



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, OCTOBER 2, 2018**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE SEPTEMBER 18, MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2018-0179: A Resolution confirming the County Executive's appointment of Fred M. DeGrandis to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/18/2021, and declaring the necessity that this Resolution become immediately effective.
  - b) R2018-0189: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
  - c) R2018-0192: A Resolution confirming the County Executive's appointment of The Honorable Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.

- d) R2018-0193: A Resolution confirming the County Executive's appointment of various individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020, and declaring the necessity that this Resolution become immediately effective:
  - i. Justin M. Bibb
  - ii. Terrence P. Joyce
  
- e) R2018-0194: A Resolution confirming the County Executive's reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2018 - 9/27/2020, and declaring the necessity that this Resolution become immediately effective.
  
- f) O2018-0011: An Ordinance providing for modifications to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual ("Employee Handbook") to be applicable to all County employees, and declaring the necessity that this Ordinance 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, SEPTEMBER 18, 2018**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**10:00 AM**

#### **1. CALL TO ORDER**

**Chairwoman Brown called the meeting to order at 10:04 a.m.**

#### **2. ROLL CALL**

**Ms. Brown asked Assistant Deputy Clerk Johnson to call the roll. Committee members Brown, Gallagher and Jones were in attendance and a quorum was determined. Committee member Conwell entered the meeting after the roll-call was taken. Committee member Miller was absent from the meeting.**

**A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to excuse Mr. Miller from the meeting.**

#### **3. PUBLIC COMMENT**

**There were no public comments given.**

#### **4. APPROVAL OF MINUTES FROM THE JULY 31, 2018 MEETING**

**A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to approve the minutes from the July 31, 2018 meeting.**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2018-0178: A Resolution confirming the County Executive's reappointment of Matthew P. Carroll 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.

**Ms. Michele Pomerantz, Director of Regional Collaboration; and Mr. Trevor McAleer, Legislative Budget Advisor; addressed the Committee regarding Resolution No. R2018-0178. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz and Mr. McAleer pertaining to the item, which they answered accordingly.**

**Mr. Matthew P. Carroll, Chief Economic and Growth and Opportunity Officer; addressed the Committee regarding his nomination to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees. Discussion ensued.**

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

**On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2018-0178 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.**

- b) R2018-0180: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various unexpired terms; and declaring the necessity that this Resolution become immediately effective:
  - i. Erskine Cade ending 6/30/2019.
  - ii. Rev. Benjamin F. Gohlstin, Sr., ending 6/30/2020.
  - iii. Gregory X. Boehm, M.D., ending 6/1/2022.

**Ms. Pomerantz addressed the Committee regarding Resolution No. R2018-0180. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Mr. Erskine Cade and Dr. Gregory X. Boehm addressed the Committee regarding their nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.**

**Committee members asked questions of Messrs. Cade and Boehm pertaining to their experience, expertise and qualifications, which they answered accordingly.**

**In lieu of his attendance, Ms. Pomerantz addressed the Committee regarding the nomination of Rev. Benjamin F. Gohlstin, Sr. to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.**

**Committee members asked questions of Ms. Pomerantz pertaining to the experience, expertise and qualifications of Rev. Gohlstin, which she answered accordingly.**

**On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2018-0123 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

#### **6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

#### **7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:54 a.m.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0179

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Fred M. DeGrandis to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/18/2021, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of county hospital trustees and the means by which appointments are made; and

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six-year term; and

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; 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 Fred M. DeGrandis to be appointed to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/18/2021.

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 provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Fred M. DeGrandis to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/18/2021.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: September 12, 2018

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

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



**ARMOND BUDISH**  
Cuyahoga County Executive

September 4, 2018  
Dan Brady, President  
Cuyahoga County Council

**Re: MetroHealth System Board of Trustees**

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Fred DeGrandis, of Rocky River, Cuyahoga County (Replacing Rev. Tony Minor)**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*

Mr. DeGrandis qualified electors residing in the county.

2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. DeGrandis has been jointly selected by the County Executive and the Judge, "of the most senior in point of service" for the Common Pleas Court (the Honorable Stuart Friedman) and for the Probate Courts (the Honorable Anthony Russo). Correspondence from the Honorable Stuart Friedman and the Honorable Anthony Russo in support of his nomination will be sent separately.

There is one other candidate on file that applied for this position.  
The nomination for this open unexpired term expires on 2/18/2021.  
There are no known conflicts of interest for which an advisory opinion has been requested.  
This board is uncompensated.





**ARMOND BUDISH**  
Cuyahoga County Executive

For your review, I have attached pertinent document submitted by the candidate. Should you or any of your colleagues have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,

Armond Budish  
Cuyahoga County Executive

cc:  
Judge Stuart Friedman  
Judge Anthony Russo



July 31, 2018  
Judge Anthony Russo, Presiding Judge  
Probate Court of Cuyahoga County  
1 Lakeside Avenue  
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Fred DeGrandis**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. DeGrandis' s biography is attached hereto for your review. Fred meets the qualifications to serve on this board.

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

Sincerely,

Armond Budish  
County Executive

Approved:

Judge Anthony Russo



August 27, 2018  
Judge Stuart Friedman  
Cuyahoga County Common Pleas Court  
1200 Ontario Street  
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Friedman,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nominations for service on the MetroHealth System Board of Trustees:

- **Fred DeGrandis**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. DeGrandis's Biography is attached hereto for your review. Fred meets the qualifications to serve on this board.

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

Sincerely,

A handwritten signature in black ink that reads "Armond Budish".

Armond Budish  
County Executive

Approved:

A handwritten signature in black ink that reads "Stuart Friedman".  
Judge Stuart Friedman

# Fred M. DeGrandis



## CAREER SUMMARY

An experienced senior executive with 30+ years' experience in the areas of Hospital, Health system, Physician Group Leadership and Healthcare and nonprofit governance. Strengthens include:

- HealthCare Governance Experiences
- Team Leadership & Team Building
- Operations – National & International
- Strategic Planning
- Communications Skills
- Management of Construction projects
- Peer Coaching and Mentoring
- Physician Relations/Recruitment
- Board Relations/Development
- Productivity/Profitability Improvement
- Quality & Safety Improvements

## PROFESSIONAL EXPERIENCE

### **NorthShore Healthcare, Cleveland Ohio**

Overview – NorthShore Healthcare is a next generation physician led group providing high value and quality medical services that are patient focus and safeguard the integrity of the patient physician relationship. Launched in late 2015, the medical group has 35 provides, 10 clinical sites, 3 surgery centers and an alliance with a major healthcare system.

#### **Chief Strategist and CEO**

**2016 – 2017**

Serve as senior executive leader of the Medical group with responsibilities for development of the startup operations, strategy development, recruitment of administrative and physician staff, overall operations and development of alliances and relationships with health systems and others.

### **Cancer Treatment Centers of America Global, Boca Raton, Florida**

Overview - Cancer Treatment Centers of America Global, Inc. (CTCA), is a national network of five hospitals that serves adult patients who are fighting cancer. CTCA serves patients throughout the United States and from around the world at its hospitals. CTCA follows an integrative approach to cancer care that uses conventional approaches while also offering integrative therapies.

#### **Member of the Board of Directors and Chair of Strategic Growth Committee 2015 – present**

Serve as director providing advice, counsel and oversight regarding policies, initiatives of every kind relevant to the quality and growth of the CTCA enterprise. As a Director and committee chair, provide oversight of management's development and execution of CTCA's strategy and growth plans.

### **Global Center for Global Health Innovation, Cleveland Ohio**

Overview - The Global Center serves as a catalyst for fundamental improvements in health and in healthcare quality, access, and cost through technology-driven showroom spaces and industry-inspired meetings and programs.

#### **Managing Director and Chief Administrative Officer**

**2015- 2016**

Served as the first Managing Director/CAO and responsible for the development, operations and strategic direction of the Global Center. Responsibilities include developing a venue and forum for collaboration, education and advancement of innovation, building on the healthcare resources in Cleveland and supporting the economic development of the community.

**President / CEO****2003 - 2006**

Reported to the CEO of the Cleveland Clinic, and responsible for overall management of Lakewood, Lutheran and Fairview Hospitals and development of the western Cuyahoga and Lorain counties.

**St. John West Shore Hospital, Westlake, Ohio**

Overview - A 200 bed community hospital that operated in partnership of the Sisters of Charity of St. Augustine Health System and University Hospitals Health System, 1999 – 2003; as a joint Venture Corporation between the Sisters of Charity of St. Augustine and Columbia / HCA, 1995 - 1999; and as a member of a health system of Sisters of Charity of St. Augustine Health System, 1992 – 1995 with an osteopathic foundation holding some member rights.

**President / CEO****1992 – 2002**

Reported to Health System CEO; responsible for the overall management of the hospital.

**Lakewood Hospital, Lakewood, Ohio**

Overview - A 400 bed community hospital that was a city owned and operated until 1987 and then linked to University Hospitals of Cleveland in an alliance with other community hospitals.

**Sr. Vice President /COO and Legal Counsel****1984 - 1992****Interim CEO****1984****Assistant Administrator and Legal Counsel****1980 - 1984****City of Lakewood, Lakewood Ohio****Assistant Director of Law and Executive Assistant to the Mayor****1979 - 1980****City Prosecutor****1978 - 1979****EDUCATION****BS in Political Science and Education, 1972**

University of Michigan, Ann Arbor, Michigan

**Juris Doctor, 1978**

Cleveland Marshall College of Law, Cleveland State University, Cleveland, OH

Admitted to Practice Law in Ohio by Ohio Supreme Court, 1978

**GOVERNANCE EXPERIENCES**

Served on numerous civic, community and healthcare Boards including Ohio Hospital Association, 2004 - 2007; 2008 - 2014; Board Chair, 2012; Cleveland Clinic 2002- 2017; Ascension Health, (2013 – 2014); ALS National Board 2015 to present; ALS Northern Board 19998 – 2015; Board Chair 2001- 2007; Rocky River Board of Education -elected member1992 - 2003; President, 1994 - 1996, 2002, 2003; Catholic Community Foundation - Diocese of Cleveland,2010 – present; chair elect; Community West Foundation 2003 to present; Ohio University Center for Osteopathic Education 1995 -2003; Chair, 2002- 2003; North Coast Health 1992 – 20007; 2015 to present; Baldwin Wallace College, (2009 – 2012); American Heart Association Heart Walk – Northeast Ohio (Executive Council, 2009 – 2012, 2015 & Chair Heart Walk 2009 & 2016.

**AWARDS**

Recipient of numerous local state and national awards including; Columbia / HCA Award of Excellence; Ohio University Phillips Award for Community Service; Ohio Osteopathic Association Distinguished Service Award; Baldwin-Wallace College Healthcare Leadership Award and ALS Legacy Award.

**Fred M DeGrandis - Active Board Governance Positions as of 6/2018**

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Cleveland Clinic, Board of Trustees (see below)

Fairview Hospital, Board of Trustees (see below)

Community West Foundation, Board of Directors

North Coast Health, Board of Trustees

VNA of Ohio, Board of Trustees

VNA Health Group, Board of Trustees

Catholic Community Foundation, Board of Directors (Board Chair)

American Heart Association/Cleveland Metro, Board of Trustees (Board Chair)

Cancer Treatment Centers of America, Global Board of Directors

ALS Association, National Board of Trustees

Ohio Hospital Association/Institute for Health Innovation, Board of Directors

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(Note: I will resign from the Cleveland Clinic and Fairview Boards of Trustees if appointed to the MetroHealth Board of Trustees. My term on the Ohio Hospital Association and North Coast Health Boards will conclude in 2018)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0189

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

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

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

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

WHEREAS, on August 29, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through Q) 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 New Classifications:

- Exhibit A: Class Title: *Grants Supervisor*  
Number: 1052133  
Pay Grade: 12/Exempt
- Exhibit B: Class Title: *Geriatric Behavioral Health Nurse Supervisor*  
Number: 1054131  
Pay Grade: 11/Exempt
- Exhibit C: Class Title: *Nursing Director - Corrections*  
Number: 1054121  
Pay Grade: 15/Exempt
- Exhibit D: Class Title: *Loan Portfolio Manager*  
Number: 1055211  
Pay Grade: 14/Exempt
- Exhibit E: Class Title: *Organizational and Employee Development and Training Specialist*  
Number: 1053631  
Pay Grade: 8/Exempt
- Exhibit F: Class Title: *Senior Organizational and Employee Development and Training Specialist*  
Number: 1053632  
Pay Grade: 10/Exempt

Proposed Revised Classifications:

- Exhibit G: Class Title: *Business Administrator 1*  
Class Number: 1052311  
Pay Grade: 6/ Non-exempt  
\*PRC routine maintenance. Classification last revised in 1993.  
No substantive changes to job duties or classification function.  
Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit H: Class Title: *Business Administrator 2*  
Class Number: 1052312  
Pay Grade: 8/Exempt



\*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit I: Class Title: *Business Administrator 3*  
Class Number: 1052313  
Pay Grade: 10/Exempt  
\*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit J: Class Title: *Business Administrator 4*  
Class Number: 1052314  
Pay Grade: 14/Exempt  
\*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit K: Class Title: *Employment Service Coordinator*  
Class Number: 1014121  
Pay Grade: 7/Non-exempt  
\*PRC routine maintenance. Classification last revised in 2009. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit L: Class Title: *GIS Analyst*  
Class Number: 1053192  
Pay Grade: 10B/Exempt  
\*Classification's FLSA status was incorrectly classified. Classification changed from 10B/Non-exempt to 10B/Exempt.

Exhibit M: Class Title: *Grants Coordinator*  
Class Number: 1052131  
Pay Grade: 6/Non-exempt  
\*PRC routine maintenance. Classification last revised 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from 5/Non-exempt to 6/Non-exempt.

Exhibit N: Class Title: *Senior Grants Coordinator*  
Class Number: 1052132  
Pay Grade: 8/Exempt  
\*PRC routine maintenance. Classification last revised 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from 7/Exempt to 8/Exempt.

Exhibit O: Class Title: *Senior Records Management Officer*  
Class Number: 1052222  
Pay Grade: 6/Non-exempt  
\*Requested revision to add back the Medical Examiner's Office to the departments. The rest of the specification remained the same.

Proposed Deleted Classifications:

Exhibit P: Class Title: *Assessment Specialist*  
Class Number: 1056231  
Pay Grade: 8/Exempt

Exhibit Q: Class Title: *Employee Benefits Coordinator*  
Class Number: 1053661  
Pay Grade: 6/Non-exempt

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
County Executive                                      \_\_\_\_\_  
Date

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

First Reading/Referred to Committee: September 25, 2018

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2018

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit A

<b>Class Title:</b>	Grants Supervisor	<b>Class Number:</b>	1052133
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	All departments		

### Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise the grant staff.

### Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

### Essential Job Functions

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

- 40% +/- 10%
- Manages the administration and implementation of the department's grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.
- 30% +/- 10%
- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.
- 15% +/- 10%
- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

15% +/- 10%

- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance.

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

Bachelor's degree in business administration or related field with six (6) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.

## Grants Supervisor

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, financial statements, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit B

<b>Class Title:</b>	Geriatric Behavioral Health Nurse Supervisor	<b>Class Number:</b>	1054131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Senior and Adult Services		

## Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning and to coordinate meetings and appointments related to clients' care.

## Distinguishing Characteristics

This is a supervisory level classification that assesses client's medical status, mental health, and cognitive functioning and supervises assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations.

## Essential Job Functions

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

- 50% +/- 10%
- Assesses client's medical status, mental health, and cognitive functioning within the client's home; assists with Adult Protective Services (APS) Same Day clients; checks vitals and monitors heart; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability with various assessments (e.g. Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.
- 20% +/- 10%
- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.
- 15% +/- 10%
- Examines the home for environmental hazards during home visits; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to the correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

## Geriatric Behavioral Health Nurse Supervisor

10% +/- 5%

- Supervises assigned employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills.

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

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.

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

### Additional Requirements for all levels

Biennial renewal of license required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.

#### Supervisory Responsibilities

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

#### Mathematical Ability

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



**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

**Environmental Adaptability**

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, animals, and temperature extremes.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit C

<b>Class Title:</b>	Nursing Director - Correction	<b>Class Number:</b>	1054121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Sheriff's Office		

## Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

## Essential Job Functions

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

- 35% +/- 10%
- Supervises nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%
- Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 10%
- Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

## **Nursing Director - Corrections**

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

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

Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.

### **Additional Requirements**

Biennial renewal of license required.

Valid Ohio driver license and proof of automobile insurance.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

#### **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.

**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 timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit D

<b>Class Title:</b>	Loan Portfolio Manager	<b>Class Number:</b>	1055211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Development		

### Classification Function

The purpose of this classification is to manage the County Department of Development's ("DoD") economic development loan portfolio program and supervise lower level staff.

### Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing Cuyahoga County DoD's economic development loan portfolio and servicing functions for all County DoD-originated economic development loans. This class works under direction from the department's director and deputy director. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

- 40% +/- 10%
- Oversees the Cuyahoga County DoD's economic development loan portfolio and servicing functions for all County DoD-originated economic development loans; reviews all loan documentation and data for accuracy; serves as the system administrator of the loan servicing system; enters loan terms and information into the loan servicing system; works with existing borrowers after the loan closing date to address the borrower's requests and compliance; answers borrowers' questions; collaborates with the Assistant Law Director to facilitate and memorialize post loan settlement requests; develops, implements, and enforces compliance with the loan portfolio policies & procedures manual; reviews all borrower requests for reimbursement to ensure loan covenants have been satisfied prior to disbursement of funds; coordinates with the Fiscal Department regarding the loan portfolio for purpose of ensuring account reconciliation.
- 20% +/- 10%
- Supervises assigned employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 20% +/- 10%
- Administers a transparent outreach strategy to the borrower; attempts to recover payment, reasons for non-repayment, and securities involved per original loan agreement; discusses with the borrower potential loss mitigation options; collaborates with department's director and deputy director to determine and recommend appropriate loan recalibrations and/or other appropriate loan adjustments; mitigates exposure to high risk borrowers; reaches agreement on loan terms resulting from previous errors and/or ambiguous language within loan documents.

10% +/- 5%

TBD

## **Loan Portfolio Manager**

- Coordinates all reporting and program metrics and activities regarding the economic development loan portfolio; generates and reviews portfolio status reports; identifies delinquency aging; executes early intervention strategies for delinquent borrowers.

10% +/- 5%

- Leads continuous improvement initiatives for the loan portfolio program; conducts composite portfolio studies; presents improvement initiatives to the director and deputy director; implements the initiatives.

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

Bachelor's degree in finance, accounting, economics, or related field with five (5) years of finance management or public finance experience; or any equivalent combination of training and experience.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including financial and accounting documents, loan contracts, loan reimbursement draw requests, other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code and Personnel Policies and Procedures Manual.

### **Loan Portfolio Manager**

- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit E

<b>Class Title:</b>	Organizational and Employee Development and Training Specialist	<b>Class Number:</b>	1053631
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Human Resources		

## Classification Function

The purpose of this classification is to develop and facilitate training and assist senior level employees with Organizational and Employee Development (OED) projects

## Distinguishing Characteristics

This is an entry-level classification that is responsible for developing and facilitating training programs as well as assisting with OED projects. The employee works under general supervision and within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

## Essential Job Functions

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

- 75% +/- 10%
  - Develops and facilitates training programs; assists with conducting needs assessments and instructional analysis; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; drafts training curriculum; facilitates training through a variety of methods and formats; collects training evaluations, training attendance records, and various other training data; enters training data into database; researches and implements best practices; adds training courses to the Learning Management System (LMS); reserves training rooms; monitors the department's training mailbox; updates the training calendars; creates basic training reports.
- 15% +/- 10%
  - Assists with organizational change initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of the change initiatives; proposes change resistance plans.
- 10% +/- 5%
  - Assists with the implementation and development of engagement initiatives across the organization; collaborates with other departments and agencies; collect employee engagement survey data; presents survey data; assists with organizing the service award events.

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

Bachelor's degree in business administration, human resource management, organizational development, or related field with one (1) year of training or education experience, or any equivalent combination of training and experience.

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

## Additional Requirements for all levels

No special license or certification is required.



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

### Physical Requirements

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

### Mathematical Ability

- Ability to add, subtract, multiply, divide 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 evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

### Environmental Adaptability

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit F

<b>Class Title:</b>	Senior Organizational and Employee Development and Training Specialist	<b>Class Number:</b>	1053632
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Human Resources		

### Classification Function

The purpose of this classification is to develop and implement various Organizational and Employee Development (OED) projects as well as develop and facilitate training programs.

### Distinguishing Characteristics

This is a journey level classification that is responsible for leading OED projects as well as developing and facilitating training programs. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a lead worker for the lower level OED employees.

### Essential Job Functions

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

- 30% +/- 10%
- Leads, participates, and implements organizational change management initiatives; answers management's questions about the initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of change initiatives; proposes change resistance plans.
- 20% +/- 10%
- Develops and facilitates training programs; conducts needs assessments and instructional analyses; conducts competency validations; creates competency profiles; identifies and prioritizes organizational needs and gaps; develops training plans; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; creates training curriculums and facilitator materials; facilitates training through a variety of methods and formats; develops, collects, and analyzes training evaluations, training attendance records, and various other training data; researches and implements best practices.
- 15% +/- 10%
- Serves as a team lead for the OED staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 15% +/- 10%
- Assists OED Manager with succession planning and career pathing; collaborates closely with department management to help managers through the process; answers managements' questions; assists with identifying career paths for every roles; assists with identifying critical roles in each agency; assists with the development of succession planning for all critical roles; assesses leadership gap in agencies; addresses any leadership gaps; identifies and develops talent management processes to address concerns found in data analysis.
- 15% +/- 10%
- Collaborates with other departments and agencies to develop and implement engagement initiatives across the organization; collects, analyzes, and interrupts data from employee engagement surveys; creates reports and presents the results of the surveys; organizes service award events; determines who attends the service awards events.

5% +/- 2%

- Assists with the annual performance management process; collaborates with stakeholders to address performance management needs; assists with the development of processes and timelines; creates and modifies forms, tools, and communication materials; assists with continuous improvement initiatives and researches best practices.

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

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

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

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **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 evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, employee records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare needs assessments, training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

### **Senior Organizational and Employee Development and Training Specialist**

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit G

<b>Class Title:</b>	Business Administrator 1	<b>Class Number:</b>	1052311
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of routine fiscal activities for a County department. This classification has budgetary accountability of less than \$0.5 million.

## Distinguishing Characteristics

This is an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 50% +/- 10%
  - Assists higher level administrative staff or managers in the planning and administration of routine fiscal activities for a County department; performs accounting, payroll, purchasing, or inventory control functions; assists in the development and preparation of budgets; reviews final budgetary recommendations; reviews the receipt and disbursement of funds, and authorizes expenditures; prepares bid specifications and purchase orders; adjusts fiscal errors; coordinates delivery of supplies and equipment.
- 30% +/- 10%
  - Supervises clerical support personnel; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 20% +/- 10%
  - Assists in the direction of support functions such as housekeeping, laundry, maintenance, grounds, safety and security or mail services; participates in policy development and implementation.

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

Associates degree in business administration, or a related field with five (5) months of administrative experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.

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

### Physical Requirements

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

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, state and federal employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit H

<b>Class Title:</b>	Business Administrator 2	<b>Class Number:</b>	1052312
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of fiscal activities for a County department, or to independently plan and administer fiscal activities for a County department. This classification has budgetary accountability greater than \$0.5 million and less than \$1.6 million.

## Distinguishing Characteristics

This an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. This position is distinguished from the level below by a greater level of financial and planning responsibilities. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 60% +/- 10%
  - Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department, or independently plans and administers fiscal activities for a County department; coordinates accounting, payroll, budget planning, purchasing, and inventory control; edits and maintains fiscal records; audits financial transactions for accuracy; reviews receipts and disbursements of funds; assists higher level administrative or managerial staff with planning and administering support functions including office services and communications.
- 30% +/- 10%
  - Supervises support personnel including lower-level business administrators, office managers, and/or clerical supervisors; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 10% +/- 10%
  - Balances accounts and reports daily to ensure that all monies entered correspond to all monies disbursed; verifies daily reports from County Data Center with previous day's work including adjustments, check registers, daily application reports, daily detail reports, and other reports indicating the various transactions of the previous day.

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

Associates degree in business administration, or a related field with one (1) year of accounting, fiscal or budget administration experience or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.

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

Proposed DATE

### **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 basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.



## Business Administrator 2

*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

Exhibit #

<b>Class Title:</b>	Business Administrator 3	<b>Class Number:</b>	1052313
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department. This classification has budgetary accountability greater than \$1.6 million and less than \$13.0 million.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for coordinating fiscal management activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. This position is distinguished from the level below by a greater level of financial responsibility.

## Essential Job Functions

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

- 60% +/- 10%
  - Coordinates fiscal management activities for County division or department; coordinates all fiscal activities of division including accounting, payroll, budgeting, disbursement of funds, purchasing, and equipment inventory; assists in developing goals and objectives; prepares annual operating and program budgets; projects budgets for subsequent fiscal years; monitors budgetary activity; reviews monthly financial reports; monitors fiscal status of various fund accounts to prevent deficit balances.
- 30% +/- 10%
  - Supervises employees involved in division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
  - Coordinates financial report preparations and explanations with state departments and federal agencies.

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

Bachelor's degree in business administration, or a related field with three (3) years of accounting, fiscal, or budget experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.

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

**Physical Requirements**

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

**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 apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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 accounting and legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

## **Business Administrator 3**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit J

<b>Class Title:</b>	Business Administrator 4	<b>Class Number:</b>	1052314
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for a County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million. and less than \$100 million.

## Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating fiscal management activities for a County division or department. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. 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. This class has a higher level of financial responsibility than the class below and has broader managerial responsibilities.

## Essential Job Functions

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

- 50% +/- 10%
  - Coordinates fiscal management activities for County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million and less than \$100 million; coordinates budget planning, payroll, purchasing, and inventory control; monitors receipt and disbursement of funds; projects budgets for subsequent fiscal years; assists with purchasing requirements and vendor selections; monitors cash flow management; develops and implements fiscal policy.
- 30% +/- 10%
  - Supervises employees involved in department/division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
  - Coordinates financial report preparation and interface with various state departments, federal offices, banks, and/or other county agencies; cooperates with state and federal auditors allowing access to necessary information.
- 10% +/- 10%
  - Coordinates and conducts management studies; reviews and assists in determining data processing needs.

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

Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.

## **Business Administrator 4**

### **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, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.

## **Business Administrator 4**

- Ability to communicate with the County Executive, Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit K

<b>Class Title:</b>	Employment Service Coordinator	<b>Class Number:</b>	1014121
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Work Force Development and Health and Human Services		

**Classification Function**

The purpose of this classification is to complete day-to-day tasks involved in the delivery of employment service programs.

**Distinguishing Characteristics**

This is an entry-level classification that is responsible for the delivery of employment service programs. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This classification requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

**Essential Job Functions**

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

- 40% +/- 10%
- Functions as overseer of program participants; monitors and records attendance, case notes, training progress, certification, and employment outcomes from various employment service programs; monitors and records Individual Training Account (ITA) documents in database; processes ITA contracts and paperwork; provides case management for ITA participants; prepares ITA contracts with service providers.
  
- 20% +/- 10%
- Interviews, evaluates, and assists participants in employment service programs and refers participants to employment opportunity or service providers for training; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and vocational assessments and interprets test results; services employer job orders by selecting and referring qualified applicants according to employer's specifications; assists program participants with on-line application, creating resumes, finding job openings, and other computer related functions; creates resumes for program participants; conducts participant career counseling; assists participants by providing employability plans and post-program referrals.
  
- 10% +/- 5%
- Recruits employers to participate in employment service programs; contacts employers to explain and promote employment programs; gathers information about potential employment opportunities for program participants; solicits job orders and obtains employer's agreement to participate; writes and services job orders.



## **Employment Service Coordinator**

30% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates presentation materials for workshops; collects and maintains program outcome data and creates spreadsheets and reports; maintains records of job placement data and training data and statistics; conducts program orientation workshops; collaborates and coordinates with internal and external agencies, employers, and educational institutions; conducts research and reports on current trends and practices; refers customers to other agencies as needed; work on special projects as assigned.

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

- Associates Degree in social work, public administration, business administration, or a related field and two (2) years of experience in employment services, career coaching, social work, or related field; or any equivalent combination of training and experience.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, 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 certification lists, performance reports, applications, contracts, registration forms, cost projection forms, authorization forms, time sheets, attendance records, pay stubs, labor department statistics and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Workforce Innovation and Opportunities Act (WIOA) Final Rules, Temporary Assistance for Needy Families (TANF) Regulations, Operations Manual, DEC Manual, ethics standards, and the Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual reports, certification lists, spreadsheets, timesheets, applications, assessments, outcome reports, resumes, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Proposed DATE:

## **Employment Service Coordinator**

- Ability to use and interpret marketing, career counseling and human resource terminology and language.
- Ability to communicate effectively with supervisor, co-workers, clients, program participants, employers, educational institutions, training providers, other County employees and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

*Exhibit L*

<b>Class Title:</b>	GIS Analyst	<b>Class Number:</b>	1053192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

**Classification Function**

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

**Distinguishing Characteristics**

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

**Essential Job Functions**

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

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

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

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

**Additional Requirements**

No special license or certification is required.

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

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

**Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit M

<b>Class Title:</b>	Grants Coordinator	<b>Class Number:</b>	1052131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

## Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with the writing, reviewing, and submitting grant applications. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

## Essential Job Functions

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

- 45% +/- 10%
  - Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).
- 25% +/- 10%
  - Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant applications; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
  - Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

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

Bachelor's degree in business administration or related field with one (1) year of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

## Additional Requirements

No special license or certification is required.

## Grants Coordinator

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

#### Physical Requirements

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

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

#### Environmental Adaptability

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit N

<b>Class Title:</b>	Senior Grants Coordinator	<b>Class Number:</b>	1052132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate grant activities for assigned project areas and evaluate grant opportunities and proposals.

## Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

## Essential Job Functions

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

- 55% +/- 10%
  - Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; maintains all grant programming with appropriate partners throughout the process; monitors and audits grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).
- 25% +/- 10%
  - Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 20% +/- 10%
  - Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions and assists with training new or lower level grant staff.

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

Bachelor's degree in business administration or related field with three (3) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

## Additional Requirements

No special license or certification is required.

## Senior Grants Coordinator

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

#### Physical Requirements

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

#### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine and advanced 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 grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

#### Environmental Adaptability

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit D

<b>Class Title:</b>	Senior Records Management Officer	<b>Class Number:</b>	1052222
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works and Medical Examiner's Office		

## Classification Function

The purpose of this classification is to provide research and reference services at the County Archives or Medical Examiner's Office.

## Distinguishing Characteristics

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

## Essential Job Functions

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

70% +/- 10%

- Provides research and reference services for County archives or Medical Examiners Office; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.

20% +/- 10%

- Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

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

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

## Additional Requirements for all levels

No special license or certification is required.

## Senior Records Management Officer

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

#### Supervisory Responsibilities

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

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

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

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

#### 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.*

Effective: 2003

Revised: May 24, 2017

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assessment Specialist	<b>Class Number:</b>	1056231
		<b>Pay Grade:</b>	8

<b>Departments:</b>	Justice Affairs, Senior & Adult Services, only
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### Classification Function

The purpose of this classification is to conduct clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management programs.

### Essential Job Functions

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

- Conducts clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management programs (e.g.- conducts chemical dependency assessments of adult and adolescent clients; conducts psychosocial and mental status assessments of senior citizen clients; identifies symptoms and evaluates functional deficits).
- Performs case management functions (e.g.- meets with clients and provides therapeutic counseling to clients; intervenes and refers clients to appropriate treatment programs; verifies client's attendance at required treatment programs; develops case management plans).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

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

Master's degree in social work or counseling with one year of counseling experience; or any equivalent combination of training and experience.

#### Additional Requirements

Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer, telephone, calculator, copier and typewriter.

#### Mathematical Ability

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, psychological assessment reports, chemical dependency screening documents, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare assessments, court summaries, treatment plans, case management plans, referral forms, progress and status reports, termination summaries, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, administrators, outside treatment centers, other social service agencies and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Benefits Coordinator	<b>Class Number:</b>	1053661
		<b>Pay Grade:</b>	6

<b>Departments:</b>	Office of Human Resources, only
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### Classification Function

The purpose of this classification is to administer benefits programs for County employees.

### Essential Job Functions

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

- Administers benefits programs for County employees (e.g. - acts as liaison with employees and carriers; instructs appropriate parties in proper procedures to complete and submit benefit forms and updates them on new procedures, as needed; coordinates open enrollment activities; interprets policy, contract compliance and administrative procedure; coordinates special projects and provides assistance, counseling and appropriate information to employees and department management; resolves employee benefit complaints and initiates problem solving; updates employee data, as needed; researches/verifies validity of status changes; calculates any retroactive insurance premium reimbursement or contributions due to/from either employee/employer; inputs data for payroll use).
- Performs administrative duties (e.g. - maintains and files records; maintains system for reporting participant information and purging records; prepares and disseminates information about employee benefits; prepares reports and/or specifications concerning coverage; develops and/or makes presentations at seminars, workshops, training sessions and presents speeches upon request concerning employee benefits coverage and procedures; answers calls and correspondence; compiles data).

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

Associate degree in human resources or related field with two years of experience in benefits coordination; or any equivalent combination of training and experience.

#### Additional Requirements

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printers, calculators, and fax machine.

