 – 2003**

Serving as the Chief Deputy Engineer, I gained extensive experience in the administration of its various departments:

<b>Engineering Planning</b>	<b>Highway and Traffic Design</b>
<b>Drainage Design</b>	<b>Survey</b>
<b>Construction</b>	<b>GIS</b>
<b>Allotment</b>	

While in this position I was responsible for the administration of an \$80M Capital Plan, as well as, the workforce that designed, constructed, and maintained the County road and bridge system. It was in my purview to develop organizational policies, facilitate public meetings, and

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prepare reports for Federal, State and local governments. I served as the designated representative to the Summit County Emergency Management Agency.

While in this position, I accomplished an organizational changes with a focus on Planning Highway improvements, applying for Federal Highway Grant for Roadway and Bridge work, and execution of a large Capital Plan based on receiving a five to one return on County funds vs Grant money.

## **City of Kent**

I began my public service career in the City of Kent, serving as the municipality's Senior Engineer from 1981 to 1999. I performed a variety of project tasks ranging from planning through execution of the construction contracts for many municipal improvement projects involving stormwater management, sanitary sewers, water distribution system, and street improvements.

Other growth experiences included:

- Preparing budgetary estimates for Kent CIP
- Implementing computerization of the Engineering Division
- Developing GIS strategy for Kent infrastructure records
- Municipal Utility Infrastructure Mapping
- Managing assessment projects

## **Other Significant Experience**

### **Corporation for Public Information**

I co-founded a 501c(3) entity in the early 90's to promote the concept of "public information as a public work." This group of talented individuals helped lead the charge that later became governmental GIS systems. We were on the cutting edge of developing data standards and saw the future applications of GIS – how it would provide mapping capabilities and hold a wealth of spatial information. This organization remained in the forefront of the early digital movement.

### **Ohio Geographic Referenced Information Program Committee**

In 1993, I was invited to participate in this committee due to my involvement in the Corporation for Public Information and my belief in the benefits that geographic data sharing could have for government, business and the general public. I helped visualize how these applications could benefit the surveying industry and I provided significant input on municipal GIS needs.

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### Private Sector involvement

In 1997, I prepared the financial plan, obtained financing, and designed the building/site improvements for a startup retail business enterprise owned by my wife and I.

## Additional Information

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### Education

University of Akron                      1977  
Bachelor of Science in College of Engineering

### Professional Status

Registered Professional Engineer, State of Ohio  
Registered Professional Surveyor, State of Ohio

### Professional Organizations

Recently As DOES Director	As Deputy County Engineer
American Public Works Association	County Engineers Association of Ohio
Water Environment Federation	American Society of Highway Engineers
American Water Works Association	American Road Transportation Builders Assoc.
County Sanitary Engineers Association of Ohio	Intelligent Transportation Systems



# Nichole L. English, P.E.

## WORK EXPERIENCE

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### **Cuyahoga County Department of Public Works**

#### **Engineer IV**

Cleveland, Ohio

6/2010-present

- Manage project programming of Highway and Bridge projects including project selection, preparing legislation, RFQ development, and consultant selection and contracting
- Assist Department Manager with planning and supervising operations of department and coordinating projects with other departments in Public Works and County
- Serve as project manager on Downtown Cleveland Hilton hotel project including managing all consultant hiring, contracts and invoicing. Assist Director in decision making related to the project.
- Coordinate project programming and development with ODOT and NOACA for local let program
- Temporarily served as Land Deputy in acquiring right of way for road, bridge, sanitary, facilities projects
- Contribute to development and updates to capital improvement plan
- Manage General Engineering Services contracts and task orders
- Coordinate environmental documents, permits and other requirements
- Lead for County Real Estate Consolidation project including acquisition of new County Headquarters building and disposition of 13 excess properties
- Serve as main contact for Public Works Planning Department for legislative process and coordination with Clerk of Council on department items
- Represent Public Works project specific legislative items to Board of Control or County Council
- Coordinate with Communications Department on responses to public information requests

