



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 19, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JUNE 5, 2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2018-0123: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2021, and declaring the necessity that this Resolution become immediately effective:
 - i. Appointment:
 - a) Gary Hanson
 - ii. Reappointment:
 - a) Charna E. Sherman
 - b) R2018-0117: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

- c) R2018-0122: A Resolution confirming the County Executive's appointment of Kenneth G. Silliman to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective.

- d) R2018-0124: A Resolution confirming the County Executive's appointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2018, 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, JUNE 5, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:12 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 MAY 22, 2018 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the May 22, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) O2018-0008: An Ordinance amending Section 9.07 of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual and approving certain straight time cash payments in lieu of exchange time for hours worked in excess of forty in a work week in the total amount not-to-exceed \$85,529.59 for sexennial and triennial real estate assessments for the period 4/29/2018 - 7/27/2018, and

declaring the necessity that this Ordinance become immediately effective.

Mr. Trevor McAleer, Legislative budget Advisor; and Mr. Douglas Dykes Chief Talent Officer, addressed the Committee regarding Ordinance No. O2018-0008. Discussion ensued.

Committee members asked questions of Messrs. McAleer and Dykes pertaining to the item, which they answered accordingly.

Ms. Brown introduced a proposed substitute to Ordinance No. O2018-0008. Discussion ensued.

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to accept the proposed substitute.

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. O2018-0008 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, as substituted.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:21 a.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0123

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2021, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

WHEREAS, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

WHEREAS, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to a three (3) year term; and

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

WHEREAS, County Executive Budish has nominated the following individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2021:

1. Gary Hanson (new appointment to replace Joseph Gibbons); and
2. Charna E. Sherman (reappointment).

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment and reappointment of the following individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2021:

1. Gary Hanson (new appointment to replace Joseph Gibbons)
2. Charna E. Sherman (reappointment)

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 12, 2018

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

Journal _____
_____, 20__



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

June 4, 2018

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

Re: Cuyahoga Arts and Culture Board of Trustees

Dear President Brady,

I submit the following nominations for appointment and reappointment on the Cuyahoga Arts and Culture Board of Trustees until 3/31/2021:

- **Charna Sherman (reappointment)**
- **Gary Hanson (new appointment to replace Joseph Gibbons)**

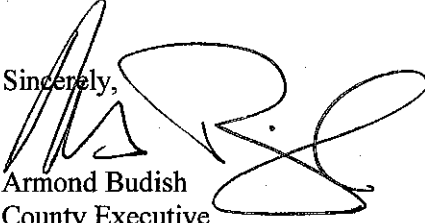
Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts and culture events and, has awarded over 1,200 grants, to more than 300 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members ... shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

Copies of biographies are attached hereto. Both are willing and able to serve on the Cuyahoga Arts and Culture Board of Trustees.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,


Armond Budish
County Executive

Gary Hanson Biography
June, 2018

Gary Hanson is a veteran leader in the classical music industry. Currently, he is serving as Interim CEO of the Toronto Symphony Orchestra, a post he has held since September, 2016 and will relinquish in July of this year. Prior to his engagement in Toronto, he stepped in as Interim President of the Cleveland Institute of Music for a period of six months.

At the end of 2015, Gary Hanson retired from The Cleveland Orchestra after a 28-year tenure in a variety of senior positions. From 2004 until his retirement he served as the Orchestra's eighth Executive Director during which time the Orchestra expanded its activities internationally as well as at home in service to the community.

Under Mr. Hanson's leadership, the Orchestra launched new audience development programs, developed new concert series, and established a neighborhood residency program that takes the ensemble into Northeast Ohio communities for an intensive presentation of education programs and performances in traditional and unexpected venues.

Mr. Hanson was born in Toronto and studied music in Canada, subsequently completing his education in Germany. Returning to Canada in 1974, he worked as an administrator and performer in regional orchestras before moving to the United States to become Director of Marketing for the Atlanta Symphony Orchestra.

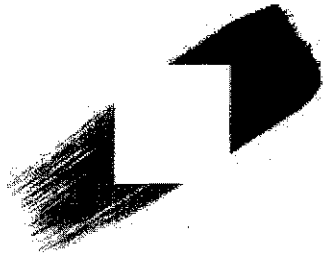
Gary Hanson joined the staff of The Cleveland Orchestra in 1988 as Director of Marketing and Public Relations. From 1997 to 2004, he served as The Cleveland Orchestra's Associate Executive Director. In that role, he managed the renovation and restoration of Severance Hall and the redevelopment of Blossom Music Center.

In Cleveland as well as state-wide, Mr. Hanson has been recognized for his leadership and achievements. In 2016 he received the Governor's Award for the Arts in Ohio for Arts Administration. He was subsequently appointed to the Board of the Ohio Arts Council by Governor John Kasich.

Gary Hanson was a member of the 2001 class of Leadership Cleveland, and he is a recipient of The Cleveland Orchestra's Distinguished Service Award to honor exemplary service. Internationally, Mr. Hanson is a member of the jury of the Salzburg Festival Young Conductor Award.

Gary Hanson and his wife, Barbara Klante, are naturalized U.S. citizens residing in Cleveland Heights, Ohio.