#### Mathematical Ability

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including benefit change forms, life insurance forms, payroll forms, COBRA/COBRALOA election forms, carrier reports, MRA/CRA reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manual, contracts, SAP manual, computer handbooks and manuals, etc.
- Ability to prepare call sheets, ledgers, agendas, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, insurance, personnel and accounting terminology and language.
- Ability to communicate effectively with director/supervisor, department administrators, coworkers, employees, consultants, insurance company personnel, other County and State personnel, health care personnel, marketing representatives, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: August 29, 2018

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan. Changes in departments' operational needs necessitate classifications be revised, created and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

<b>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Grants Supervisor 1052133	12/Exempt	All Departments
Geriatric Behavioral Health Nurse Supervisor 1054131	11/Exempt	Senior and Adult Services
Nursing Director – Corrections 1054121	15/Exempt	Sheriff
Loan Portfolio Manager 1055211	14/Exempt	Development
Organizational and Employee Development and Training Specialist 1053631	8/Exempt	Human Resources
Senior Organizational and Employee Development and Training Specialist 1053632	10/Exempt	Human Resources

<b>REVISED CLASSIFICATIONS</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Business Administrator 1 1052311	6/Non-Exempt	6/Non-Exempt (No Change)	All Departments
Business Administrator 2 1052312	8/Exempt	8/Exempt (No Change)	All Departments
Business Administrator 3 1052313	10/Exempt	10/Exempt (No Change)	All Departments
Business Administrator 4 1052314	14/Exempt	14/Exempt (No Change)	All Departments
Employment Service Coordinator 1014121	7/Non-Exempt	7/Non-Exempt (No Change)	Workforce Development and HHS
GIS Analyst 1053192	10B/Non-Exempt	10B/Exempt	Information Technology

Grants Coordinator 1052131	5/Non-Exempt	6/Non-Exempt	All Departments
Sr. Grants Coordinator 1052132	7/Exempt	8/Exempt	All Departments
Senior Records Management Officer 1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works and Medical Examiner

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Assessment Specialist 1056231	8/Exempt	PSJS and HHS
Employee Benefits Coordinator 1053661	6/Non-Exempt	Human Resources



**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052133	Grants Supervisor	All Departments	Exempt	12

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	All departments
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<b>Fiscal Impact:</b>	PG 12 \$56,370.91 - \$78,923.52 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy	2/2/2016	Email	Sent drafted specifications

Carney, PSJS Administrator			
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Grants Supervisor	<b>Class Number:</b>	1052133
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise the grant staff.

## Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 40% +/- 10%
  - Manages the administration and implementation of the department's grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.
- 30% +/- 10%
  - Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.
- 15% +/- 10%
  - Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

## Grants Supervisor

15% +/- 10%

- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance.

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

Bachelor's degree in business administration or related field with six (6) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

### **Additional Requirements**

No special license or certification is required.

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

#### **Physical Requirements**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.

## Grants Supervisor

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, financial statements, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1054131	Geriatric Behavioral Health Nurse Supervisor	Senior and Adult Services	Exempt	11

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Department of Senior and Adult Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Senior and Adult Services
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<b>Fiscal Impact:</b>	PG 11 \$53,379.46 - \$74,786.40 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Marlene Robinson-Statler, Executive Officer	7/18/2018	Email	Set-up a time for a meeting
Marlene Robinson-Statler, Executive Officer & Natasha Pietrocola	7/20/2018	Phone call	Meeting to discuss the classifications

Marlene Robinson-Statler, Executive Officer & Natasha Pietrocola	7/23/2018	Email	Sent classification draft
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation
Marlene Robinson-Statler, Executive Officer & Natasha Pietrocola	8/28/2018	Email	Update SMEs on progress



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Geriatric Behavioral Health Nurse Supervisor	<b>Class Number:</b>	1054131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Senior and Adult Services		

## Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning and to coordinate meetings and appointments related to clients' care.

## Distinguishing Characteristics

This is a supervisory level classification that assesses client's medical status, mental health, and cognitive functioning and supervises assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations.

## Essential Job Functions

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

50% +/- 10%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; assists with Adult Protective Services (APS) Same Day clients; checks vitals and monitors heart; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability with various assessments (e.g. Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 10%

- Examines the home for environmental hazards during home visits; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to the correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

## **Geriatric Behavioral Health Nurse Supervisor**

10% +/- 5%

- Supervises assigned employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills.

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

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.

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

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

Biennial renewal of license required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

## **Geriatric Behavioral Health Nurse Supervisor**

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

### **Environmental Adaptability**

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, animals, and temperature extremes.

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

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1054121	Nursing Director – Corrections	Sheriff's Office	Exempt	15

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Sheriff's Office
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<b>Fiscal Impact:</b>	PG 15 \$66,705.60 - \$93,392.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	5/17/2018	Email	Set-up meeting
Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	5/18/2018	Email	Set-up meeting

Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	5/23/2018	Meeting	Discuss essential functions
Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	6/20/2018	Email	Sent draft for department to review
Jim Battigaglia, Archer Consultant	7/18/2018	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Nursing Director - Correction	<b>Class Number:</b>	1054121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Sheriff's Office		

## Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

## Essential Job Functions

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

- 35% +/- 10%

• Supervises nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%

• Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 10%

• Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

## **Nursing Director - Corrections**

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

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

Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.

#### **Additional Requirements**

Biennial renewal of license required.

Valid Ohio driver license and proof of automobile insurance.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

#### **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.

## **Nursing Director - Corrections**

### **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 timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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



**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1055211</b>	<b>Loan Portfolio Manager</b>	<b>Development</b>	<b>Exempt</b>	<b>14</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	PG 14 \$62,268.96 - \$87,197.76 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Greg Huth, Deputy Chief	7/27/2018	Email	Set-up a meeting
Greg Huth, Deputy Chief	8/3/2018	Meeting	Job analysis meeting
Greg Huth, Deputy Chief & Ted Carter, Chief Economic Development Officer	8/7/2018	Email	Sent drafted specification

Greg Huth, Deputy Chief & Kelli Neale, PO4 & Rhonda Caldwell, Compensation Manager & Lynn Ferraro, HR Analyst	8/16/2018	Email	Status update
Jim Battigaglia, Archer Consultant	8/20/2018	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Loan Portfolio Manager	<b>Class Number:</b>	1055211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Development		

**Classification Function**

The purpose of this classification is to manage the County Department of Development’s (“DoD”) economic development loan portfolio program and supervise lower level staff.

**Distinguishing Characteristics**

This is a supervisory level classification with responsibility for managing Cuyahoga County DoD’s economic development loan portfolio and servicing functions for all County DoD-originated economic development loans. This class works under direction from the department’s director and deputy director. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

**Essential Job Functions**

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

- 40% +/- 10%
- Oversees the Cuyahoga County DoD’s economic development loan portfolio and servicing functions for all County DoD-originated economic development loans; reviews all loan documentation and data for accuracy; serves as the system administrator of the loan servicing system; enters loan terms and information into the loan servicing system; works with existing borrowers after the loan closing date to address the borrower’s requests and compliance; answers borrowers’ questions; collaborates with the Assistant Law Director to facilitate and memorialize post loan settlement requests; develops, implements, and enforces compliance with the loan portfolio policies & procedures manual; reviews all borrower requests for reimbursement to ensure loan covenants have been satisfied prior to disbursement of funds; coordinates with the Fiscal Department regarding the loan portfolio for purpose of ensuring account reconciliation.
- 20% +/- 10%
- Supervises assigned employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 20% +/- 10%
- Administers a transparent outreach strategy to the borrower; attempts to recover payment, reasons for non-repayment, and securities involved per original loan agreement; discusses with the borrower potential loss mitigation options; collaborates with department’s director and deputy director to determine and recommend appropriate loan recalibrations and/or other appropriate loan adjustments; mitigates exposure to high risk borrowers; reaches agreement on loan terms resulting from previous errors and/or ambiguous language within loan documents.

10% +/- 5%

TBD

## **Loan Portfolio Manager**

- Coordinates all reporting and program metrics and activities regarding the economic development loan portfolio; generates and reviews portfolio status reports; identifies delinquency aging; executes early intervention strategies for delinquent borrowers.

10% +/- 5%

- Leads continuous improvement initiatives for the loan portfolio program; conducts composite portfolio studies; presents improvement initiatives to the director and deputy director; implements the initiatives.

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

Bachelor's degree in finance, accounting, economics, or related field with five (5) years of finance management or public finance experience; or any equivalent combination of training and experience.

## **Additional Requirements for all levels**

No special license or certification is required.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including financial and accounting documents, loan contracts, loan reimbursement draw requests, other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code and Personnel Policies and Procedures Manual.

**Loan Portfolio Manager**

- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1053631</b>	<b>Organizational and Employee Development and Training Specialist</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>8</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	PG 8 \$44,532.38 - \$62,332.61 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Johnson, Manager of Organizational and Employee Development	7/12/2018	Email	Ask questions
Deborah Johnson, Manager of Organizational and	7/16/2018	Email	Ask questions

Employee Development			
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	7/16/2018	Email	Drafts sent to SMEs to review
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	8/3/2018	Email	Reminder to review
Deborah Johnson, Manager of Organizational and Employee Development	8/3/2018	Email	Explain the process
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Organizational and Employee Development and Training Specialist	<b>Class Number:</b>	1053631
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to develop and facilitate training and assist senior level employees with Organizational and Employee Development (OED) projects

**Distinguishing Characteristics**

This is an entry-level classification that is responsible for developing and facilitating training programs as well as assisting with OED projects. The employee works under general supervision and within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

**Essential Job Functions**

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

- 75% +/- 10%
- Develops and facilitates training programs; assists with conducting needs assessments and instructional analysis; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; drafts training curriculum; facilitates training through a variety of methods and formats; collects training evaluations, training attendance records, and various other training data; enters training data into database; researches and implements best practices; adds training courses to the Learning Management System (LMS); reserves training rooms; monitors the department’s training mailbox; updates the training calendars; creates basic training reports.
- 15% +/- 10%
- Assists with organizational change initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of the change initiatives; proposes change resistance plans.
- 10% +/- 5%
- Assists with the implementation and development of engagement initiatives across the organization; collaborates with other departments and agencies; collect employee engagement survey data; presents survey data; assists with organizing the service award events.

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

Bachelor’s degree in business administration, human resource management, organizational development, or related field with one (1) year of training or education experience, or any equivalent combination of training and experience.

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

**Additional Requirements for all levels**

No special license or certification is required.



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

**Physical Requirements**

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

**Mathematical Ability**

- Ability to add, subtract, multiply, divide 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 evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1053632	<b>Senior Organizational and Employee Development and Training Specialist</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>10</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	PG 10 \$50,472.86 - \$70,649.28 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Johnson, Manager of Organizational and Employee Development	7/12/2018	Email	Ask questions
Deborah Johnson, Manager of Organizational and	7/16/2018	Email	Ask questions

Employee Development			
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	7/16/2018	Email	Drafts sent to SMEs to review
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	8/3/2018	Email	Reminder to review
Deborah Johnson, Manager of Organizational and Employee Development	8/3/2018	Email	Explain the process
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Organizational and Employee Development and Training Specialist	<b>Class Number:</b>	1053632
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Human Resources		

## Classification Function

The purpose of this classification is to develop and implement various Organizational and Employee Development (OED) projects as well as develop and facilitate training programs.

## Distinguishing Characteristics

This is a journey level classification that is responsible for leading OED projects as well as developing and facilitating training programs. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a lead worker for the lower level OED employees.

## Essential Job Functions

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

- 30% +/- 10%
- Leads, participates, and implements organizational change management initiatives; answers management's questions about the initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of change initiatives; proposes change resistance plans.
- 20% +/- 10%
- Develops and facilitates training programs; conducts needs assessments and instructional analyses; conducts competency validations; creates competency profiles; identifies and prioritizes organizational needs and gaps; develops training plans; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; creates training curriculums and facilitator materials; facilitates training through a variety of methods and formats; develops, collects, and analyzes training evaluations, training attendance records, and various other training data; researches and implements best practices.
- 15% +/- 10%
- Serves as a team lead for the OED staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 15% +/- 10%
- Assists OED Manager with succession planning and career pathing; collaborates closely with department management to help managers through the process; answers managements' questions; assists with identifying career paths for every roles; assists with identifying critical roles in each agency; assists with the development of succession planning for all critical roles; assesses leadership gap in agencies; addresses any leadership gaps; identifies and develops talent management processes to address concerns found in data analysis.
- 15% +/- 10%
- Collaborates with other departments and agencies to develop and implement engagement initiatives across the organization; collects, analyzes, and interrupts data from employee engagement surveys; creates reports and presents the results of the surveys; organizes service award events; determines who attends the service awards events.

## Senior Organizational and Employee Development and Training Specialist

5% +/- 2%

- Assists with the annual performance management process; collaborates with stakeholders to address performance management needs; assists with the development of processes and timelines; creates and modifies forms, tools, and communication materials; assists with continuous improvement initiatives and researches best practices.

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

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

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

### Additional Requirements for all levels

No special license or certification is required.

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

#### Physical Requirements

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

#### Supervisory Responsibilities

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

#### 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 evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, employee records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare needs assessments, training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

### **Senior Organizational and Employee Development and Training Specialist**

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052311</b>	<b>Business Administrator 1</b>	<b>All Departments</b>	<b>Non-Exempt</b>	<b>6</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052311</b>	<b>Business Administrator 1</b>	<b>All Departments</b>	<b>Non-Exempt</b>	<b>6</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	3
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<b>Dept.(s) Affected:</b>	All
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 1	<b>Class Number:</b>	1052311
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of routine fiscal activities for a County department. This classification has budgetary accountability of less than \$0.5 million.

## Distinguishing Characteristics

This is any entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 50% +/- 10%
  - Assists higher level administrative staff or managers in the planning and administration of routine fiscal activities for a County department; performs accounting, payroll, purchasing, or inventory control functions; assists in the development and preparation of budgets; reviews final budgetary recommendations; reviews the receipt and disbursement of funds, and authorizes expenditures; prepares bid specifications and purchase orders; adjusts fiscal errors; coordinates delivery of supplies and equipment.
- 30% +/- 10%
  - Supervises clerical support personnel; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 20% +/- 10%
  - Assists in the direction of support functions such as housekeeping, laundry, maintenance, grounds, safety and security or mail services; participates in policy development and implementation.

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

Associates degree in business administration, or a related field with five (5) months of administrative experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.

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

### Physical Requirements

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

## **Business Administrator 1**

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, state and federal employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052312</b>	<b>Business Administrator 2</b>	<b>All Departments</b>	<b>Exempt</b>	<b>8</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052312</b>	<b>Business Administrator 2</b>	<b>All Departments</b>	<b>Exempt</b>	<b>8</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	All
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 2	<b>Class Number:</b>	1052312
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of fiscal activities for a County department, or to independently plan and administer fiscal activities for a County department. This classification has budgetary accountability greater than \$0.5 million and less than \$1.6 million.

## Distinguishing Characteristics

This is an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. This position is distinguished from the level below by a greater level of financial and planning responsibilities. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

- 60% +/- 10%
  - Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department, or independently plans and administers fiscal activities for a County department; coordinates accounting, payroll, budget planning, purchasing, and inventory control; edits and maintains fiscal records; audits financial transactions for accuracy; reviews receipts and disbursements of funds; assists higher level administrative or managerial staff with planning and administering support functions including office services and communications.
- 30% +/- 10%
  - Supervises support personnel including lower-level business administrators, office managers, and/or clerical supervisors; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 10% +/- 10%
  - Balances accounts and reports daily to ensure that all monies entered correspond to all monies disbursed; verifies daily reports from County Data Center with previous day's work including adjustments, check registers, daily application reports, daily detail reports, and other reports indicating the various transactions of the previous day.

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

Associate's degree in business administration, or a related field with one (1) year of accounting, fiscal or budget administration experience or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.

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

Proposed DATE

### **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 basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

Business Administrator 2

*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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052313</b>	<b>Business Administrator 3</b>	<b>All Departments</b>	<b>Exempt</b>	<b>10</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052313</b>	<b>Business Administrator 3</b>	<b>All Departments</b>	<b>Exempt</b>	<b>10</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	0
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<b>Dept.(s) Affected:</b>	All
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 3	<b>Class Number:</b>	1052313
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department. This classification has budgetary accountability greater than \$1.6 million and less than \$13.0 million.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for coordinating fiscal management activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. This position is distinguished from the level below by a greater level of financial responsibility.

## Essential Job Functions

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

- 60% +/- 10%
  - Coordinates fiscal management activities for County division or department; coordinates all fiscal activities of division including accounting, payroll, budgeting, disbursement of funds, purchasing, and equipment inventory; assists in developing goals and objectives; prepares annual operating and program budgets; projects budgets for subsequent fiscal years; monitors budgetary activity; reviews monthly financial reports; monitors fiscal status of various fund accounts to prevent deficit balances.
- 30% +/- 10%
  - Supervises employees involved in division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
  - Coordinates financial report preparations and explanations with state departments and federal agencies.