### **HNTB Corporation**

#### **Ohio Transportation Planning Service Area Leader**

Cleveland, Ohio

9/2008-5/2010

#### **Cleveland Transportation Planning Section Leader/Project Manager/Engineer**

Cleveland, Ohio

2/2003-8/2008

- Technical Skills
  - Authored numerous studies, including traffic impact, signal warrant, safety and congestion, intersection operation, feasibility, interchange modification and corridor studies.
  - Increased traffic modeling experience with a variety of traffic software programs, including HCS, Synchro, CORSIM, and VISSIM.
  - Led public involvement activities, including publication/notification, public presentations and material development and preparation, on a variety of projects
  - Guided the planning and environmental process for projects following both local and ODOT's major and minor project development processes
- Project Management
  - Performed project management duties on local and ODOT jobs and task order contracts.
  - Consistently delivered tasks and projects ahead of budget and on schedule.
  - Served as project manager for the following projects:
    - ❖ CUY 480/Tiedeman Road Interchange Study and Design, client: City of Brooklyn
    - ❖ Uptown Development Traffic Study, client: University Circle Inc.
    - ❖ FRA 270/Broad Street Interchange Study, client: ODOT District 6
    - ❖ MLK/E.105<sup>th</sup> Street Roadway Reconfiguration Planning project, client: University Circle Inc.
    - ❖ Various Safety and Congestions Studies, client: ODOT District 12
  - Served as deputy project manager for the Opportunity Corridor project, a multi-million dollar roadway and economic development project currently in Step 5 of ODOT's major PDP. Leading planning, traffic engineering, public involvement, scheduling and budget tracking activities.

- Leadership
  - Managed a department of up to 15 located in Cleveland, Columbus and Cincinnati
  - Recruited, managed and trained engineers and other office staff.
  - Developed cross-training techniques and staff development strategies for technical services.
  - Worked closely with project managers to ensure the necessary reviews took place and quality standards were met on transportation planning department projects.
  - Mentored assistant to assume the department manager role.
  - Committed to personal development through on the job training, HNTB training courses, outside training courses and professional society presentations and meetings.
- Business Development
  - Developed client relationships with staff at Ohio MPOs and local agencies
  - Led marketing efforts on numerous pursuits including pre-proposal information gathering, proposal preparation, interview and scope and fee development
  - Presented safety improvement proposals to ODOT Central Office Safety Program leadership, including tours of the project sites. Managed the preparation of applications for Cuyahoga County (\$3,200,000), City of Westlake (\$2,100,000) and City of Shaker Heights (\$4,000,000)
  - Presented strategic planning data in a way that was consistently used as the standard going forward.
    - State DOT Market Sector Assessment: Designed database to help scrutinize extensive amounts of data for all states and all HNTB offices. Prepared analysis and draft report (April 2005) under DOT market sector leader
    - Ohio Strategic Plans: Prepared 2007-2010 and 2008-2011 plans

### **Parsons Brinckerhoff**

#### **Engineer**

Cleveland, Ohio

5/2001-9/2001

#### **Engineering Intern**

Cleveland, Ohio

Summer 1999, 2000

- Performed traffic analysis and computations
- Authored traffic studies and reports and assisted with preparation of roadway and bridge plans
- Prepared materials for public involvement activities including presentations, handouts and boards

### **LICENSES**

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- Professional Engineer: OH, 2006 (#71476)

### **PRESENTATIONS AND PUBLICATIONS**

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- ITE/APWA/FHWA Winter Workshop: March 2010, *DDIs, an Update*
- Ohio Transportation Engineering Conference: October 2007, *DDI, a Case Study*
- ASHE Lake Erie Chapter Meeting: 2007, *Applications of Innovative Geometric Concepts*
- ITE Annual Meeting and Exhibit: August 2007, *Innovative Geometric Design Applications*
- Copyright ASCE April 2005, *Prohibiting Left-Turn Movements at Mid-Block Unsignalized Driveways: Simulation Analysis*
- Copyright ITE April 2004, *A Survey of State Practices for Restricting Direct Left Turns from Driveways*