216-453-0808



CHARNA E. SHERMAN LAW OFFICES CO., LPA

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Charna E. Sherman
Attorney at Law, Partner
[Email](#)
[Vcard](#)

Education

- Georgetown University, J.D., *magna cum laude*, 1985; Articles Editor, *The Georgetown Law Journal*
- Radcliffe College, Harvard University, B.A., *magna cum laude* in Government and History, 1980; *Phi Beta Kappa*; Senior Honors Thesis, "Can Science Save Us?"

Admissions

- Supreme Court of Ohio
- The Florida Bar
- S. Court of Appeals, Sixth Circuit
- S. Court of Appeals, Eleventh Circuit
- S. District Court, Northern District of Ohio
- S. District Court, Southern District of Ohio
- District of Columbia, Court of Appeals, inactive
- S. District Court, District of Columbia, inactive
- District of Columbia Bar, inactive

CHARNA E. SHERMAN, ATTORNEY AT LAW

OVERVIEW | EXPERIENCE | INVOLVEMENT | PHILANTHROPIC ACTIVITIES

Charna E. Sherman is founder, sole shareholder and inspirational leader of Charna E. Sherman Law Offices Co., LPA. While based in Cleveland, Ohio, she recently has been admitted to the Florida Bar as well. Charna's passions for the law and advancing diversity in the legal profession spurred her in 2010 to leave "BigLaw" to pursue a new model of a female-owned firm committed to promoting the core values of the profession. Inspired by a truly blind Lady Justice, this spirited boutique is focused on complex commercial litigation and the relentless resolution of client problems.

Charna's "Principled Law" philosophy means being well-rounded, values-driven, tenacious, and passionate about the law and the legal profession — and then having the discipline and drive to bring all of it together for maximum client benefit.

Charna has made an indelible mark as a respected and accomplished litigator and trial lawyer, as well as a strategic negotiator in complex mediations and settlements. Most of her career over the last 30+ years has been devoted to representing major clients, including *Fortune 5* companies, in sensitive, high-stakes litigation. She has represented numerous individual and corporate clients as

both plaintiffs and defendants in a broad range of cases in federal and state courts, gone to trial in civil and criminal jury cases, as well as commercial arbitrations, and effectively managed numerous multidistrict litigation matters, class actions and parallel proceedings. She recently concluded her service by appointment of U.S. Federal District Judge Dan Aaron Polster as Defense Liaison Counsel for major multidistrict litigation pending in the Northern District of Ohio. Charna is also a frequent speaker and media resource on the full spectrum of her professional activities, including offering media commentary on some of the country's highest-profile white collar trials.

As of 1-1-11, Charna withdrew from the partnership of an Am Law 100 firm, where she co-chaired the corporate compliance, investigations and white collar defense practice. Previously, she was a partner at a top-ranked regional firm in Cleveland and also worked for Cleveland's premier trial lawyer, Gerald Messerman. Before returning to her hometown of Cleveland in 1989, Charna was privileged to start her legal career at the renowned trial firm of Williams & Connolly LLP in Washington, D.C.

Right after law school, Charna was selected for a coveted clerkship with The Honorable John H. Pratt of the United States District Court for the District of Columbia. Before law school, she served as a legislative and personal assistant to U.S. Senator Daniel P. Moynihan and worked for esteemed Ohio Congressman Charles Vanik on the House Ways and Means Committee's Subcommittee on International Trade.

In a still mostly male profession, Charna is also nationally and internationally recognized as a leading advocate on diversity in the legal profession. Passionate about the law, Charna is equally compassionate: initiating and supporting many philanthropic causes. Her latest philanthropic venture is the Ruby Shoes Fund, which she launched concurrently with the introduction of Charna E. Sherman Law Offices Co., LPA. [The Ruby Shoes Fund](#) supports new initiatives to empower women on the ladder of success, with a groundbreaking focus on strategies to help them overcome the unique challenges engendered - ironically - by their success.

[More about Charna's Road to Independence.](#)

CHARNA UNLIMITED
LAW. | ARTS. | WOMEN.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0117

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

WHEREAS, 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 16, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) 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: *Assistant Director*
Number: 1051311
Pay Grade: 17
*Updated specification to new format to include percentages of time, FLSA status, and distinguishing characteristics.
Classification number changed from 1051312 to 1051311.
- Exhibit B: Class Title: *Employee Relations Manager*
Number: 1053654
Pay Grade: 16
*Updated specification to new format to include percentages of time, FLSA status, and distinguishing characteristics.
- Exhibit C: Class Title: *Labor Relations Administrator*
Number: 1053655
Pay Grade: 18
*Updated specification to new format to include percentages of time, FLSA status, and distinguishing characteristics.
- Exhibit D: Class Title: *Physical Structure Security Specialist*
Number: 1022311
Pay Grade: 7
*Updated specification to new format to include percentages of time, FLSA status, and distinguishing characteristics.
Classification number changed from 1022312 to 1022311.
- Exhibit E: Class Title: *Workers Compensation Coordinator*
Number: 1053681
Pay Grade: 11
*Essential job functions updated to be consistent with current job duties of classification.

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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Director	Class Number:	1051311
FLSA:	Exempt	Pay Grade:	17
Dept:	All departments		

Classification Function

The purpose of this classification is to assist a department director with managing the department including developing objectives and policies, assisting with administrative and budgetary matters; and supervising staff.