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

Bachelor's degree in business administration, or a related field with three (3) years of accounting, fiscal, or budget experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.

## **Business Administrator 3**

### **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 apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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 accounting and legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

## **Business Administrator 3**

### **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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052314</b>	<b>Business Administrator 4</b>	<b>All Departments</b>	<b>Exempt</b>	<b>14</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1052314</b>	<b>Business Administrator 4</b>	<b>All Departments</b>	<b>Exempt</b>	<b>14</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1995. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	6
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<b>Dept.(s) Affected:</b>	All
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Administrator 4	<b>Class Number:</b>	1052314
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate fiscal management activities for a County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million. and less than \$100 million.

## Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating fiscal management activities for a County division or department. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. 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. This class has a higher level of financial responsibility than the class below and has broader managerial responsibilities.

## Essential Job Functions

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

- 50% +/- 10%
  - Coordinates fiscal management activities for County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million and less than \$100 million; coordinates budget planning, payroll, purchasing, and inventory control; monitors receipt and disbursement of funds; projects budgets for subsequent fiscal years; assists with purchasing requirements and vendor selections; monitors cash flow management; develops and implements fiscal policy.
- 30% +/- 10%
  - Supervises employees involved in department/division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
  - Coordinates financial report preparation and interface with various state departments, federal offices, banks, and/or other county agencies; cooperates with state and federal auditors allowing access to necessary information.
- 10% +/- 10%
  - Coordinates and conducts management studies; reviews and assists in determining data processing needs.

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

Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.

## **Business Administrator 4**

### **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, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.



#### **Business Administrator 4**

- Ability to communicate with the County Executive, Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1014121</b>	<b>Employment Service Coordinator</b>	<b>Workforce Development and HHS</b>	<b>Non-Exempt</b>	<b>7</b>

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1014121</b>	<b>Employment Service Coordinator</b>	<b>Workforce Development and HHS</b>	<b>Non-Exempt</b>	<b>7</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2009. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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<b>No. of Employees Affected:</b>	4
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<b>Dept.(s) Affected:</b>	Workforce Development and Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Dwayne Wilson, Employment Service Supervisor	6/22/18	Email	Final Class Spec Draft Review
	6/22/18	Email	Clarification
	7/13/18	Email	Questions Regarding Incumbents in Position
Ted Carter, Director	6/22/18	Email	Final Class Spec Draft Review
Walter Parfejewiec, Director	6/22/18	Email	Final Class Spec Draft Review
Kelli Neale, HR	6/22/18	Email	Copied on Communications
Jim Battigaglia, Archer Consultant	7/18/18	Email	Pay Grade Evaluation
	7/30/2018	Email	Clarification
	8/16/2018	Phone Call	Clarification

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employment Service Coordinator	<b>Class Number:</b>	1014121
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Work Force Development and Health and Human Services		

**Classification Function**

The purpose of this classification is to complete day-to-day tasks involved in the delivery of employment service programs.

**Distinguishing Characteristics**

This is an entry-level classification that is responsible for the delivery of employment service programs. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This classification requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

**Essential Job Functions**

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

- 40% +/- 10%
- Functions as overseer of program participants; monitors and records attendance, case notes, training progress, certification, and employment outcomes from various employment service programs; monitors and records Individual Training Account (ITA) documents in database; processes ITA contracts and paperwork; provides case management for ITA participants; prepares ITA contracts with service providers.
  
- 20% +/- 10%
- Interviews, evaluates, and assists participants in employment service programs and refers participants to employment opportunity or service providers for training; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and vocational assessments and interprets test results; services employer job orders by selecting and referring qualified applicants according to employer's specifications; assists program participants with on-line application, creating resumes, finding job openings, and other computer related functions; creates resumes for program participants; conducts participant career counseling; assists participants by providing employability plans and post-program referrals.
  
- 10% +/- 5%
- Recruits employers to participate in employment service programs; contacts employers to explain and promote employment programs; gathers information about potential employment opportunities for program participants; solicits job orders and obtains employer's agreement to participate; writes and services job orders.

## **Employment Service Coordinator**

30% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates presentation materials for workshops; collects and maintains program outcome data and creates spreadsheets and reports; maintains records of job placement data and training data and statistics; conducts program orientation workshops; collaborates and coordinates with internal and external agencies, employers, and educational institutions; conducts research and reports on current trends and practices; refers customers to other agencies as needed; work on special projects as assigned.

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

- Associates Degree in social work, public administration, business administration, or a related field and two (2) years of experience in employment services, career coaching, social work, or related field; or any equivalent combination of training and experience.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, 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 certification lists, performance reports, applications, contracts, registration forms, cost projection forms, authorization forms, time sheets, attendance records, pay stubs, labor department statistics and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Workforce Innovation and Opportunities Act (WIOA) Final Rules, Temporary Assistance for Needy Families (TANF) Regulations, Operations Manual, DEC Manual, ethics standards, and the Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual reports, certification lists, spreadsheets, timesheets, applications, assessments, outcome reports, resumes, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

**Proposed DATE:**

## **Employment Service Coordinator**

- Ability to use and interpret marketing, career counseling and human resource terminology and language.
- Ability to communicate effectively with supervisor, co-workers, clients, program participants, employers, educational institutions, training providers, other County employees and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053192	GIS Analyst	Information Technology	Non-Exempt	10B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053192	GIS Analyst	Information Technology	Exempt	10B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Classification's FLSA status was incorrectly classified. Classification changed from Non-Exempt to Exempt.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 10B: \$54,371.20 – \$76,148.80 None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jonathan Zerulik, Talent Acquisition &	08/22/2018	Email	Questions regarding FLSA Status

Employment Manager			
Jim Battigaglia, Consultant	08/22/2018	Email	Questions regarding FLSA Status



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Analyst	<b>Class Number:</b>	1053192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

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

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

**Additional Requirements**

No special license or certification is required.

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

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

**Environmental Adaptability**

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

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052131	Grants Coordinator	All Departments	Non-Exempt	5

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052131	Grants Coordinator	All Departments	Non-Exempt	6

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5 to PG 6.
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<b>No. of Employees Affected:</b>	1
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 5: \$35,685.31 - \$49,921.25 PG 6: \$38,634.34 - \$54,100.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy Carney, PSJS Administrator	2/2/2016	Email	Sent drafted specifications
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Grants Coordinator	<b>Class Number:</b>	1052131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

## Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with the writing, reviewing, and submitting grant applications. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

## Essential Job Functions

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

- 45% +/- 10%
  - Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).
- 25% +/- 10%
  - Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant applications; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
  - Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

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

Bachelor's degree in business administration or related field with one (1) year of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

## Additional Requirements

No special license or certification is required.

## **Grants Coordinator**

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052132	Senior Grants Coordinator	All Departments	Exempt	7

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052132	Senior Grants Coordinator	All Departments	Exempt	8

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7 to PG 8.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 7: \$41,583.36 – \$58,237.92 PG 8: \$44,532.38 – \$62,332.61 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
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Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Grants Coordinator	<b>Class Number:</b>	1052132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to coordinate grant activities for assigned project areas and evaluate grant opportunities and proposals.

## Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

## Essential Job Functions

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

55% +/- 10%

- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; maintains all grant programming with appropriate partners throughout the process; monitors and audits grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).

25% +/- 10%

- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

20% +/- 10%

- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions and assists with training new or lower level grant staff.

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

Bachelor's degree in business administration or related field with three (3) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

## Additional Requirements

No special license or certification is required.

## Senior Grants Coordinator

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

#### Physical Requirements

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

#### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine and advanced 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 grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

#### Environmental Adaptability

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052222	Senior Records Management Officer	Public Works	Non-Exempt	6

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
1052222	Senior Records Management Officer	Public Works and Medical Examiner's Office	Non-Exempt	6

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Requested revision to add back the Medical Examiner's Office to the departments. The rest of the specification remained the same.
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<b>No. of Employees Affected:</b>	2
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<b>Dept.(s) Affected:</b>	Public Works and Medical Examiner's Office
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<b>Fiscal Impact:</b>	PG 6: \$38,634.34 – \$54,100.80 Step Placement TBD by Human Resources None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, PO4 and Rhonda Caldwell, Compensation Manager and Lynn Ferraro, HR Analyst	8/9/2018	Email	Ask questions
Kelli Neale, PO4 and Rhonda Caldwell, Compensation Manager and Lynn Ferraro, HR Analyst	8/20/2018	Email	Ask questions

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Records Management Officer	<b>Class Number:</b>	1052222
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works and Medical Examiner's Office		

**Classification Function**

The purpose of this classification is to provide research and reference services at the County Archives or Medical Examiner's Office.

**Distinguishing Characteristics**

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

**Essential Job Functions**

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

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

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

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

**Additional Requirements for all levels**

No special license or certification is required.

## **Senior Records Management Officer**

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

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

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

#### **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.*

Effective: 2003

Revised: May 24, 2017



**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1056231</b>	<b>Assessment Specialist</b>	<b>PSJS and HHS</b>	<b>Exempt</b>	<b>8</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The department no longer provides the services outlined in this specification and there are no incumbents.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	PSJS and HHS
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Walter Parfejewiec, Director of Health and Human Services
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assessment Specialist	<b>Class Number:</b>	1056231
		<b>Pay Grade:</b>	8

<b>Departments:</b>	Justice Affairs, Senior & Adult Services, only
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## Classification Function

The purpose of this classification is to conduct clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management programs.

## Essential Job Functions

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

- Conducts clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management programs (e.g.- conducts chemical dependency assessments of adult and adolescent clients; conducts psychosocial and mental status assessments of senior citizen clients; identifies symptoms and evaluates functional deficits).
- Performs case management functions (e.g.- meets with clients and provides therapeutic counseling to clients; intervenes and refers clients to appropriate treatment programs; verifies client's attendance at required treatment programs; develops case management plans).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

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

Master's degree in social work or counseling with one year of counseling experience; or any equivalent combination of training and experience.

### Additional Requirements

Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

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

### Physical Requirements

- Ability to operate a variety of automated office machines including computer, telephone, calculator, copier and typewriter.

### Mathematical Ability

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, psychological assessment reports, chemical dependency screening documents, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare assessments, court summaries, treatment plans, case management plans, referral forms, progress and status reports, termination summaries, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, administrators, outside treatment centers, other social service agencies and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>1053661</b>	<b>Employee Benefits Coordinator</b>	<b>Human Resources</b>	<b>Non-Exempt</b>	<b>6</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The job duties outlined in this classification are included in other classifications in the department and therefore redundant. There are no incumbents.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Holly Woods, Director of HR Benefits and Compensation
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<b>Management Contact(s):</b>	Douglas Dykes, Chief Talent Officer
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee Benefits Coordinator	<b>Class Number:</b>	1053661
		<b>Pay Grade:</b>	6

<b>Departments:</b>	Office of Human Resources, only
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## Classification Function

The purpose of this classification is to administer benefits programs for County employees.

## Essential Job Functions

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

- Administers benefits programs for County employees (e.g. - acts as liaison with employees and carriers; instructs appropriate parties in proper procedures to complete and submit benefit forms and updates them on new procedures, as needed; coordinates open enrollment activities; interprets policy, contract compliance and administrative procedure; coordinates special projects and provides assistance, counseling and appropriate information to employees and department management; resolves employee benefit complaints and initiates problem solving; updates employee data, as needed; researches/verifies validity of status changes; calculates any retroactive insurance premium reimbursement or contributions due to/from either employee/employer; inputs data for payroll use).
- Performs administrative duties (e.g. - maintains and files records; maintains system for reporting participant information and purging records; prepares and disseminates information about employee benefits; prepares reports and/or specifications concerning coverage; develops and/or makes presentations at seminars, workshops, training sessions and presents speeches upon request concerning employee benefits coverage and procedures; answers calls and correspondence; compiles data).

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

Associate degree in human resources or related field with two years of experience in benefits coordination; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.

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

### Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printers, calculators, and fax machine.

### Mathematical Ability

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including benefit change forms, life insurance forms, payroll forms, COBRA/COBRALOA election forms, carrier reports, MRA/CRA reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manual, contracts, SAP manual, computer handbooks and manuals, etc.
- Ability to prepare call sheets, ledgers, agendas, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, insurance, personnel and accounting terminology and language.
- Ability to communicate effectively with director/supervisor, department administrators, coworkers, employees, consultants, insurance company personnel, other County and State personnel, health care personnel, marketing representatives, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
Grants Supervisor	1052133	N/A	12/Exempt	All Departments	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
Geriatric Behavioral Health Nurse Supervisor	1054131	N/A	11/Exempt	Senior and Adult Services	This is a new classification requested by the Department of Senior and Adult Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Nursing Director – Corrections	1054121	N/A	15/Exempt	Sheriff	This is a new classification requested by the Sheriff’s Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Loan Portfolio Manager	1055211	N/A	14/Exempt	Development	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Organizational and Employee Development and Training Specialist	1053631	N/A	8/Exempt	Human Resources	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Senior Organizational and Employee Development and Training Specialist	1053632	N/A	10/Exempt	Human Resources	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<b><u>REVISED</u></b>					
Business Administrator 1	1052311	6/Non-Exempt	6/Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Business Administrator 2	1052312	8/Exempt	8/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Business Administrator 3	1052313	10/Exempt	10/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Business Administrator 4	1052314	14/Exempt	14/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Employment Service Coordinator	1014121	7/Non-Exempt	7/Non-Exempt (No Change)	Workforce Development and HHS	PRC routine maintenance. Classification last revised in 2009. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
GIS Analyst	1053192	10B/Non-Exempt	10B/Exempt	Information Technology	Classification's FLSA status was incorrectly classified. Classification changed from Non-Exempt to Exempt.
Grants Coordinator	1052131	5/Non-Exempt	6/Non-Exempt	All Departments	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5 to PG 6.
Sr. Grants Coordinator	1052132	7/Exempt	8/Exempt	All Departments	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7 to PG 8.
Senior Records Management Officer	1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works and Medical Examiner	Requested revision to add back the Medical Examiner's Office to the departments. The rest of the specification remained the same.
<b><u>DELETE</u></b>					
Assessment Specialist	1056231	8/Exempt	N/A	Development	PRC routine maintenance. The department no longer provides the services outlined in this specification and there are no incumbents.
Employee Benefits Coordinator	1053661	6/Non-Exempt	N/A	Fiscal (OPD)	PRC routine maintenance. The job duties outlined in this classification are included in other classifications in the department and therefore redundant. There are no incumbents.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0192

Sponsored by: <b>Cuyahoga County Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year term; 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 Mayor Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of The Honorable Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020.

**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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: September 25, 2018

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

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



September 18, 2018

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Brady,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Michael Dylan Brennan** (appointment – Heights Region)  
(until Dec. 2020)

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.

There are no other candidates on file for these positions.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

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

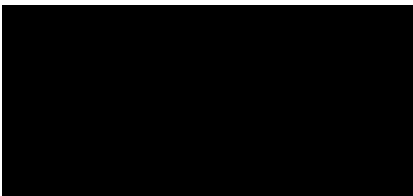
Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish  
County Executive

## MICHAEL DYLAN BRENNAN

Office of the Mayor:  
2300 Warrensville Center Road  
University Heights, Ohio 44118  
(216) 932-7800 x222  
[mayor@universityheights.com](mailto:mayor@universityheights.com)



### **CITY OF UNIVERSITY HEIGHTS, University Heights, Ohio**

**2018-present**

#### ***Mayor and Safety Director***

Chief executive and administrative officer in an historic first ring suburb of Cuyahoga County. Established city's first economic development department. Managed successful application for CDBG funding for pedestrian improvements in Cedar-Green district. Created city-wide Community Reinvestment Area (final approval pending). Reformed fire department, including installation of a new chief responsible for bringing \$1m in grant funding to the city. Oversaw the implementation of the city's Office of Community Policing. Championed legislation modernizing the city's approach in housing, including: updating demolition permit process for residential structures; empowering the building commissioner to require foreclosing banks to bring houses up to code; depoliticizing the Board of Zoning Appeals by removing elected officials from the hearing and appeal processes; empowering the city prosecutor to appear in housing court on behalf of the city; encouraging city prosecutor to obtain administrative search warrants so the city can inspect vacant properties and seek demolition funding; allowing permits for backyard chicken coops with appropriate regulations; requiring landlords to pay delinquent real estate taxes or enter into payment plans with the county as a condition of renting property in the city; reconvening the city's Fair Housing Commission to remedy unlawful discrimination in housing. Work is ongoing and progress continues.

Serves on the following boards in connection with serving as mayor: Northeast Ohio Areawide Coordinating Agency (NOACA), Board Member, Planning and Programming Committee, Finance and Audit Committee; Northeast Ohio Regional Sewer District (NEORS) Suburban Council of Governments, Secretary; Northeast Ohio First Suburbs Consortium; Suburban Water Council of Governments; Heights Hillcrest Communications Center Board of Trustees. Regular attendee of meetings and events of the Northeast Ohio Mayors & City Managers Association and Cuyahoga County Mayors & City Managers Association.