### **COMMUNITY AND PROFESSIONAL ORGANIZATIONS**

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- Women's Transportation Seminar (WTS), Northeast Ohio Section: *Immediate Past President*, 2015-Present, *President*, 2013-2014, *Membership Chair*, 2008-2012
- Institute of Transportation Engineers (ITE), Ohio Section: *Member*, 2003-2010

### **EDUCATION**

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**University of Dayton** Dayton, OH

*Masters of Science, Transportation Engineering*

December 2002

*Bachelor of Civil Engineering (Magna Cum Laude)*

May 2001

***Christopher A. George, P.E.***

**Summary:**

Dedicated professional engineer with twenty four (24) years of highway design experience in the public and private sectors. Have worked in various capacities gaining supervisory experience. Have extensive experience in working as a team member internally with various departments and externally with municipalities and design consultants.

**Objective:**

Looking to continually improve as Chief Section Engineer of the Highway Design Section of the Cuyahoga County Department of Public Works.

**Employment History:**

**Cuyahoga County Department of Public Works – Cleveland, Ohio (Highway Design Section)**

Acting/Chief Section Engineer – Highway Design    Dec 2013 – July 2014 / April 2016 to Present

- Managed all engineering functions in the Highway Design Division.
- Supervised and directed all engineers (4/2) & support staff (2/2) within Highway Design.
- Reviewed and approved in-house design projects from Highway Design staff.
- Updated schedules, issued NTPs & reviewed/approved invoices for consultant projects.
- Reviewed and approved leave requests and time sheets of Highway Design staff.
- Prioritized, assigned and directed work assignments to Highway Design staff.
- Answered questions and provided information to Highway Design & other staff.
- Documented misconduct and exceptional effort of Highway Design staff.
- Distributed continuing education (seminar) & safety information to Highway Design.
- Verified construction in field, contractor payments & recommended City reimbursement.
- Evaluated consultants and associated proposals for new projects.
- Recommended solutions for project design problems from Highway Design & other staff.
- Involved in review/approval of new subdivisions in Olmsted Township.
- Advised Design and Construction Administrator / Director on status of highway projects.
- Responded to phone calls and e-mails from consultants, cities, utilities & public.

Engineer 4

August 2012 – Nov 2013 / August 2014 – March 2016

Highway Design Engineer V

January 2011 – July 2012

- Updated Highway Design standard bid packages, general notes, construction drawings & design manual supplements to ODOT 2013 Specifications to reflect department policies.
- Supervised, guided & reviewed work of lower level engineers (3) and support staff (2).
- Interpreted, coordinated & applied applicable Federal / State / County / AASHTO / OMUTCD / Municipal policies, design manuals & standard construction drawings related to funding, design & construction of complex highway projects.
- Also performed responsibilities/tasks listed under “Highway Design Engineer V” below.

**Cuyahoga County Engineer’s Office – Cleveland, Ohio (Highway Design Department)**

Highway Design Engineer V

June 2000 – January 2011

- Supervised, guided & reviewed work of lower level engineers (2) and support staff (3).
- Prepared plans, specifications, estimates & bid packages for in-house designed projects.
- Reviewed & approved plans/specs/estimates (prepared bid packages) for consultant jobs.
- Reviewed and approved invoices and work scopes for consultant designed projects.
- Answered Highway Design (and other staff) design / specification questions.
- Recommended solutions to design problems and construction issues encountered in field.
- Prepared change order plans/estimates for projects to address issues during construction.
- Attended and participated in public, pre-construction & final post-construction meetings.
- Performed surveying (field work) and prepared report studies for in-house projects.
- Participated as witness on behalf of County in court trials concerning highway projects.



Highway Design Engineer IV

September 1998 – May 2000

- Supervised, guided & reviewed work of lower level engineers (1) and support staff (5).
- Prepared plans, specs, estimates & bid packages for in-house designed highway projects.
- Reviewed & approved plans/specs/estimates (prepared bid packages) for consultant jobs.