Distinguishing Characteristics

This is a senior management classification with responsibility for assisting the department director with administrative and budgetary matters. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to the designated department. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.
- 30% +/- 10%
- Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 15% +/- 10%
- May manage special projects and keep director apprised of project progress and conclusion.
- 15% +/- 10%
- Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, or other related field with nine (9) years of related experience including five (5) years in a supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of 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 contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, 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, 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, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Manager	Class Number:	1053654
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources		

Classification Function

The purpose of this classification is to manage inter-departmental County employment relations programs, coordinate employee relations function, and supervise lower-level employee relations specialists and assigned staff.

Distinguishing Characteristics

This is a supervisory-level classification with responsibility for managing County employment relations programs. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages inter-departmental County employment relations programs and coordinates employee relations function; establishes program goals for workers compensation, safety program, and drug testing; coordinates activities of program consultants; resolves program problems with consultants and vendors; coordinates and evaluates program training; plans and applies corrective action; trains drug program assistants; develops program policies and procedures; trains managers and personnel officers in areas of discipline procedures, general employment law, and other areas.
- 25% +/- 10%
- Supervises employee relations specialists and assigned staff; provides job instruction and training to staff members; develops and monitors annual performance objectives; evaluates employee performance; recommends personnel actions including selection, transfer, promotion, discipline or discharge; conducts staff meetings.
- 15% +/- 10%
- Represents County in matters pertaining to employment and workers compensation; appears for the County and advocates on its behalf in the matter of unemployment compensation claims appeals and workers compensation claims appeals; assists the County prosecutor in the preparation of defense of cases; negotiates settlements of cases; represents the County at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 10##% +/- 5%
- Participates in employee complaint procedure; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts

Proposed DATE

Employee Relations Manager

pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

10% +/- 5%

- Performs administrative duties; prepares annual program budgets; prepares requests for proposals; monitors budgets for compliance; purchases program assets; develops, writes, interprets, and issues policies and procedures relating to labor relations, drafts answers to complaints; administers drug testing program for County; coordinates medical review and laboratory services; serves on various committees including job search, employee relations, etc.; serves as liaison between the Human Resource Department and the County Prosecutor's Office.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with five (5) years of employment relations experience. Must be licensed to practice law in the State of Ohio.

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.

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 case files, case law, laboratory reports, medical records and reports, timesheets, personnel records, and other reports and records.

Employee Relations Manager

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and law textbooks.
- Ability to prepare case reports, findings and recommendations, legal filings, program reports, performance appraisals, attendance and discipline audits, 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, to follow instructions.
- Ability to use and interpret legal and human resource terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, attorneys, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Labor Relations Administrator	Class Number:	1053655
FLSA:	Exempt	Pay Grade:	18
Dept:	Human Resources		

Classification Function

The purpose of this classification is to administer labor and employee relations matters for the County Executive's departments.

Distinguishing Characteristics

This is a managerial-level classification with responsibility for administering labor and employee relations matters and overseeing collective bargaining activity. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Administers labor and employee relations matters; oversees collective bargaining activity; serves as consultant and liaison to publicly elected officials on labor relations matters; oversees all employee relations activity which involves the departments under the County Executive and bargaining and non-bargaining employees including discipline administration, special investigations, employee complaints, medical examinations, training, and unemployment compensation.
- 30% +/- 10%
- Supervises employee relations specialists and other staff; assigns work and reviews completed work assignments; provides job training and instruction; responds to employee problems and issues; evaluates employee performance; reviews and approves employee leave requests.
- 15% +/- 10%
- Oversees County's drug testing program; establishes and maintains drug testing policies and procedures; manages agreements between County and toxicology labs and medical review officer; schedules tests and maintains records.
- 15% +/- 10%
- Oversees legal matters involving employees and/or departments under the County Executive; serves as liaison between the County Executive's departments and the Prosecutor's Office; assists in representing the County in all matters before administrative bodies including the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Personnel Board of Review, State Employee Relations Board, and Ohio Bureau of Employment Service; assists in representing legal matters filed in Municipal, County, and Federal Courts; performs legal research on employee and/or labor relations matters on behalf of the County Executive).

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of labor relations experience. Must be licensed to practice law in the State of Ohio.

Labor Relations Administrator

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.

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 statutes, civil complaints, court decisions, timesheets, personnel records, other legal documents, 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, law books, and labor contracts.
- Ability to prepare briefs, appeals, motions, performance appraisals, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, 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 labor law and personnel terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, elected officials, other County employees, attorneys, consultants, union representatives, and the media.

Labor Relations Administrator

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Physical Structure Security Specialist	Class Number:	1022311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan and organize security related projects at County-owned and leased facilities

Distinguishing Characteristics

This is a journey level classification responsible for planning and coordinating the County's security related projects. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in planning security related projects and ensure projects are completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Plans and organizes security related projects at County owned and leased facilities; coordinates the development and maintenance of all in-house alarms including building intrusion alarms, burglar, hold-up, metal detectors, x-ray machines equipment repairs, and wireless duress; troubleshoots and diagnoses security systems equipment; oversees performs security assessments of County facilities; makes recommendations on equipment and new technology upgrades and purchases; processes project quotes and associated invoices.
- 20% +/- 10%
- Works closely with County Project Managers in the design phase of new security projects.
- 20% +/- 10%
- Trains and assists staff on security equipment operations; answers staff questions about security concerns.
- 10% +/- 5%
- Conducts research into applicable codes, standards, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in criminal justice, law enforcement, or related field with three (3) years of security system experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Physical Structure Security Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 incident reports, blue prints, electrical and mechanical placement, closed circuit television and access controls, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, equipment manuals, Ohio Building Code, Fire Code, electrical standards, Ohio Revised Code, and Personnel Policies and Procedures Manual.
- Ability to prepare reports, equipment specifications, request for proposals, inventory, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and current security technology terminology and language.
- Ability to communicate with managers, supervisors, security personnel, vendors, contractors, public agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Workers' Compensation Coordinator	Class Number:	1053681
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to manage the County's Workers' Compensation program for the employees under the County Executive, Elected Officials, and other County agencies.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the County's Workers' Compensation Program. The employee works with a framework of policies, procedures, and 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.