### **ADDITIONAL EXPERIENCE:**

#### **THE LAW OFFICE OF MICHAEL DYLAN BRENNAN, LLC, Cleveland, Ohio**

**2009-present**

##### ***Owner and Managing Attorney***

Litigation attorney in a general practice with an emphasis on employment discrimination claims, consumer rights, and civil rights claims. Counselor to businesses and non-profit organizations for contract issues and employment issues, including non-competition and confidentiality agreements. Seminar speaker on trial skills, motion practice, tenant rights, evidence. More at [www.ohiolegalcounsel.com](http://www.ohiolegalcounsel.com).

#### **HERMANN, CAHN & SCHNEIDER, LLP, Cleveland, Ohio**

**2003-2009**

##### ***Senior Associate; Associate***

Litigation attorney with responsibilities that extended through all stages of representation, including trial and appellate proceedings. Trial experience both as lead counsel and as second chair, with favorable verdicts or settlements reached. Practice areas included: insurance defense (motor vehicle, premises liability, products liability), insurance coverage issues and insurance bad faith defense; plaintiffs' personal injury and medical malpractice litigation, including wrongful death and catastrophic injury cases; legal malpractice litigation; business law and litigation, including contract disputes, creditor representation in bankruptcy and collections; employment law, including non-competition agreements and wrongful termination claims.

**CUYAHOGA COUNTY COURT OF COMMON PLEAS, Cleveland, Ohio****1999-2003*****Judicial Staff Attorney for The Honorable Kathleen Ann Sutula***

Advised and assisted the judge on all civil cases on her docket. Cases included declaratory judgment and insurance cases, contract disputes and business litigation, class actions, administrative appeals, employment issues from non-competes to wrongful termination, personal injury and workers' compensation, and special proceedings. Conducted legal research, prepared recommendations on motions, and drafted opinions and orders, as well as assisted in conducting case management conferences and pre-trials.

**WELTMAN, WEINBERG & REIS CO., L.P.A., Cleveland, Ohio****1997-1999*****Associate***

Litigated commercial law and consumer collections cases in state and federal courts. Successfully defended or reached favorable settlements in cases involving consumer claims. Courtroom experience included first chair jury trial experience, bench trials and arbitrations.

**DAN MORELL & ASSOCIATES CO., L.P.A., Independence, Ohio****1995-1997*****Associate; Law Clerk***

Effectively handled small business and corporate matters, commercial and consumer collections, probate matters and residential real estate transactions.

**COMMUNITY EXPERIENCE AND ACTIVITIES:****CLEVELAND CHAMBER CHOIR****2018-present**

***Board Member and Secretary.*** Serving the musical arts community by supporting a local chorale ensemble with a varied repertoire of music, including music by contemporary and local composers.

**FUTUREHEIGHTS****2016-2017**

***Board Member.*** Served on the board of a community advocacy group promoting Cleveland Heights and University Heights as ideal places to live, work, and play, while serving on both the Civic Engagement committee and the Music Hop event committee for annual local independent music event in Cleveland Heights.

**CITIZENS FOR SAYBROOK PARK / CITY OF UNIVERSITY HEIGHTS****2013-2014**

***Volunteer.*** Participated in the citizen grassroots effort to support the acquisition of property for purposes of building a new community park in University Heights, and review design concepts for the new park.

**JUDICIAL CONFERENCE OF THE EIGHTH JUDICIAL DISTRICT****2007**

***Delegate.*** Selected by Judge Kathleen Ann Sutula to attend the conference and participate in committees to improve the justice system in Cuyahoga County.

**LAKE ERIE INTERNATIONAL MODEL UNITED NATIONS CORP. (LEIMUN)****2000-present**

***Chairman of the Board; Founding Trustee; Treasurer; Advisor/Consultant.*** Founded and managed a nonprofit corporation that organizes and administers Model United Nations conferences.

**UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC****Spring 1996**

***Environment and Natural Resources Division, General Litigation Section Law Intern.*** Conducted legal research and wrote memoranda and briefs on environmental issues in cases pending throughout the United States and her territories. Constructed legal arguments on matters of first impression.

**CONGRESSMAN ERIC D. FINGERHUT, District Office****1994**

***Congressional Intern.*** Fielded constituent telephone calls. Conducted research on issues pending before Congress. Handled constituent case files regarding social security and passports. Drafted correspondence.

**EDUCATION:**

**Cleveland-Marshall College of Law**, Juris Doctor, 1996

Class Standing: Top 25%

G.P.A. 3.20/4.00

*Cleveland State Law Review*, Business Editor

Student Bar Association, Vice President

Honor Code Committee, Student Representative

**Bowling Green State University**, Bachelor of Arts, 1993, Political Science, Philosophy

G.P.A. 3.50/4.00

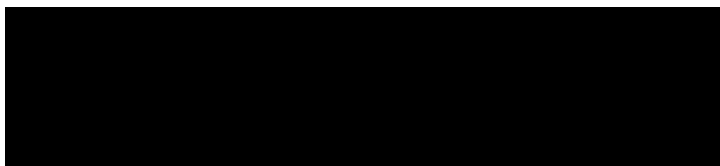
*The BG News*, Editorial Columnist

Undergraduate Student Government, Senator

Omicron Delta Kappa and Pi Sigma Alpha honoraries

**BAR ADMISSION:**

State of Ohio, 1996; United States District Court, Northern and Southern Districts of Ohio; United States Bankruptcy Court, Northern and Southern Districts of Ohio; admitted *pro hac vice* to additional state and federal jurisdictions on select cases.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0193

Sponsored by: <b>Cuyahoga County Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of various individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and,

WHEREAS, the Greater Cleveland Regional Transit Authority (“GCRTA”) Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management’s efforts to implement policy and run the day-to-day operations of the transit system; and,

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and,

WHEREAS, the members of the GCRTA Board of Trustees shall be appointed to serve a three (3) year term; and,

WHEREAS, 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 the following individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020:

1. Justin M. Bibb; and
2. Terrence P. Joyce; 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 provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Broad.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of the following individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020:

1. Justin M. Bibb; and
2. Terrence P. Joyce.

**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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



First Reading/Referred to Committee: September 25, 2018  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



September 18, 2018

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

Re: Greater Cleveland Regional Transit Authority Board of Trustees (RTA)

Dear President Brady,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the RTA, I am pleased to nominate the following individuals for appointment to the RTA Board of Trustees:

- **Justin Bibb, Cuyahoga County** (until March 2020)
- **Terrence P. Joyce, Cuyahoga County** (until March 2020)

One of three County appointments must be a resident of the City of Cleveland.

Appointees Terrence P. Joyce and Karen Moss fulfill this requirement.

There are (8) other candidates on file for this position.

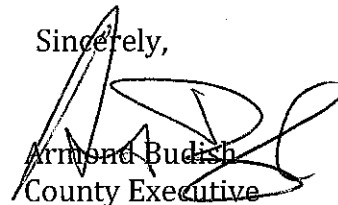
Trustees serve three year terms until they resign or are replaced.

There are no known conflicts of interest for which an advisory opinion has been requested.

Board members are compensated \$4,800 annually.

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

Sincerely,



Armond Budish  
County Executive



**Justin M. Bibb**

*Senior Consultant | Head of Global Cities Practice*

Justin M. Bibb is a Senior Consultant at Gallup and is responsible for managing and growing the firm's Global Cities Practice. His client portfolio includes local governments, foundations and public-private partnerships. He provides advisory services in the areas of smart cities, economic development and government service delivery transformation. His work is grounded in Gallup's global analytics, which tracks behavioral economic indicators in more than 160 countries.

Previously, Justin served as Director of Corporate Strategy for kgb, a private-equity-backed local information, business solutions and personal finance company based in New York. He also served as Special Assistant to the County Executive for Cuyahoga County, Ohio, where he was responsible for implementing strategies to advance education reform and economic competitiveness.

Justin received his J.D. and MBA from Case Western Reserve University and his bachelor's degree in urban studies from American University and the London School of Economics. Justin serves on the boards of Destination Cleveland, Teach for America Greater Cleveland, LAND studio, Inc., and the Harvard Avenue Community School. He is also a member of the African-American Advisory Committee at the Cleveland Museum of Art and a Co-Founder of Hack Cleveland.



# **BUILDING LABORERS' UNION, LOCAL No. 310**

*Affiliated with Laborers' International Union of North America – AFL-CIO*

3250 EUCLID AVENUE • CLEVELAND, OHIO 44115-2599

PHONE: 216/881-5901 • FAX: 216/881-5928

TERENCE P. JOYCE, *Business Manager*

MICHAEL J. KEARNEY, *Secretary-Treasurer*

**Terence P. Joyce, Business Manager of Building Laborers' Local 310 and President of the Cleveland Building Trades Council.**

**Building Laborers' Local 310 – Member since 1987**

- 2011 Appointed Business Manager
- 2007 & 2004 Elected Secretary/Treasurer
- 1996 Appointed Trustee for the Local 310 Fringe Benefit Funds
- 1995 Appointed Field Representative
- 1993 Appointed Auditor

**Cleveland Building Trades Council**

- 2008 Elected President
- 1996 Elected Trustee, Executive Board

**AFL-CIO, North Shore Federation of Labor**

- Delegate for the North Shore Federation of Labor
- Appointed to the COPE Scanning Committee
- Served as Committee Member AFL-CIO Labor Day Parade

**Public Service**

- 2017 Board of Trustees for the ACE Mentor Program of America, Cleveland Chapter
- 2017 Appointed to Advisory Council for the Federal Reserve Bank of Cleveland
- 2014 Worked on the installation of the Johnny Kilbane Statue in Battery Park
- 2013 Worked with Purple Hearts Homes to rehab homes for service men and women injured while serving our Country
- 2008 Appointed by Governor Ted Strickland to serve on the Ohio Judicial Appointments Recommendations Panel (JARP)
- 2008 Trustee for the Irish Archives Society
- 2007 Graduate of "Leadership Cleveland"
- 1996 Executive Board of the Cleveland Citizen

Terry is a graduate of St. Ignatius High School, attended Loyola University of Chicago where he majored in accounting.

Terry lives in Cleveland with his daughter Aislinn.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0194

<p>Sponsored by: <b>County Executive Budish</b></p> <p>Co-sponsored by: <b>Councilmember Miller</b></p>	<p><b>A Resolution</b> confirming the County Executive's reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2018 - 9/27/2020, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a region may appoint up to two representatives to the Great Lakes Regional Prevention Council of the Ohio Children's Trust Fund to represent the county on overseeing its work; and

WHEREAS, pursuant to Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; 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 Jennifer Croessmann for reappointment to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2018 – 9/27/2020; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Jennifer Croessmann to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 9/28/2018 – 9/27/2020.

**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: September 25, 2018

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

Additional Sponsorship Requested on the Floor: September 25, 2018

Journal \_\_\_\_\_  
\_\_\_\_\_, 2018



September 18th, 2018

Dan Brady, President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2019 E. 9<sup>th</sup> Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

**Re: Ohio Children's Trust Fund – Great Lakes Regional Prevention Council (OCTF-GL)**

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 3109.172, I submit the following nomination for re-appointment:

- **Jennifer Croessmann (New) of Cleveland, Cuyahoga County (Open)**

The nomination is for an unexpired term to serve beginning 9/28/16 expiring 9/28/20.

Candidates for this board shall:

*“(1) Representatives of agencies responsible for the administration of children's services in the counties within a child abuse and child neglect prevention region established in section 3109.171 of the Revised Code;*

*(2) Providers of alcohol or drug addiction services or representatives of boards of alcohol, drug addiction, and mental health services that serve counties within a region;*

*(3) Providers of mental health services or representatives of boards of alcohol, drug addiction, and mental health services that serve counties within a region;*

*(4) Representatives of county boards of developmental disabilities that serve counties within a region;*

*(5) Representatives of the educational community appointed by the superintendent of the school district with the largest enrollment in the counties within a region;*

*(6) Juvenile justice officials serving counties within a region;*

*(7) Pediatricians, health department nurses, and other representatives of the medical community in the counties within a region;*

*(8) Counselors and social workers serving counties within a region;*

*(9) Head start agencies serving counties within a region;*

*(10) Child care providers serving counties within a region;*

*(11) Other persons with demonstrated knowledge in programs for children serving counties within a region.*

Ms. Croessman qualifies under multiple sections, including section (1).

*(D) Each council member appointed under division (C)(1) of this section shall be appointed for a two-year term. Each council member appointed under division (C)(2) or (3) of this section shall be appointed for a three-year term. A member may be reappointed, but for two consecutive terms only.*

There was one other applicant on file for this position.

The nomination is for an unexpired term to serve beginning 9/28/18 expiring 9/28/20.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

Ms. Croessmann is a senior employee with the Cuyahoga County Department of Children and Family Services. Her resume is attached.

Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink, appearing to read 'Armond Budish', written over a horizontal line.

Armond Budish  
Cuyahoga County Executive





**Jennifer Croessmann, of Cleveland**

**Phone:** Office: 216 881-2743

**Email:** Jennifer.croessmann@jfs.ohio.gov

**City :** Cleveland

**Resume Attached**

# Jennifer Croessmann

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## Education

Case Western Reserve University – Cleveland, Ohio  
2012-2015 Master of Science in Social Administration

Baldwin-Wallace College – Berea, Ohio  
1993-1995 Bachelor of Arts in psychology/ minor sociology

Bowling Green State University – Bowling Green, Ohio  
Attended 1990-1992 undergraduate majoring in psychology/ minor sociology

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## Work Experience

### Cuyahoga County Cleveland, Ohio 1/15/97-present

- 4/13/16 – present **Special Projects Coordinator to the Office of the Director Cuyahoga County Department of Health and Human Services** supports 2300 HHS staff in providing services to the most vulnerable residents in Cuyahoga County. Coordinates, leads, and participates in a variety of projects to improve service delivery and make a positive impact in the lives of consumers. Drafts policy and procedures. Facilitates projects and activities designed to align the eight HHS divisions into one unified department. Responds to personnel concerns. Coordinates clerical work for the HHS Director's Office. Attends meetings and leads correspondence on behalf of the Director.
- 1/6/14 – 4/12/16 **Special Projects Coordinator to the Director of Children and Family Services** responsible for project development and management; facilitator for work groups and focus groups; prepares Director for meetings and events; works with communications deputy director to prepare presentations, procedures, policy, and messaging; attends and facilitates meetings in the absence of the Director; oversees clerical work; member of the senior leadership team.
- 1/29/01 – 1/5/14 **Facilitator** for Team Decision Making (TDM) meetings involving critical decisions related to child safety; placement, well-being and permanency planning utilizing the six stage TDM model. Facilitates Semi-Annual Administrative Reviews for children in out-of-home care or court-ordered protective supervision; participates in permanency round tables and special reviews for youth in residential treatment and Permanent Planned Living Arrangement custody status; responsible for data collection, upholds agency policies and the Ohio Revised Code/ Ohio Administrative Code, prepares meeting reports while managing team dynamics, conflict and facilitating the TDM/ review process.
- 1/15/97-1/29/01 **Direct Services Child Protection Specialist** performs case management duties for children and families throughout Cuyahoga County with CCDCFS involvement; investigates child abuse, neglect and dependency; assesses child safety, risk, strengths, needs, well-being and permanency options; develops case plans with families; links families to supports; engages families and community partners in a strength-based solution-focused interventions; consults with the Prosecutor's Office; attends court hearings; places children with resource families.

### Berea Children's Home Berea, Ohio 1996

- **Direct child care staff** for male youth in the Specialized Holistic Aggressor Recovery residential treatment program (SHARP); provides structured milieu including education, partial hospitalization, safe supervision, physical activity and skills-building using the tenants of cognitive behavioral therapy.

### Children's Aid Society Cleveland, Ohio 1995

- **Direct child care staff** for female youth in residential treatment; provides structured milieu including education, partial hospitalization, safe supervision, social activities, physical activity and skills-building using structured behavior modification plans.

## **Undergraduate Internship**

Berea Children's Home 1994-1995

- Application of undergraduate studies to direct care for youth in residential treatment; received extensive training and consultation with therapists; observed and led psycho-educational group activities.

## **GRADUATE INTERNSHIP**

Cuyahoga County Division of Children and Family Services 2012-2015

- Field of study: preserving and strengthening sibling relationships for children in out-of-home care; read and presented research to CCDCFS administration, led work group to recommend changes in policy and practice; compiled, analyzed and presented data to stakeholders, implemented and communicated change in policy and procedure to stakeholders.