Highway Design Engineer II

August 1996 – August 1998

- Assisted other departmental engineers (& under supervision, performed on own) in preparation of plans, specs, estimates & bid packages for in-house highway projects.
- Assisted other departmental engineers (& under supervision, performed on own) in the coordination and review of consultant designed highway projects.

**R.E. Warner & Associates – Westlake, Ohio**

Civil Engineer Level P-2

January 1995 – July 1996

- Project engineer for two residential street improvements (responsible for F&OC, final drainage, final right of way, final traffic control & MOT plans).
- Project engineer for intersection signal installation & access improvement project (responsible for roadway and signal plans).
- Coordinated environmental reports between sub-consultants and client.

Civil Engineer Level P-1

December 1992 – December 1994

- Responsible for LG&T (designed horizontal & vertical alignment, intersection capacity & signal warrant analysis, narrative report) and preliminary drainage, MOT & traffic control plans for residential street improvement. Involved w/public meeting & displays.

**GPD Associates – Akron, Ohio**

Design Engineer Level 2

June 1992 – October 1992

- Responsible for freeway capacity study for freeway connection project, calculating excess storm water flow and storage required for condominium project and completing EPA sanitary and domestic water permit forms for new development.

**Education:**

Bachelor of Science Degree in Civil Engineering

Graduated in May of 1992

University of Akron – Magna Cum Laude (3.638 GPA) Honors Student Multiple Scholarship Recipient

**Licenses:**

Licensed and Registered Professional Engineer – State of Ohio Registration Number E-60553

**Technical Skills:**

AutoCAD, Civil 3D, Civil Tools, HydroCAD, Microsoft Word and Microsoft Excel

**Professional References List:**

1. Brian Driscoll, Senior Project Engineer (216) 701-1157 [Bdriscoll@bramhall-engineering.com](mailto:Bdriscoll@bramhall-engineering.com)  
Bramhall Engineering & Surveying 801 Moore Road Avon, Ohio 44011
2. Mike McCarthy, Vice President (216) 535-3640 [Michael.mccarthy@hatchmott.com](mailto:Michael.mccarthy@hatchmott.com)  
Hatch Mott MacDonald 18013 Cleveland Parkway Cleveland, Ohio 44135
3. Matt Wahl, Senior Project Manager (216) 522-1140 [Mwahl@hntb.com](mailto:Mwahl@hntb.com)  
HNTB Ohio, Inc. 1100 Superior Avenue Ste. 1701 Cleveland, Ohio 44114
4. Edward J. Salk, Jr., Service Director (440) 235-1011 [Esalk@olmstedtownship.org](mailto:Esalk@olmstedtownship.org)  
Olmsted Township 26900 Cook Road Olmsted Township, Ohio 44138
5. Khalil Ewais, Section Chief of Construction (216) 664-7422 [Kewais@city.cleveland.oh.us](mailto:Kewais@city.cleveland.oh.us)  
City of Cleveland Division of Eng & Const 601 Lakeside Ave Rm 113 Cleveland, Ohio 44114
6. David Szabo, Civil Engineer III (330) 764-8879 [Dszabo@medinaco.org](mailto:Dszabo@medinaco.org)  
Medina County Engineer 791 West Smith Road Medina, Ohio 44256

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0108

Sponsored by: <b>County Executive Budish/Department of Human Resources</b>	<b>A Resolution</b> authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,800,000.00 for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an agreement with The MetroHealth System in the amount not-to-exceed \$1,800,000.00 for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; and

WHEREAS, The MetroHealth System through the MetroHealth Select Network agreement will continue a risk-sharing arrangement for claims incurred beginning January 1, 2018; and

WHEREAS, payment will be made during the subsequent fiscal year and the 2018 payment will be made prior to June 2019; and

WHEREAS, the funding for this agreement is from the Hospitalization Self-Insurance 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 an agreement with The MetroHealth System in the amount not-to-exceed \$1,800,000.00 for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018.



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