- 50% +/- 10%
- Manages the County's Workers' Compensation Program; reviews accuracy of all claim documents, medical records, and statements which compile the workers' compensation file; certifies or denies claims based on the supportive documents and review of medical records, request appeals, continuances, and objections; files claims via Bureau of Workers' Compensation (BWC) website; forwards claim certification and file to Third Party Administrator (TPA); executes settlement agreements and researches viability of settlement; requests independent medical, functional capacity, and psychological exams; requests surveillance, background checks, and activity checks via contracted investigator; coordinates modified work strategies or assignments with the workers' compensation team; identifies light or alternative work solutions within the County to return or assign recovering employees when medically feasible; reviews claims for compensability and investigates validity of injury; verifies claim with the workers' compensation team to ensure appropriate outcome; analyzes and reviews claim status, medical course of treatment, and return to work status; trains department staff, supervisors, and directors on the proper responses regarding workers' compensation injuries and preventative efforts to ensure cost containment and favorable rating by the BWC; attends workers' compensation team meetings to discuss the status of the County as it relates to the Employer Risk and determine appropriate actions to take going forward; enters claims into HRIS system.
- 25% +/- 10%
- Supervises assigned employees; directs employees 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.
- 25% +/- 10%
- Performs administrative duties; prepares written documents in order to obtain claims information or status of injured workers; reviews data in FAMIS to determine budgetary status; requests and reviews other various datasets (e.g. claims costs, expenses, and defense); prepares financial documentation of future budgetary requirements; processes vouchers for medical invoices and

Workers' Compensation Coordinator

contracts; investigates and resolves billing disputes; compiles reports and statistical data of workers' compensation activities; coordinates, prepares, and makes recommendations on all Request for Proposals necessary for the administration of the Workers' Compensation Program; prepares and delivers workshops, seminars, and meetings; attends trainings and conferences to stay abreast to changes in the workers' compensation laws and policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, human resource management, or related field with three (3) years of workers' compensation administration experience, or any equivalent combination of training and experience.

Valid Ohio driver's 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including workers compensation documents, claim files, settlement authorizations, accident reports, injury reports, medical records, First Report of Injury, medical or psychological exams, notices of appeals, witness statements, interrogatories, court pleadings, police reports, wage statements, and other reports and records.

Workers' Compensation Coordinator

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Collective Bargaining Agreements, Ohio BWC Rules of Law, and Workers' Compensation Laws.
- Ability to prepare reports, memos, correspondence, spreadsheets, financial and actuarial data, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, human resources, and workers' compensation law terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, workers' compensation team, other County employees, managed care organization staff, third party administrator, BWC claims representatives, attorneys, private investigators, hearing administrators, physicians, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: June 1, 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 16, 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:

PROPOSED REVISED CLASSIFICATIONS			
Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Assistant Director 1051312	17/Exempt	17/Exempt (No Change)	All Departments
Employee Relations Manager 1053654	16/Exempt	16/Exempt (No Change)	Human Resources
Labor Relations Administrator 1053655	18/Exempt	18/Exempt (No Change)	Human Resources
Physical Structure Security Specialist 1022312	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works
Workers Compensation Coordinator 1053681	11/Exempt	11/Exempt (No Change)	Human resources

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Director	Class Number:	1051311
FLSA:	Exempt	Pay Grade:	17
Dept:	All departments		

Classification Function

The purpose of this classification is to assist a department director with managing the department including developing objectives and policies, assisting with administrative and budgetary matters; and supervising staff.

Distinguishing Characteristics

This is a senior management classification with responsibility for assisting the department director with administrative and budgetary matters. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to the designated department. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
 - Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.
- 30% +/- 10%
 - Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 15% +/- 10%
 - May manage special projects and keep director apprised of project progress and conclusion.
- 15% +/- 10%
 - Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, or other related field with nine (9) years of related experience including five (5) years in a supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of 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 contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, 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, 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, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053654	Employee Relations Manager	Human Resources	Exempt	16

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053654	Employee Relations Manager	Human Resources	Exempt	16

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was updated into the new format with minor revisions to be consistent with the updated classification specifications.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Manager	Class Number:	1053654
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources		

Classification Function

The purpose of this classification is to manage inter-departmental County employment relations programs, coordinate employee relations function, and supervise lower-level employee relations specialists and assigned staff.

Distinguishing Characteristics

This is a supervisory-level classification with responsibility for managing County employment relations programs. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages inter-departmental County employment relations programs and coordinates employee relations function; establishes program goals for workers compensation, safety program, and drug testing; coordinates activities of program consultants; resolves program problems with consultants and vendors; coordinates and evaluates program training; plans and applies corrective action; trains drug program assistants; develops program policies and procedures; trains managers and personnel officers in areas of discipline procedures, general employment law, and other areas.