## **PROFESSIONAL LICENSURE**

Counselor, Social Worker and Marriage and Family Therapist Board, State of Ohio

Licensed Social Worker

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## **Activities and Honors**

- Received the Director's Award from the Cuyahoga County Division of Children and Family Services in 2000, 2005, 2007, and 2009 for outstanding service.
- Awarded the Child Welfare Fellowship Program by CCDCFS and Case Western Reserve University in 2012.
- Information Technology System (Statewide Administrative Child Welfare Information System/ SACWIS) Super User 2008 - present
- Co-facilitator child permanency workshop Annie E. Casey Convening Phoenix AZ 2006.
- Participated in visitor panels, role plays, & conferences in collaboration with the Annie E Casey Foundation from 2001-2013.
- Played the facilitator role in the Annie E. Casey Foundation's Team Decision Making Instructional Video May 2012.
- Sibling workshop facilitator Building Bridges for Permanency Symposium in September 2013.
- Council Member Ohio Children's Trust Fund Great Lakes Region 2016 - present
- Cuyahoga County CCDCFS Leadership Seminar Series participant 2014

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2018-0011

Sponsored by: <b>County Executive Budish/Department of Human Resources</b>	<b>An Ordinance</b> providing for modifications to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual, otherwise known as the Employee Handbook; and

WHEREAS, pursuant to Section 9.01 of the County Charter the County’s human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination based on race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry.

WHEREAS, it is necessary that this Ordinance 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 ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County’s Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) as effective for all County employees and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees who are subject to the manual in accordance with the Department’s usual method of dissemination.

**SECTION 2.** It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the

following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

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

\_\_\_\_\_  
County Executive Date \_\_\_\_\_

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

First Reading/Referred to Committee: September 25, 2018

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

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

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# 1 INTRODUCTION

## ***1.01 Profile of the County***

The County is an independent political subdivision of the State of Ohio and operates subject to the provisions of the Ohio Constitution, the Charter and various sections of the Revised Code. The County is located on the southern shore of Lake Erie in northeastern Ohio. The County covers an area of 458.3 square miles and contains two townships and 57 cities and villages. The State established the County on February 8, 1808, and the first meeting of the Cuyahoga County Board of County Commissioners was held in June 1810. The County is substantially fully developed and, according to the 2010 census, had a population of 1,280,122, making it one of the most populous counties in the State.

On November 6, 2009, the voters of the County adopted a County Charter that changed the form of the County's government. The Charter was effective January 1, 2010, with 2010 being a year of transition to the new form of government. The Charter eliminated the elected positions of County Commissioners, County Auditor, County Treasurer, County Recorder, Clerk of Courts, County Coroner, County Engineer and Sheriff. In place of the previously elected officers, the Charter provides for an elected County Executive, an elected 11-member County Council and an elected Prosecuting Attorney. The County Executive and the Prosecuting Attorney are elected by all the voters of the County, and each member of Council is elected by voters in one of 11 districts established by the Charter. As a charter government, the county has the same home-rule powers as are vested in charter municipal governments.

The County Executive is the chief executive officer of the county and, with the approval of the Council, appoints the following: (i) a Fiscal Officer who has the duties of an elected county auditor, an elected county recorder and an elected clerk of courts (other than those related to the operations of the County Courts); (ii) a Medical Examiner who performs the duties of an elected county coroner; (iii) a Clerk of Courts to carry out the duties of an elected clerk of courts related to the operations of the courts; (iv) a Director of Public Works who performs the duties of an elected county engineer and a sanitary engineer; (v) a Director of Law who serves as the legal advisor and representative to the County Executive and Council; (vi) a Treasurer who performs the duties of an elected county treasurer; (vii) a Sheriff who performs the duties of an elected county sheriff; and (viii) a Director of Health and Human Services who manages the administration of the County's various human service agencies, programs and activities. The County Executive has powers and duties of an administrative nature, including overseeing most personnel and collective bargaining matters, executing contracts, conveyances and indebtedness on behalf of the County, introducing ordinances and resolutions for Council's consideration and submitting tax and operating budgets, capital improvement plans, a five-year financial forecast for County operating funds and a related written message annually.

The 11 member Council holds the legislative power and is the taxing authority of the County. The Council elects a President, and has authority to establish procedures governing the making and administration of County contracts and public improvements. Council also has authority to adopt the annual tax budget and the County's operating and capital budgets, to make appropriations to provide for the acquisition, construction and maintenance of property, and to establish a procedure for the levying of special

assessments. The Council may override a veto of the County Executive if at least eight members of Council vote to approve the vetoed measure. The Council has investigative as well as legislative powers.

This handbook is intended to govern employees under the authority of the County Executive and County Council.

## **2 PURPOSE OF EMPLOYEE HANDBOOK**

This handbook is intended as a reference to inform employees of the county's human resources policies and systems, including the guidelines and resources employees need to know in their role at Cuyahoga County. Employees are expected to know the policies and guidelines contained in this handbook, as well as any additional policies and guidelines set by their department.

All matters relating to the administration of the policies and procedural guidelines in this handbook are under the general supervision of the Director of Human Resources. Questions regarding interpretation and application of this handbook should be directed to Human Resources.

Bargaining employees are expected to know the terms of their Collective Bargaining Agreement (CBA). The terms and conditions of that agreement supersede this handbook on any subject covered by their CBA.

The procedural guidelines covered in this handbook do not diminish the County's management rights and should not be considered a waiver of these rights. Unless limited or prohibited in this handbook, or otherwise restricted by law, the County reserves all rights to manage its workforce. The policies and procedural guidelines contained in this handbook are intended to promote equity, consistency, and standardization of benefits, but do not reflect or represent every conceivable situation but addresses those that are often encountered. Situations may differ and will be handled on a case-by-case basis, at the discretion of the County as permitted by applicable law. Whenever this discretion is used to justify a managerial decision by the County, such action will be logged by Human Resources.

The procedural guidelines outlined in this handbook will be applied at the discretion of the County in accordance with the law. The County reserves the right to change by ordinance, for any reason, at any time and without prior notice, the procedures, benefits, and working conditions described in this handbook to the extent permitted by law. The latest version of this handbook will be available on the Human Resources website. Every effort will be made to notify employees when an official change in the procedural guideline has been made. Upon said notification it is the responsibility of the employee to review and familiarize themselves with any changes.

Any violations of the procedural guidelines outlined herein are subject to discipline up to and including removal.

## **3 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY**

### ***3.01 Commitment to Diversity & Inclusion***

The County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential.

A diverse workforce helps the County realize its full potential. The County benefits from creativity and innovation that results when people who have different experiences, perspectives, and cultural backgrounds work together.

### ***3.02 Equal Employment Opportunity***

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

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

### ***3.03 Accommodations for Religious Beliefs***

The County respects the religious beliefs and practices of all employees and, upon written request, will make accommodations that are reasonable (accommodations that do not create an undue hardship on the County's business operations), as required by law.

#### Requesting a Religious Accommodation

Employees who seek a religious accommodation must submit a written request for the accommodation to Human Resources. The written request should include the type of religious conflict that exists and the requested accommodation. Human Resources will respond to the employee's request within a reasonable time.

### ***3.04 Americans with Disabilities Act***

The County is committed to complying with the Americans with Disabilities Act (ADA) and its amendments and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA and its amendments make it unlawful for an employer to discriminate against qualified applicants or employees with a disability.

The County will accommodate qualified applicants or employees with disabilities to enable them to perform the essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the County.

This policy is neither exhaustive nor exclusive. The County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

#### Definitions

**Qualified employees and applicants with disabilities** are employees or applicants with disabilities who can perform the essential functions of the position they are pursuing or currently hold with or without reasonable accommodation.

**Employees and applicants with disabilities** are persons whose impairments substantially limit one (1) or more of their major life activities (e.g., walking or hearing), who have a history of such impairments, or who are regarded as having such impairments.

**Reasonable accommodations** are modifications to work environment or schedule that allow applicants or employees to perform the essential functions of the position they pursue or currently hold, that do not create an undue hardship for the County.

#### Requesting an Accommodation

An employee with a disability in need of an accommodation must complete an *accommodation request form*. The accommodation request form includes a section for medical documentation from the employee's healthcare provider. The accommodation request form is available online, or a paper copy can be requested from Human Resources.

Upon submission of medical documentation presenting a disability, the County will engage with the employee and their healthcare provider to identify reasonable accommodations for the employee.

Medical information obtained by the County regarding applicants or employees is maintained in a separate file and disclosed only in accordance with the ADA and its amendments, as well as applicable federal and Ohio laws. The County may be required to release this information under Ohio Public Records laws or subpoenas.

### **3.05 Reporting Harassment, Discrimination, or Retaliation**

Employees who believe they are the victim of harassment, discrimination or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding harassment, discrimination or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential harassment, discrimination or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of harassment, discrimination or retaliation involving employees or others to Human Resources. Classified employees may appeal retaliatory adverse employment actions to the Personnel Review Commission.



### Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

### Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of information about a harassment, discrimination, or retaliation report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action. Employees, however, are not prohibited from cooperating with county or law enforcement officials as part of an ongoing investigation, nor are employees prohibited from exercising their whistleblower rights under the county ethics code or general law.

### False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

### **3.06 Prohibited Retaliation**

The County strictly prohibits retaliation against any individual who:

- Reports discrimination or harassment
- Cooperates with an investigation of reported discrimination or harassment
- Complains about discrimination or harassment
- Threatens to report discrimination or harassment
- Refuses to obey a directive the employee reasonably believes to be discriminatory
- Pickets in opposition to discrimination
- Requests a reasonable accommodation based on a religion or disability

Retaliation includes, but is not limited to:

- Any negative employment action, such as termination, refuse to hire, or denial or promotion
- Other actions impacting employment such as threats, unjustified negative evaluations, unjustified negative references or increased surveillance
- Any other action, such as assault or unfounded civil or criminal charges likely to deter a reasonable person from pursuing their rights

Any individual who experiences prohibited retaliation should immediately report the issue using the procedures outlined in section 3.05.

## **4 ETHICS AND SUNSHINE LAWS**

### ***4.01 Code of Ethics***

All employees are required to demonstrate a high standard of ethical conduct. New employees are required to complete ethics training within the first thirty (30) days of their employment. All employees are required to complete ethics training annually. The County has an Ethics Code, which is administered by the Agency of the Inspector General. The Ethics Code can be found in Title 4 of the County Code.

### ***4.02 Sunshine Laws and Records***

Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give members of the public access to government meetings and records. The County has also adopted, by ordinance, a public records policy. Employees should be aware that their work, including emails, voicemails, and other written communications may be open to public inspection, and that their work must be preserved for public inspection consistent with the county's records retention policies,

Each department has a public records policy and a public records manager. Departments also have records retention schedules, which list what records the department keeps, and for how long. Employees must comply with the law and their department's policies regarding records. Employees should consult with their supervisor or public records manager for assistance. The County's public records policy can be found in Chapter 106 of the Cuyahoga County Code ([code.cuyahogacounty.us](http://code.cuyahogacounty.us)) and the State public records law can be located in the Ohio Attorney General's Sunshine Law Manual. ([www.ohioattorneygeneral.gov/Sunshine](http://www.ohioattorneygeneral.gov/Sunshine))

#### Privacy Expectations

Employees do not have a right, nor should they have an expectation, of privacy while using any County electronic equipment. Records created by an employee when using County electronic equipment (including emails, Internet usage history, etc.) may be released to the public, consistent with state law.

## 5 TALENT MANAGEMENT

### 5.01 Filling of Job Vacancies

The County encourages employees to apply for new and vacant positions as they become available. The County is committed to fairly evaluating its employees' qualifications against external candidates' qualifications and selecting the best qualified candidate for the position. The County considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. Job vacancies are typically filled as a new hire, promotion, lateral transfer, demotion or a temporary work level (TWL) assignment. In each, the employee must meet the minimum requirements of the job.

- A **new hire** is when a job candidate who does not currently work at the County is hired to fill a vacant, or soon to be vacant position.
- A **promotion** is when an employee moves from one classification or job to another classification or job in a higher pay grade.
- A **lateral transfer** is when an employee moves from one classification or job to another classification or job in the same pay grade.
- A **demotion** is when an employee moves from one classification or job to another classification or job in a lower pay grade.
- A **temporary working level** (TWL) is when an employee is temporarily assigned duties of a position with a higher pay grade for a minimum of a two (2) week period, but not to exceed one (1) year. TWLs are described in section 9.05.

#### Job Announcement Postings

Job announcements are posted on the Human Resources website and may also be posted on designated bulletin boards throughout the County. They may also be posted on other organizational and recruiting websites, and/or sent to various external recruitment agencies, advertised in newspapers or other media when applicable. These announcements summarize minimum qualifications, and key job duties of the position being filled, but may not be all inclusive. Announcements will also include information about any required civil service testing.

#### Application Process

Non-employees apply for posted vacancies through the Human Resources website. The website allows applicants to view current vacancies, create a profile and apply for one or more vacancies.

All job openings will be posted on the Human Resources website. Certain posted vacancies are for current employees only, but all openings will be posted publicly. Any restriction on who can apply will be noted on the posting.

Vacancies for positions covered under a CBA will follow the application process outlined in the CBA.

## Selection Process

### Classified Positions

The Personnel Review Commission screens applicants for minimum qualifications, conducts civil service examinations, and certifies eligibility lists to the hiring managers. For internal promotions, Human Resources may conduct a screening process and determine candidates to interview utilizing an alternative process approved by the Personnel Review Commission.

Human Resources may conduct additional screenings, which may include, but are not limited to, physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected applicants from the eligibility list. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

### Unclassified Positions

Human Resources screens resumes and applications for minimum qualifications and refers qualified applicants' information to the hiring manager.

Human Resources may conduct additional screenings, which could include physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected qualified candidates. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Certain unclassified positions are appointed directly by elected officials (e.g., the County Executive and County Council), and these positions may be filled through a separate process managed by the elected official, in consultation with Human Resources.

## **5.02 Background Checks**

The County conducts appropriate background checks on applicants who have received a conditional offer of employment, employees, trainees, paid and unpaid interns/co-ops/fellows, volunteers, and appropriate non-employees performing work on County premises or otherwise on behalf of the County as permitted or required by law.

The County may perform the following background checks, in compliance with relevant laws, including but not limited to:

- Personal Background
- Criminal Background
- Financial Background
- Work History Background
- Educational History Background
- Other Backgrounds as required

Pursuant to County Code, the County does not ask applicants about their criminal background as part of the application process, except as permitted by law. The County may ask applicants who have received a conditional offer of employment about their criminal background. When evaluating an applicant or employee with criminal convictions, the County will consider the nature of the offense, the length of time since conviction, the relationship between the conviction and the duties and responsibilities of the position, and any positive changes demonstrated since the conviction.

### ***5.03 Newly Hired Employees***

#### Orientation

The County provides an orientation process, facilitated by Human Resources, to prepare newly hired individuals to succeed as County employees. All new employees will receive orientation during their first year of employment. This will assist new employees in learning about the County and understanding the County's core values, mission, vision and goals.

During the orientation process, new employees will submit all new-hire paperwork and receive relevant information that will assist them in making a smooth and effective transition to the County. As part of the orientation process, Human Resources provides a new hire orientation meeting to new employees. New hire orientation meetings are typically completed within the first thirty (30) days of employment.

#### Identification Badge

Upon hire, employees receive an identification badge from the County at no cost. Employees are required to visibly wear their identification badges while on County property, and/or while performing County business. Employees must notify their supervisor as soon as practical if their identification badge is lost, stolen, damaged or stops working. The employee or supervisor can submit a *request for ID badge replacement form* to ID Card Services to have a new identification badge issued. The request for ID badge replacement form is available from ID Card Services.

Employees may be charged a replacement fee if their badge is lost, stolen, damaged, or stops working. The County may waive the replacement fee for inoperable identification badges. The County may collect and issue, at no cost, a new identification badge to an employee who transfers departments. Employees must return to their identification badge to their supervisor or Human Resources upon end of employment.

### Probation Period

The employee probation period is a time devoted to the development and evaluation of the employee in their new position with the County. All full-time and part-time employees that are newly hired, transferred, promoted or demoted shall be subject to an initial probation period of one hundred eighty (180) calendar days, beginning the first day of their assignment.

No appointment is final until the employee satisfactorily completes their probation period. An employee may be removed or displaced at any time for failure to successfully complete their probation period or for any other lawful reason. The removal or displacement of an employee in their probation period is not subject to appeal. The Director of Human Resources may extend an employee's probation period to allow additional time to review the employee's performance, up to a maximum of one (1) year. Neither days spent on any unpaid leave of absence, nor days spent on a paid leave of absence for more than five (5) consecutive working days will be counted towards the probation period. Probationary periods and related requirements for bargaining employees are set forth in each applicable CBA.

## **6 GENERAL EMPLOYMENT PRACTICES**

County employees are expected to perform their jobs and to conduct themselves in a professional manner in a way that advances the goals of the County and boosts public confidence in County government. County employees must exercise the required care for the safety and security of persons and property. County employees must refrain from any behavior which might be harmful to the County's interests, or conflict with County policy. For this reason, the County is committed to selecting individuals for employment who are committed to achieving and supporting the goals and objectives of the County.

It is the desire of County government that all employees have a successful and rewarding tenure and maximize their potential both personally and professionally. Identifying strengths and areas of needed improvement help to prepare employees for promotional opportunities.

### ***6.01 Employment Status***

The employment status of County employees includes full-time, part-time benefits eligible, part-time non-benefits eligible, and temporary. As defined in the Fair Labor Standards Act (FLSA), employees are overtime non-exempt or exempt. Per the Ohio Revised Code, non-bargaining County employees are also designated as classified in the civil service or unclassified. For the purposes of this handbook, elected County officials are not considered employees of the County.

#### Full-Time

Full-time employment is defined as scheduled to work a yearly average number of hours greater than or equal to forty (40) per workweek. Full-time employment is generally based on a pre-arranged schedule and full-time status is indicated during an initial job offer or change in employment status. Full-time employees are eligible for benefits (see section 10).

#### Part-Time Benefits-Eligible

Part-time benefits-eligible employment is defined as scheduled to work a yearly average number of hours less than forty (40) per workweek and up to and including thirty-nine (39) per work week but not less than thirty (30) hours per workweek. Part-time benefit-eligible employees are eligible for certain benefits (see section 10).

#### Part-Time Not Benefits-Eligible

Part-time employment that is not benefits-eligible is defined as working a yearly average number of hours fewer than thirty (30) hours per workweek and are not eligible for healthcare benefits.

#### Temporary Employment

Temporary employment is defined as employment for a specified project or time frame, not to exceed one hundred eighty (180) continuous days. Temporary employment may be designated as part-time or full-time. Temporary employees are not eligible for benefits.

#### Exempt or Non-Exempt

The Fair Labor Standards Act (FLSA) and its amendments provide rules to determine whether a position is designated as exempt or non-exempt. Non-exempt employees receive overtime pay or compensatory



time off calculated at time and one-half (1.5) their regular rates for hours worked more than forty (40) in a workweek (see section 9.06). Exempt employees do not receive overtime pay (i.e., time and one-half) but may, in extraordinary circumstances, receive exchange time or straight pay for hours worked more than forty (40) in a workweek (see section 9.07)

#### Classified or Unclassified

Classified positions are subject to the civil service provisions of the Ohio Revised Code, the Ohio Administrative Code, the County Charter and the County Code. Classified employees may file appeals with the Personnel Review Commission (PRC) if they feel their civil service protections have been violated.

Unclassified positions are exempt from civil service examination and are not subject to civil service protections. Unclassified employees are at will employees and serve at the pleasure of the County.

#### Bargaining or Non-bargaining

A position is considered bargaining if it is covered under a CBA. Non-bargaining positions are not covered under a CBA. The terms and conditions of a CBA supersede this handbook on any subject covered by the CBA.

## **6.02 Job Descriptions**

#### Classified Positions

The PRC maintains the County's class plan. Each classified position has a classification specification that describes the classification's function, distinguishing characteristics, essential job functions, and minimum requirements. All classification plan change requests must be made to the PRC by completing a *non-bargaining classification plan revision request form*, found in the PRC's website. Departments are responsible for communicating any proposed job function changes, in advance of any change to employees' duties, to the PRC. Classification specifications are located on the PRC's website, and can be requested from Human Resources or the PRC.

#### Unclassified Positions

Human Resources maintains job descriptions for unclassified positions. Job descriptions consist of essential job functions, including job duties, responsibilities and requirements. Job descriptions will be updated when substantial changes are made.

Departments are responsible for communicating any proposed job description changes for unclassified positions, in advance, to Human Resources. Human Resources will work with the supervisor and others to ensure suggested changes are appropriately incorporated.

Employees who believe their job has significantly changed should notify their supervisor and Human Resources for a position audit (see section 6.03). Unclassified job descriptions can be requested from Human Resources.

### **6.03 Position Audit**

A position audit is a formal process to evaluate whether an employee performs job duties substantially different from his or her job description or classification. An employee who believes their position is incorrectly classified can request a position audit. Human Resources will request information from the employee, the employee's supervisor and the department director regarding the employee's current duties and responsibilities to determine if the employee's position is appropriately classified. After reviewing all available information, Human Resources will determine whether the employee's position is properly classified. An employee who disagrees with Human Resources' determination can file an appeal with the PRC in accordance with the PRC's Administrative Rules.

Position audits are fully described in Section 303.01 of the County Code. Employees who wish to request a position audit should contact Human Resources.

### **6.04 Direct Deposit of Pay and Payroll Deductions**

Employees are paid bi-weekly and must participate in the County's Direct Deposit program. A *direct deposit form* must be completed as part of the employee's new hire paperwork or when the employee experiences any changes to their applicable financial account. Employees are responsible for notifying Human Resources if their direct deposit bank(s) and/or account(s) change. Any questions regarding direct deposit or deductions should be directed to Human Resources.

Human Resources publishes an annual payroll calendar that notes each pay day. The payroll calendar is available online or by contacting Human Resources.

Various payroll deductions will be taken out of each employee paycheck. These deductions fall into two (2) categories, mandatory and voluntary.

- **Mandatory Deductions.** Mandatory payroll deductions are mandated by statute. They include federal, state, city and school district taxes, OPERS contributions, support orders, union dues/fair share fees, Medicare, bankruptcy, garnishments and other applicable obligations.
- **Voluntary Deductions.** Voluntary payroll deductions are authorized by the employee. These include health, accident, charitable contributions, disability and life insurance, retirement plans, flexible spending accounts, credit union deductions, parking and transit costs and union dues.

Deductions can be pre-tax or post-tax depending on the nature of the deduction.

### **6.05 Timekeeping**

The County must comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of an employee's work hours and that employees are paid in a timely manner, employees and their supervisor are required to maintain accurate time and attendance records. Attendance or use of leave should be recorded daily for non-exempt personnel or within the actual pay period for exempt employees.

Time entry for non-exempt employees must be completed daily and accurately by employees. After reviewing and resolving any discrepancies, the supervisor (or department designee) must approve the number of hours worked or on leave in the County's timekeeping system.

Time entry for exempt employees must be completed within the actual pay period. After reviewing and resolving any discrepancies, supervisors (or department designee) must approve the number of hours to be paid for time worked or on approved paid or unpaid leave in the County's timekeeping system.

All employees are expected to provide accurate information regarding time and attendance. Falsification is an act of misconduct and considered a violation of the County's policy and procedural guideline and may be subject to disciplinary action.

### ***6.06 Standard Workweek and Hours***

The normal workweek for full-time County employees is five (5) days per week, usually Monday through Friday. The normal workday is from 8:30 a.m. to 4:30 p.m. The normal workweek and hours of work may vary based on operational needs, and/or in the case of 7-day/24-hour-a-day operations or in situations covered by a CBA.

#### Lunch and Breaks

Employees shall be allowed a one (1) hour paid lunch period. To qualify for the paid lunch period, employees must work a minimum of five and one half (5.5) hours inclusive of the lunch period. In addition, County employees may receive two paid breaks of up to fifteen (15) minutes in duration. All breaks and lunch periods are to be scheduled by the employee's immediate supervisor based on the operational needs of their unit and in accordance with the following provisions:

- one break may be taken in the first half of the work day and one may be taken in the second half of the work day
- breaks shall not abut the end or beginning of the lunch period
- breaks and lunch periods cannot be used to make-up tardiness or quitting early. For example, an employee who is scheduled to end their day at 4:30 may not leave for the day at 3:30 p.m. and take their lunch from 3:30 to 4:30 p.m.
- an employee must return to work after a lunch period for that period to be considered a lunch period. For example, an employee may not take their lunch period from 12 p.m. to 1 p.m. and then take sick leave from 1 p.m. until the end of the day. The employee will be required to use their own leave time to cover the period from 12 p.m. to 1 p.m. If, however, the employee only used sick leave from 1 p.m. until 2 p.m. and returned to work for the remainder of the day, the 12 p.m. to 1 p.m. period would be considered a proper lunch period.

## **6.07 Flexible Work Schedules**

To meet challenges and provide options for work-life balance, a department director may grant flexible work schedules for individual employees, departments, divisions within departments, or other offices or agencies. These variations must allow for operational needs to be met, may not alter the total number of hours worked in a workweek and must be approved by the employee's supervisor and department director. The County recognizes three (3) types of flexible work schedules:

- **Alternative Start/End Time.** A department director may grant an alternative start/end time that enables employees to start earlier or later than the designated start time, then work an eight (8) hour workday.
- **Daily Flexible Schedule.** A department director may grant a daily flexible schedule that enables employees to come to work early and go home early, arrive to work late and stay late, or take extra time at lunch that is made up by arriving to work early or staying late. Employees who work daily flexible schedules are required to work within their agency/department's core operational hours.
- **Compressed Work Week.** A compressed work week enables employees to work a four (4) day work week, ten (10) hours each day. Where practical, directors and managers are strongly encouraged to implement compressed work week schedules to realize operational cost savings, improve public access to county services, and/or improve employee quality of life.

Employees wishing to work flexible work schedules must make their request to their supervisor. Supervisors must complete an operational analysis to determine the feasibility of the request and meet with Human Resources before final approval.

Employees who work a flexible schedule greater than eight (8) hours per day will receive a maximum of eight (8) hours of pay for each recognized holiday. If the holiday falls on a regularly scheduled workday, employees may, at the discretion of the supervisor, make up the additional time or use vacation time to account for the difference in hours.

If the recognized holiday does not fall on a regularly scheduled workday, eligible employees who work a flexible schedule, will be given eight (8) hours of time off at their normal rate of pay.

A floating holiday example would include: employees who work a Tuesday–Saturday schedule, missing a Monday holiday; therefore, employees may take an approved floating holiday.

Working a flexible work schedule is a privilege, not an employee right. Flexible work schedules are not appropriate for all job situations. A flexible work schedule can be rescinded with at least five (5) business days' notice to the employee.

## **6.08 Voluntary Reduced Work Schedules**

Management, in consultation with Human Resources, may authorize or revoke authority for employees to participate in a voluntary reduced work schedule. Eligibility for benefits could be affected. Exempt employees who participate in a voluntary work reduction program shall not be eligible to accumulate exchange time.

## **6.09 Telecommuting**

The county does not permit permanent telecommuting arrangements. Employees may, however, be permitted to work out of the office on a temporary or occasional basis for dependent care, inclement weather, illness, disability, or caring for an ill family member, when doing so would not adversely impact county operations. Each department director, in consultation with Human Resources, may determine whether an employee may work out of the office on a temporary or occasional basis for one of these reasons on a case-by-case basis. Any temporary or occasional telecommuting arrangements shall not extend beyond the existence of the underlying need for such arrangement, and in no case shall such arrangement extend beyond 90 calendar days without approval from the County Executive or ultimate appointing authority. Employees working out of the office are required to truthfully and accurately report their time. Supervisors of employees working out of the office are responsible for ensuring such work arrangements are not abused. Falsification of time and attendance records may result in discipline. If an employee's temporary work arrangement is insufficient to meet county business needs, the employee may be required to return to working in the office or to use applicable leave time. The Department of Human Resources shall consult with the County's Risk Management Division to ensure out-of-office work arrangements do not expose the county to unduly high workers' compensation claims or other liability.

## **6.10 Performance Management**

The County strives to help employees understand the impact their contributions have on organizational goals and provide opportunities for professional growth. To achieve this goal, the County has established a performance management program that culminates in a performance review. The performance management process is ongoing as the County plans, manages, reviews, and recognizes good performance.

An effective performance management system is designed to:

- ensure employees have a clear understanding of work expectations
- provide ongoing feedback to employees regarding their performance relative to expectations
- identify development opportunities
- address performance that does not meet expectations

A comprehensive performance management system empowers employees to have greater input into their personal career progression and enables supervisors to better identify and recognize performance based upon a set of criteria.

The County's performance management process consists of a three-phase cycle: planning, managing and reviewing.

- **Planning Phase.** In this phase, individual goals and objectives are set for the performance period. SMART (specific, measurable, achievable, relevant, and time based) goals increase employee motivation and commitment to goal attainment, leading to greater performance and productivity.
- **Managing Phase.** In this phase, through formal and informal conversations, the parties discuss progress towards the successful completion of goals and expectations. Regular communication between the supervisor and employee is critical during this part of the performance management cycle. Discussion enables the supervisor to provide timely feedback and coaching as the year unfolds. It is important for supervisors and employees to keep track of key performance highlights and challenges that occur during the performance period. These notes will assist employees and supervisors during subsequent conversations and when it is time to prepare the performance review.
- **Reviewing Phase.** After the evaluation cycle, the supervisor meets with the employee to conduct a performance review. If SMART goals have been set (planning phase) and ongoing communication/feedback has taken place (managing phase), the overall outcome of the annual review should come as no surprise to the employee. The employee may provide written comments relevant to the performance review on the form within five (5) workdays after receiving it. The employee will acknowledge receipt of the performance review on the form. An employee's acknowledgement of receipt does not indicate agreement with its contents.

### **6.11 Corrective Action/Performance Improvement**

The County has adopted a corrective action process to help employees understand that performance concerns or opportunities for improvement exist, to clarify management's expectations and to prevent a recurrence of unsatisfactory behavior and/or performance concerns.

#### Documented Counseling

Documented counseling involves a meeting between supervisor and employee, whereby the employee is informed of the inappropriate conduct and of any corrective action that may be necessary. The supervisor shall complete, sign, and date a documented counseling form. The supervisor shall indicate on the form the date when the employee received the form. The supervisor shall retain the original and the employee shall receive a copy of the form.

#### Performance Improvement Plan

It is the County's desire that each employee performs at an optimal level. If performance is below an acceptable level, the supervisor may decide that a Performance Improvement Plan (PIP) is necessary. The supervisor will document a description of the performance problem, corrective action to be taken by the employee and how the employee's performance will be measured, along with target dates for improvement. The supervisor shall consult with Human Resources on the development of a PIP.

The supervisor will meet with the employee to implement the PIP. If the employee's performance continues to fall below expectations, the County may choose to modify the PIP, conduct a Pre-Disciplinary Conference to determine the appropriate discipline, or otherwise address the deficiency, up to and including removal.

### Mandatory Referral to Employee Assistance Program

Human Resources may require an employee to seek assistance through the County's Employee Assistance Program (EAP) to identify and resolve issues that may be interfering with job performance. Supervisors may initiate a mandatory EAP referral by contacting Human Resources. A referred employee's attendance, motivation level, and willingness to follow recommendations will be reported back to County management by the EAP administrator.

## **6.12 End of Employment**

The County strives to build long-term mutually beneficial relationships with its employees and wishes future success to employees who exit employment.

### Resignation

Employees may resign from employment with the County by providing written notice to Human Resources or their supervisor. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of resignation after acceptance unless Human Resources, in conjunction with the employee's department director, approves the request to rescind in writing. Employees are requested, when possible, to provide at least fourteen (14) calendar days advance written notice of their intention to resign.

### Retirement

Employees may retire from County service by submitting the appropriate forms to the Ohio Public Employees Retirement System (OPERS) and providing written notice to Human Resources. Forms may be found on the OPERS website: [www.OPERS.org](http://www.OPERS.org) or by contacting Human Resources. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of retirement after acceptance unless Human Resources, in conjunction with the employee's department director, accepts the employee's request to rescind. Employees are requested, when possible, to provide fourteen (14) calendar days advance written notice of their intention to retire.

### Disability Separation

An employee who is unable to perform the essential job functions of their position due to a disabling illness, injury or condition, and has exhausted all paid sick leave and applicable unpaid leave, may be disability separated in accordance with the ADA and other applicable law. A disability separation may be voluntary or involuntary. The County may require the employee to submit to a medical or psychological fitness for duty examination with a physician chosen by the County for determining whether the employee can perform the essential job functions of their position, with or without reasonable accommodation.

### Voluntary Disability Separation

A disability separation is voluntary when an employee requests to separate. The County may grant an employee's request for voluntary disability separation or may require the employee to submit to a medical or psychological examination. If the examination supports the employee's request, the County shall grant the employee's request for voluntary disability separation. If the medical examination does not support the employee's request, the County shall not approve the employee's request for voluntary disability separation.

An employee who is granted a voluntary disability separation shall retain the right to be reinstated to their position for two (2) years from the date that the employee is no longer in active work status.

#### Involuntary Disability Separation

A disability separation is involuntary when there is a dispute between the County and the employee regarding the employee's ability to perform the essential functions of their position, with or without reasonable accommodation. The County must have medical evidence of an employee's disabling illness, injury or condition that documents the employee's inability to perform one or more essential functions of their position. The County will schedule a pre-separation hearing and the employee shall be provided with written notice at least seventy-two (72) hours in advance. If the employee does not waive their right to the hearing in writing, the employee has the right to examine the County's evidence of disability, rebut that evidence, and present testimony and evidence on their own behalf at the hearing. If the County determines, after weighing the testimony and evidence admitted, that the employee is unable to perform one or more essential functions of their position, with or without reasonable accommodation, then the County shall separate the employee. Unless otherwise specified in the employee's CBA, an involuntarily disability separated employee shall have the right to appeal to the Personnel Review Commission (PRC) by following the PRC Administrative Rules.