- 25% +/- 10%
- Supervises employee relations specialists and assigned staff; provides job instruction and training to staff members; develops and monitors annual performance objectives; evaluates employee performance; recommends personnel actions including selection, transfer, promotion, discipline or discharge; conducts staff meetings.

- 15% +/- 10%
- Represents County in matters pertaining to employment and workers compensation; appears for the County and advocates on its behalf in the matter of unemployment compensation claims appeals and workers compensation claims appeals; assists the County prosecutor in the preparation of defense of cases; negotiates settlements of cases; represents the County at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.

- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations.

- 10##% +/- 5%
- Participates in employee complaint procedure; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts

Employee Relations Manager

pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

10% +/- 5%

- Performs administrative duties; prepares annual program budgets; prepares requests for proposals; monitors budgets for compliance; purchases program assets; develops, writes, interprets, and issues policies and procedures relating to labor relations, drafts answers to complaints; administers drug testing program for County; coordinates medical review and laboratory services; serves on various committees including job search, employee relations, etc.; serves as liaison between the Human Resource Department and the County Prosecutor's Office.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with five (5) years of employment relations experience. Must be licensed to practice law in the State of Ohio.

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.

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 case files, case law, laboratory reports, medical records and reports, timesheets, personnel records, and other reports and records.

Employee Relations Manager

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and law textbooks.
- Ability to prepare case reports, findings and recommendations, legal filings, program reports, performance appraisals, attendance and discipline audits, 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, to follow instructions.
- Ability to use and interpret legal and human resource terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, attorneys, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053655	Labor Relations Administrator	Human Resources	Exempt	18

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053655	Labor Relations Administrator	Human Resources	Exempt	18

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification was updated into the new format with minor revisions to be consistent with the updated classification specifications.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Labor Relations Administrator	Class Number:	1053655
FLSA:	Exempt	Pay Grade:	18
Dept:	Human Resources		

Classification Function

The purpose of this classification is to administer labor and employee relations matters for the County Executive's departments.

Distinguishing Characteristics

This is a managerial-level classification with responsibility for administering labor and employee relations matters and overseeing collective bargaining activity. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Administers labor and employee relations matters; oversees collective bargaining activity; serves as consultant and liaison to publicly elected officials on labor relations matters; oversees all employee relations activity which involves the departments under the County Executive and bargaining and non-bargaining employees including discipline administration, special investigations, employee complaints, medical examinations, training, and unemployment compensation.
- 30% +/- 10%
- Supervises employee relations specialists and other staff; assigns work and reviews completed work assignments; provides job training and instruction; responds to employee problems and issues; evaluates employee performance; reviews and approves employee leave requests.
- 15% +/- 10%
- Oversees County's drug testing program; establishes and maintains drug testing policies and procedures; manages agreements between County and toxicology labs and medical review officer; schedules tests and maintains records.
- 15% +/- 10%
- Oversees legal matters involving employees and/or departments under the County Executive; serves as liaison between the County Executive's departments and the Prosecutor's Office; assists in representing the County in all matters before administrative bodies including the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Personnel Board of Review, State Employee Relations Board, and Ohio Bureau of Employment Service; assists in representing legal matters filed in Municipal, County, and Federal Courts; performs legal research on employee and/or labor relations matters on behalf of the County Executive).

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of labor relations experience. Must be licensed to practice law in the State of Ohio.

Labor Relations Administrator

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.

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 statutes, civil complaints, court decisions, timesheets, personnel records, other legal documents, 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, law books, and labor contracts.
- Ability to prepare briefs, appeals, motions, performance appraisals, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, 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 labor law and personnel terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, elected officials, other County employees, attorneys, consultants, union representatives, and the media.

Labor Relations Administrator

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022312	Physical Structure Security Specialist	Public Works	Non-Exempt	7

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022311	Physical Structure Security Specialist	Public Works	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The classification information remained the same but placed into the new format. The classification number has been changed to 1022311.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Paul Waller, Physical Structure Security	7/15/2016	Email	Requested the SME to complete a CPQ

Specialist & Ellen Eschmeyer, Security Officer Lieutenant & Clifford Pinkney, County Sheriff			
Paul Waller, Physical Structure Security Specialist	7/15/2016	Email	Provided a deadline extension
Paul Waller, Physical Structure Security Specialist	8/5/2016	Email	Provided another deadline extension
Paul Waller, Physical Structure Security Specialist & Ellen Eschmeyer, Security Officer Lieutenant & Clifford Pinkney, County Sheriff	11/9/2016	Email	CPQ Reminder
Ellen Eschmeyer, Security Officer Lieutenant & Clifford Pinkney, County Sheriff	3/8/2018	Email	Draft sent to the SME's supervisor
Jim Battigaglia, Archer Consultant	4/2/2018	Email	Sent to Archer for a pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Physical Structure Security Specialist	Class Number:	1022311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan and organize security related projects at County-owned and leased facilities

Distinguishing Characteristics

This is a journey level classification responsible for planning and coordinating the County's security related projects. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in planning security related projects and ensure projects are completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Plans and organizes security related projects at County owned and leased facilities; coordinates the development and maintenance of all in-house alarms including building intrusion alarms, burglar, hold-up, metal detectors, x-ray machines equipment repairs, and wireless duress; troubleshoots and diagnoses security systems equipment; oversees performs security assessments of County facilities; makes recommendations on equipment and new technology upgrades and purchases; processes project quotes and associated invoices.
- 20% +/- 10%
- Works closely with County Project Managers in the design phase of new security projects.
- 20% +/- 10%
- Trains and assists staff on security equipment operations; answers staff questions about security concerns.
- 10% +/- 5%
- Conducts research into applicable codes, standards, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in criminal justice, law enforcement, or related field with three (3) years of security system experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Physical Structure Security Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 incident reports, blue prints, electrical and mechanical placement, closed circuit television and access controls, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, equipment manuals, Ohio Building Code, Fire Code, electrical standards, Ohio Revised Code, and Personnel Policies and Procedures Manual.
- Ability to prepare reports, equipment specifications, request for proposals, inventory, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and current security technology terminology and language.
- Ability to communicate with managers, supervisors, security personnel, vendors, contractors, public agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053681	Workers Compensation Coordinator	Human Resources	Exempt	11

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053681	Workers' Compensation Coordinator	Human Resources	Exempt	11

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. The essential job functions were updated to be consistent with the current job duties of the classification.

No. of Employees Affected: 1

Dept.(s) Affected: Human Resources

Fiscal Impact: None

Staffing Implications: None

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

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Cishma Haines, Workers Compensation	6/2/2015	Email	Requested to complete a CPQ

Coordinator & Lori Acosta, Employee Relations Specialist 2			
Cishma Haines, Workers Compensation Coordinator	6/16/2015	Email	Extension filed
Cishma Haines, Workers Compensation Coordinator & Lori Acosta, Employee Relations Specialist 2	7/30/2015	Email	Requested the CPQ again
Cishma Haines, Workers Compensation Coordinator & Lori Acosta, Employee Relations Specialist 2	8/20/2015	Email	Requested the CPQ again
Cishma Haines, Workers Compensation Coordinator & Lori Acosta, Employee Relations Specialist 2	9/4/2015	Email	Requested the CPQ again
Cishma Haines, Workers Compensation Coordinator	1/25/2016	Email	CPQ was returned without managements signature
Cishma Haines, Workers Compensation Coordinator	3/6/2018	Email	Requested the unsigned CPQ from 2015/2016
Cishma Haines, Workers Compensation Coordinator & Ed Morales, Director of Human Resources	3/7/2018	Email	Asked several questions regarding the CPQ
Cishma Haines, Workers Compensation Coordinator & Ed Morales, Director of Human Resources	3/8/2018	Email	Thanked Cishma for the answers to my questions

Ed Morales, Director of Human Resources & Douglas Dykes, Chief Talent Officer	3/9/2018	Email	Revised draft sent to the SME's manager and director
Jim Battigaglia, Archer consultant	4/2/2018	Email	Sent to Archer for a pay grade evaluation
Cishma Haines, Workers Compensation Coordinator	4/24/2018	Email	Provided a project update to the SME

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Workers' Compensation Coordinator	Class Number:	1053681
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to manage the County's Workers' Compensation program for the employees under the County Executive, Elected Officials, and other County agencies.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the County's Workers' Compensation Program. The employee works with a framework of policies, procedures, and 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.

- 50% +/- 10%
- Manages the County's Workers' Compensation Program; reviews accuracy of all claim documents, medical records, and statements which compile the workers' compensation file; certifies or denies claims based on the supportive documents and review of medical records, request appeals, continuances, and objections; files claims via Bureau of Workers' Compensation (BWC) website; forwards claim certification and file to Third Party Administrator (TPA); executes settlement agreements and researches viability of settlement; requests independent medical, functional capacity, and psychological exams; requests surveillance, background checks, and activity checks via contracted investigator; coordinates modified work strategies or assignments with the workers' compensation team; identifies light or alternative work solutions within the County to return or assign recovering employees when medically feasible; reviews claims for compensability and investigates validity of injury; verifies claim with the workers' compensation team to ensure appropriate outcome; analyzes and reviews claim status, medical course of treatment, and return to work status; trains department staff, supervisors, and directors on the proper responses regarding workers' compensation injuries and preventative efforts to ensure cost containment and favorable rating by the BWC; attends workers' compensation team meetings to discuss the status of the County as it relates to the Employer Risk and determine appropriate actions to take going forward; enters claims into HRIS system.
- 25% +/- 10%
- Supervises assigned employees; directs employees 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.
- 25% +/- 10%
- Performs administrative duties; prepares written documents in order to obtain claims information or status of injured workers; reviews data in FAMIS to determine budgetary status; requests and reviews other various datasets (e.g. claims costs, expenses, and defense); prepares financial documentation of future budgetary requirements; processes vouchers for medical invoices and

Workers' Compensation Coordinator

contracts; investigates and resolves billing disputes; compiles reports and statistical data of workers' compensation activities; coordinates, prepares, and makes recommendations on all Request for Proposals necessary for the administration of the Workers' Compensation Program; prepares and delivers workshops, seminars, and meetings; attends trainings and conferences to stay abreast to changes in the workers' compensation laws and policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, human resource management, or related field with three (3) years of workers' compensation administration experience, or any equivalent combination of training and experience.

Valid Ohio driver's 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including workers compensation documents, claim files, settlement authorizations, accident reports, injury reports, medical records, First Report of Injury, medical or psychological exams, notices of appeals, witness statements, interrogatories, court pleadings, police reports, wage statements, and other reports and records.

Workers' Compensation Coordinator

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Collective Bargaining Agreements, Ohio BWC Rules of Law, and Workers' Compensation Laws.
- Ability to prepare reports, memos, correspondence, spreadsheets, financial and actuarial data, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, human resources, and workers' compensation law terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, workers' compensation team, other County employees, managed care organization staff, third party administrator, BWC claims representatives, attorneys, private investigators, hearing administrators, physicians, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Assistant Director	1051312	17/Exempt	17/Exempt (No Change)	All Departments	PRC routine maintenance. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics. The classification number has been changed to 1051311.
Employee Relations Manager	1053654	16/Exempt	16/Exempt (No Change)	Human Resources	PRC routine maintenance. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
Labor Relations Administrator	1053655	18/Exempt	18/Exempt (No Change)	Human Resources	PRC routine maintenance. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics.
Physical Structure Security Specialist	1022312	7/Non-Exempt	7/Non-Exempt (No Change)	Public Works	PRC routine maintenance. The classification was updated into the new format including percentages of time, FLSA status, and distinguishing characteristics. The classification number has been changed to 1022311.
Workers Compensation Coordinator	1053681	11/Exempt	11/Exempt (No Change)	Human Resources	PRC routine maintenance. The essential job functions were updated to be consistent with the current job duties of the classification.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0122

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Kenneth G. Silliman to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective.
----------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland was established pursuant to the provisions of ORC Section 307.696; and,

WHEREAS, the powers and duties of the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees are to determine responsibilities affiliated with the construction and maintenance of facilities as well as property issues, financing obligations and capital repairs for the sports facilities; and,

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees shall consist of five members; two appointed by the City of Cleveland, two appointed by the County of Cuyahoga and one member jointly appointed; 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, the County Executive has nominated Kenneth G. Silliman to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees, as the Joint City/County Representative and as Chair, for an unexpired term ending 5/31/2022; 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. The Council of Cuyahoga County hereby confirms the County Executive's appointment of Kenneth G. Silliman to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 12, 2018

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

Journal _____
_____, 2018



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

June 4, 2018

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

Re: Gateway Economic Development Corporation of Greater Cleveland

Dear President Brady,

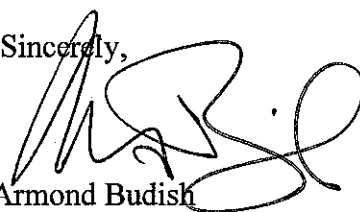
I am pleased to nominate the following individual to serve on the Board of Trustees for the Gateway Economic Development Corporation of Greater Cleveland ("Gateway"):

- **Kenneth G. Silliman (Joint City/County Representative)**

As you know, Gateway is an Ohio non-profit corporation established pursuant to Ohio Revised Code Section 307.696. The Board of Trustees of this corporation is composed of representatives from the City of Cleveland as well as Cuyahoga County. The members of the board serve five-year terms. I have attached Mr. Silliman's resume for your review. Cleveland City Council has already approved Mr. Silliman's nomination from Mayor Jackson.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,



Armond Budish
County Executive

KENNETH G. SILLIMAN

EDUCATION AND TRAINING

Case Western Reserve University	1974 Bachelor of Arts (B.A.)	Major in Urban and Environmental Studies
University of North Carolina School of Law	1977 Doctor of Jurisprudence (J.D.)	Law Degree
University of North Carolina Department of City & Regional Planning	1979 Masters in Regional Planning (M.R.P.)	Concentration in land use and public investment planning
Greater Cleveland Growth Association	1997	Leadership Cleveland
Harvard University, JFK School of Government	1998	Program for Sr Exec in State & Local Government

PROFESSIONAL LICENSES

State of New York	License to practice law (1978)	Current (inactive)
State of North Carolina	License to practice law (1982)	Current (inactive)
State of Ohio	License to practice law (1988)	Current (active)

WORK EXPERIENCE

Chief of Staff, Mayor Frank G. Jackson, City of Cleveland, Ohio (2006-2017)

Ken Silliman Attorney at Law, LLC (member, 2002-2005) Sole practice of real estate law, including land assembly projects for private developers and community development corporations

Executive Assistant for Development, Mayor Michael R. White, City of Cleveland, Ohio (1995-2001) Reported to and from Mayor White on all City development activities; lead or co-lead negotiator on many City development projects, including Gateway Sports Complex (1992-1995), Cleveland Browns franchise return to NFL (1995-96), Chagrin Highlands settlement with Richard E. Jacobs Group (1997), I-X Center purchase (1998), Old Arcade redevelopment (2000)

Chief Assistant Director of Law (1990-95); Assistant Director of Law (1988-90), City of Cleveland Department of Law. Managed 6-lawyer section performing legal work on all City development projects (including litigation on commercial leases, public construction contracts, and eminent domain)

Assistant County Attorney, New Hanover County Attorney's Office, Wilmington, North Carolina (1982-87) General practice of local government law, including: representation of airport & planning departments on leasing, land use, and regulatory matters (including litigation)

Staff Planner, New Hanover County Planning Department, Wilmington, North Carolina (1980-82) Long range and current planning activities

Staff Attorney, Legal Clinics of Cawley & Schmidt, Syracuse, New York (1978-80) Managed Syracuse branch of upstate New York firm; focused on matrimonial, real estate and bankruptcy law

PUBLICATIONS

Silliman, *Risk Management for Land Use Regulations: A Proposed Model*, 49 CLEV. ST. L. REV. 591 (2001); Silliman, *A Practical Interpretation of North Carolina's Comprehensive Plan Requirement*, 7 CAMPBELL LAW REVIEW 1 (1984); and Schoenbaum and Silliman, *Coastal Planning: The Designation and Management of Areas of Critical Environmental Concern*, 13 URBAN L. ANN. 15 (1977)



CITY OF CLEVELAND
Office of the Council

www.clevelandcitycouncil.org

Patricia J. Britt, MSW, MMC
CITY CLERK, CLERK OF COUNCIL

May 1, 2018

Todd Greathouse, Executive Director
Gateway Economic Development Corporation of Greater Cleveland
758 Bolivar Rd.
Cleveland, OH 44115

Dear Mr. Greathouse:

For your information, Cleveland City Council approved the following Mayor's Appointments to the board of the Gateway Economic Development Corporation of Greater Cleveland at its meeting on April 30, 2018:

FILE NO.	NAME OF APPOINTMENT	TERM ENDS
555-18	David Ebersole	May 31, 2022
556-18	David Russell	May 31, 2022
557-18	Ken Silliman, as Chair	May 31, 2022

Sincerely,

Patricia J. Britt
City Clerk, Clerk of Council

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0124

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; 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, the County Executive has nominated Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2018 (replacing David Goodman); 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. The Council of Cuyahoga County hereby confirms the County Executive's appointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2018.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 12, 2018

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

Journal _____
_____, 2018



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

June 4, 2018

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street
Cleveland, OH 44115

RE: Cuyahoga County Audit Committee Reappointment

Dear President Brady,

Pursuant to Article XI, Section 11.01 of the Cuyahoga County Charter, I submit the following nominee for appointment to the Cuyahoga County Audit Committee:

- Keith J. Libman

The Charter broadly stipulates that the Audit Committee shall provide internal auditing in order to assist the County in providing taxpayers of the County with efficient and effective services. It also directs the functioning of the County's Department of Internal Auditing.

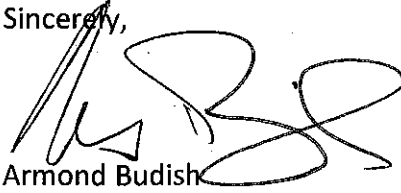
The Committee is comprised of five voting members. Four members are appointed by the County Executive, with the President of County Council or a member of Council appointed by the President serving as the fifth voting member. The County Executive and the County Fiscal Officer serve as ex-officio, non-voting members. The four members appointed by the County Executive shall be residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting. As shown in the attached resume, Mr. Libman is a CPA and resident of Cuyahoga County with experience in the fields of financial administration and auditing.

Mr. Libman would serve an unexpired term ending December 31, 2020, to fill a vacancy for David Goodman.

No other individuals have submitted applications to the County Executive's Office expressing interest in service on the Audit Committee.

Thank you for your consideration of this appointment. If you need further information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Armond Budish', written over the printed name.

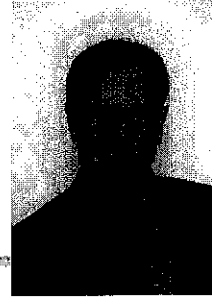
Armond Budish
Cuyahoga County Executive

cc: Cory Swaisgood, Director, Department of Internal Auditing

Keith J. Libman, CPA

Partner

Assurance and Advisory Services



Keith serves privately held, middle-market, high-growth clients in a variety of industries. Specifically, he has extensive experience working with closely held and family held businesses and their attendant issues including financing, growth strategies, capital formation projects, restructuring and financial accounting. Keith also performs in a high level and advisory role to the firm's clients providing strategic planning and best practices.

Keith was with Libman, Goldstine, Kopperman & Wolf, Inc. for over 30 years before joining BMF.

Certifications

Certified Public Accountant (CPA)

Specializations

- Family Business
- Mergers and Acquisitions
- Nonprofit
- Professional services

Education

Bachelor of Science in Business and Accounting, Indiana University

Professional Service Memberships

- American Institute of Certified Public Accountants (AICPA)
- Ohio Society of Certified Public Accountants (OSCPA)

Civic Memberships, Activities and Awards

- Private Trust Company (a nationally chartered bank), director and audit committee chair
- Jewish Federations of North America, trustee, audit committee chair and member of committees focused health and domestic policies
- Mt. Sinai Health Care Foundation, former board chair and Life Trustee
- United Way of Greater Cleveland, executive committee member and audit committee chair
- Global Cleveland, treasurer
- Jewish Community Federation of Cleveland, board member and officer, present and/or past chair of several committees and task forces
- Maltz Museum of Jewish History, vice president
- Menorah Park Center for Senior Living, past board chair, Life Trustee, active on many committees
- Karamu House, treasurer
- Temple Tifereth Israel, past board chair, Life Trustee, active on many committees
- Cleveland Jewish News Class of 2016 "Difference Maker"
- Also present and past participation on civic committees and other non-profit boards