#### Reinstatement from Disability Separation

An employee on disability separation for less than two (2) years may make a written request to the County for reinstatement accompanied by credible medical evidence that the employee can perform the essential functions of their position, with or without reasonable accommodation. A request cannot be made less than three (3) months from the date the employee was no longer in active work status. Upon receipt of this evidence, the County shall either reinstate the employee or require the employee to submit to a medical or psychological fitness for duty examination to determine whether the employee can perform the essential functions of their position, with or without reasonable accommodation. The County shall notify the employee of its decision to approve or deny the reinstatement request no later than sixty (60) calendar days after it receives the employee's written request. If the County determines that the employee is unable to perform one or more of the essential functions of the position, with or without reasonable accommodation, the County will schedule a hearing and provide the employee written notice at least seventy-two (72) hours in advance. If the employee does not waive the right to the hearing, the employee has a right to examine the County's evidence of continuing disability, rebut that evidence, and to present testimony and evidence on their own behalf. If the County then finds the employee incapable of performing one or more of the essential functions of their position, with or without reasonable accommodation, the employee will be notified of this decision in writing and shall have the right to appeal to the PRC by following the PRC Administrative Rules. The employee shall not make subsequent requests for reinstatement more than once every three (3) months from the date the employee is notified of a reinstatement denial. If the County determines that the employee is to be reinstated, the employee will be assigned to a position in the classification the employee held at the time of disability separation if a position is available. If that classification no longer exists or is no longer utilized by the County, or if there is no available position, the County shall endeavor to place the employee in a similar classification. If no vacancy in a similar classification exists, or if the employee no longer meets the minimum qualifications, the employee may be laid off.



### Disability Retirement

Employees who are unable to perform the essential duties of their position, with or without reasonable accommodation, due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. Employees seeking reinstatement from a disability retirement pursuant to applicable state law shall be required to submit appropriate documentation of their ability to work and may be required to submit to an examination to determine whether they can perform essential functions of their position, with or without reasonable accommodation.

### Layoff

Whenever the County determines that it is necessary or advisable to reduce its workforce, the County shall lay off employees or abolish their positions in accordance with the County Code and any applicable provisions of the Ohio Revised and Administrative Codes. Affected employees will be provided with information related to order of layoff, displacement rights, reinstatement rights, job placement services through existing state and county workforce programs, and other information related to the layoff process (e.g., unemployment).

Bargaining employees should refer to their CBA for information regarding layoffs.

### Disciplinary Removal

Employees may be subject to involuntary separation based on disciplinary action as described in this handbook or their CBA.

### Employee Separation Appeal

Classified employees who are involuntarily separated may appeal their separation to the PRC by following the PRC Administrative Rules. Bargaining employees who are involuntarily separated may appeal their separation based on the terms outlined in their CBA.

### Final Paycheck

Upon separation of employment, compensation for accrued vacation leave and compensatory time will be included in the last paycheck or may be included in a separate check (provided that all County property i.e. laptop, keys, have been returned). There is no compensation for unused sick leave or exchange time except upon retirement. An employee with ten (10) or more years of service may receive payment for one-fourth (1/4) the value of accrued, unused sick leave, not to exceed 240 hours (30 days).

## ***6.13 Delayed Openings/Early Closing***

### Emergency Delayed Openings/Early Closing

As a general practice, the County does not close buildings unless the health, safety and/or security of County employees are threatened. In addition, from time to time the County may delay opening, suspend operations or release employees early because of an emergency such as power failure, hazardous weather conditions, acts of God, or similar situations. These situations may necessitate the delayed opening or early closing of multiple buildings and/or ceasing all work activities.

Certain jobs are considered essential during an emergency and require designated personnel to be present for work. Employees should consult with their supervisor or department director to determine if they are considered an essential employee.

### Notification

In the event of an emergency, the County Executive, or their designee, will be responsible for initiating delayed opening or early closing procedures.

If the decision to delay opening or early close more than one (1) County site has been made, the County's Department of Communications is responsible for initiating general notification to County employees and the public. Other designees, including the County Executive, department directors and Human Resources, may also disseminate the notification.

Employee notifications can occur in multiple ways, for example:

- contact by a County official
- local media, including local radio, television stations and their corresponding websites
- The County's Internet home page at [www.cuyahogacounty.us](http://www.cuyahogacounty.us) and/or intranet site
- Notification from "ReadyNotify." Employees are encouraged to register with ReadyNotify (<https://ready.cuyahogacounty.us>) to receive all emergency notifications
- posting on an official County social media platform

Employees are encouraged to listen to local radio and watch for television announcements during periods of adverse weather or states of emergency to determine the status of their facilities. In addition, employees can also call the County main emergency message number, (216) 443-7000, and listen to a recorded message.

### Employees Operating During Delayed Openings/Early Closings

The County may require employees to work during delayed openings or early closing. Department directors are responsible for identifying, designating and notifying employees responsible for carrying out critical functions who are expected to report to work in the event of a delayed opening or early closing.

### Pay Provisions During Delayed Openings/Early Closings

Non-exempt employees who are at work when a delayed opening or early closing is declared may be sent home and will be paid for the balance of their scheduled hours. Exempt employees will receive their regular pay for the day.

Employees on approved leave (e.g., vacation, sick, personal day, etc.) will be charged according to their leave arrangements.

The County reserves the right to determine pay provisions based on the circumstances. Factors that may be considered include, but are not limited to, notice to employees not to report and duration of the emergency.

### Non-Emergency Delayed Openings/Early Closings

The County Executive may authorize the delayed opening or early closure of one (1) or more buildings or offices for any reason deemed appropriate. In the event of an authorized non-emergency delayed opening or early closure, the provisions regarding notification, essential employees working, and pay for emergency delayed openings or early closures shall apply.

## 7 STANDARDS OF CONDUCT

### ***7.01 Anti-Harassment and Anti-Bullying***

The County is committed to providing a workplace free from harassment, including sexual harassment and bullying. Conduct that unreasonably interferes with an individual's work performance, that creates an intimidating, offensive or hostile work environment, and/or adversely affects employment opportunities is strictly prohibited.

An employee who is found to have harassed or bullied an employee, or anyone engaged in County business, or anyone on County property, may be subject to corrective action (see section 6.1109), disciplinary action (see section 7.0744), training, mediation, or transfer. This includes any employee who interferes with the resolution of a complaint, retaliates against an individual for filing a complaint, or knowingly files an unfounded or fraudulent complaint intended to cause harm.

Harassment and bullying can be intentional or unintentional. It is the impact of the employee's actions, not intent, that determines if harassment or bullying occurred.

#### Definitions

**Workplace Harassment** is any unwelcome verbal, written or physical conduct that demeans or shows hostility, or aversion, toward an individual, or their relatives, friends or associates, because of their race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, and political affiliation, or on the basis of association with an individual that falls into a protected category of the County's equal opportunity policy, which can reasonably be considered to adversely affect the work environment.

Such harassing conduct may include, but is not limited to:

- Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile comments or acts
- Written or graphic material which demeans or shows hostility or aversion toward an individual or group

**Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, from one of the opposite sex, or from one of the same sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment

- Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance, or is so pervasive or severe that it creates an intimidating, hostile or offensive environment

The terms "intimidating," "hostile" and "offensive" are interpreted according to legal standards generally from the viewpoint of a reasonable person in similar circumstances as the complaining party.

Examples of sexual harassment include, but are not limited to:

- unwanted sexual advances
- demands for sexual favors in exchange for favorable treatment or continued employment
- repeated sexual jokes, flirtations, advances or propositions
- verbal abuse of a sexual nature (e.g., graphic comments about a person's body or sexual prowess)
- whistling or leering
- touching, pinching, or assault
- coerced sexual acts
- suggestive insulting, obscene comments or gestures
- displaying sexually suggestive objects, pictures or written material in the workplace

**Bullying** is egregious or repeated inappropriate behavior, intentional or unintentional, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons toward a co-worker or anyone engaged in County business, on County property and/or that could reasonably be expected to impact the workplace.

The County considers the following types of behavior examples of bullying (this list is not all inclusive):

- **Verbal or Written:** slandering, ridiculing or maligning a person or their family; persistent name calling that a reasonable person would consider hurtful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.
- **Physical:** pushing; shoving; kicking; poking; tripping; assault, or threat of assault; damage to a person's work area or property.
- **Non-Verbal Acts:** non-verbal threatening acts which a reasonable person would consider threatening.
- **Cyber:** the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

#### Prohibited Retaliation

Any form of retaliation against those who bring forward complaints or perceived violations of this administrative guideline, or against those who oppose discrimination or harassment or participate in an investigation of a complaint, is strictly prohibited. Any action that is perceived to be retaliatory should immediately be reported to Human Resources.

### Reporting Workplace Harassment, Sexual Harassment, Bullying, or Retaliation

Employees who believe they are the victim of workplace harassment, sexual harassment, bullying, or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding workplace harassment, sexual harassment, bullying, or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential workplace harassment, sexual harassment, bullying, or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of workplace harassment, sexual harassment, bullying, or retaliation involving employees or others to Human Resources.

### Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

### Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of facts or opinions and/or spreading of information about a report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action.

### False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

These procedures are not designed or intended to limit the County's authority to discipline or take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment or bullying.

## **7.02 Resolving Work-Related Concerns**

The County strives to maintain a workplace that fosters a productive and harmonious working environment where work-related concerns are managed promptly, impartially and justly.

Minor problems can develop into larger disputes, if they are not dealt with quickly and effectively. It is the County's intent to foster positive and collaborative relationships amongst employees and our customers. The County encourages quick and decisive resolutions to work-related concerns.

An employee with a work-related concern should first attempt to address the concern informally, with their supervisor. If the employee cannot resolve the issue informally with their supervisor, the following process must be used:

- **Step 1:** The employee must bring their concerns to the attention of their supervisor, in writing, for a resolution. Once made aware, the supervisor must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The supervisor's response will be in writing.
- **Step 2:** If the employee believes the situation remains unresolved, the employee must make a written request to their department director or designee outlining the concern, the date when the employee advised their supervisor of the concern, and that the concern remains unresolved. The department director or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The department director or designee's response will be in writing.
- **Step 3:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the Director of Human Resources or designee. The Director of Human Resources or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The Director of Human Resources or designee's response will be in writing.
- **Step 4:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the County Executive or designee. The County Executive or designee's decision is final, and the employee shall be notified in writing.

If employees are uncomfortable, or feel it is inappropriate to address the issue with a level(s) of management identified in this procedure, they may consult directly with Human Resources. An employee who skips one (1) or more steps in this procedure without reasonable cause, as determined by the Director of Human Resources or designee, may be required to complete the skipped step(s) before any further action will be taken regarding the employee's concern.

When this handbook establishes a process for reporting a concern (e.g., for reporting workplace violence, harassment, sexual harassment, discrimination, bullying, or retaliation), employees should follow the procedures for those circumstances. Bargaining employees should consult their CBA regarding the resolution of work-related concerns. Retaliation against an employee for following this process is strictly prohibited. Human Resources may be consulted at any step in this procedure for assistance.

### **7.03 Employee Dress/Appearance**

The County has adopted a business-casual work apparel environment for its employees. Business-casual work apparel is intended to encourage a more relaxed and productive environment at work while at the same time maintaining an atmosphere of neat, well-groomed, business-like appearance among employees. Projecting a positive image of our workplace to our customers, volunteers and fellow employees should be a high priority for all employees.

Employees should exercise reasonable judgement and may consult with their supervisor to determine when professional business attire is necessary for specific work obligations.

Departments may have more specific work-apparel guidelines based on the nature of the work performed (examples include but are not limited to, employees working outside, uniformed employees, etc.).

If a supervisor decides that an employee's dress or appearance is not appropriate as outlined in this procedural guideline, they may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the procedure. An employee who is dressed inappropriately may be sent home to change their clothes and may be subject to disciplinary action. An employee who is sent home shall be placed in unpaid status or may use appropriate leave (e.g., vacation, exchange, or compensatory time) to cover a reasonable amount of time that they are away from the worksite.

Nothing in this guideline is intended to limit an employee's rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire.

### **7.04 Attendance**

Timely and regular attendance is an expectation of performance for all County employees. To ensure appropriate staffing levels, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation they must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate and issue discipline when appropriate. Employees covered under a CBA should refer to their CBA for time and attendance requirements, if applicable.

Punctuality and regular attendance are essential to ensure optimal productivity and customer service. Employees are required to maintain a satisfactory record of attendance. The County recognizes that employees will at times experience illness, or on an occasion be late for work due to unusual circumstances. This policy attempts to acknowledge both management and employee concerns.



### Occurrences

An occurrence is defined as an unapproved absence, two (2) tardies or two (2) missed time clock punch-ins/outs. The total number of days or partial days that an employee is unavailable for work due to unapproved absence are considered when applying discipline, as outlined in the table below.

### Unapproved Absences

An absence is deemed unapproved when an absence of more than one hour is not covered by an approved leave (e.g., sick, FMLA, vacation, compensatory or exchange time).

Employees will be docked pay for all hours missed due to unapproved absences.

### Tardy

An employee is tardy when the following occurs involving periods of one hour or less:

- failure to report to work on time, as scheduled
- taking an extended meal or break period without prior approval

### Time Clocks and Failure to Clock Punch-in/out

Employees who use timeclocks are required to follow established guidelines for recording their actual hours worked. A missed clock punch-in/out is a violation of procedural guidelines, as is punching-in/out early or late without prior approval.

### Department Notification

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee if they wish to arrive early or leave early from an assigned shift. Incidences of not following departmental notification procedures will be addressed in accordance with the County's progressive discipline guidelines. Please note that no call/no show is defined as AWOL below and treated differently from other notification violations.

The employee must follow their departmental notification procedures when an absence is due to a documented/approved leave of absence (e.g., FMLA, military leave, etc.) to ensure appropriate tracking of leave utilization.

### Absence Without Leave (AWOL)

Employees who are absent for three (3) or more consecutively scheduled workdays without prior notification to their supervisor will be AWOL, and may be subject to removal. Supervisors should immediately consult with Human Resources if this situation occurs. A single day of no call/no show is subject to corrective action based on the circumstances of each individual case.

Progressive Discipline for Attendance

An occurrence is documented as a tardy and/or missed time clock punch-in/out. Supervisors and department management staff are responsible for tracking accumulated occurrences and for initiating the discipline process in consultation with Human Resources to ensure consistent application of discipline across the organization.

The following table is a guideline for discipline based on the total number of occurrences. Occurrences will be considered active for discipline purposes using a rolling twelve (12) month period. Occurrences will not be issued for absences that are protected under FMLA, ADA, Workers' Compensation, or legal proceedings leave.

Definition of an Occurrence	Occurrences	Disciplinary Action
An occurrence is equal to any of the following: <ul style="list-style-type: none"> <li>▪ 2 tardies</li> <li>▪ 2 missed clock punch-in/out</li> <li>▪ 1 full or partial day unapproved absence</li> </ul>	2	Verbal reprimand
	3	Written reprimand
	5	1-day suspension
	7	3-day suspension
	9	Termination
<ul style="list-style-type: none"> <li>▪ Day of no call/no show (i.e., without prior notice)</li> </ul>	1	1-day suspension
	2	3-day suspension
	3	Termination
<ul style="list-style-type: none"> <li>▪ AWOL (3 or more consecutive days of no call/no show)</li> </ul>	1	Employee subject to removal.

If an employee accumulates several occurrences within a single pay period, the employee may be advanced to the level of discipline called for in these guidelines even if the employee has no prior discipline. For example, an employee with no prior discipline who accumulates five (5) occurrences in a pay period will be issued a one (1) day suspension.

This procedural guideline will be administered in conjunction with the timelines contained in this handbook and the County's CBAs for the expiration of active discipline. For example, if the timeline for the expiration of active discipline is twenty-four (24) months, a verbal reprimand issued under this procedural guideline will remain active for twenty-four (24) months and will be used as the basis of future discipline. If the discipline immediately prior to the one being assessed was less than twenty-four (24) months ago, the next discipline assessed will progress based on that prior discipline, unless the guidelines recommend discipline that is more severe. Examples: 1) If an employee has an active one (1) day suspension for missed clock punch-in/out and then is charged with two occurrences of tardiness, the employee will receive a three (3) day suspension. 2) If a three (3) day suspension has been imposed pursuant to this guideline and remains active, the next discipline will be termination.

### **7.05 Employee Responsibility for County Property**

Employees shall not abuse, neglect, waste or misappropriate County property. All employees are responsible for the proper care of any tools, materials, equipment, vehicles, etc. assigned for the performance of their jobs. No County property shall be used for any purpose other than authorized work-related activities, this includes computers and the Internet. No County property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

In most cases, unless otherwise designated, uniforms, tools and equipment (e.g., County-issued cell phones, pagers, computers, keys, uniforms, identification badges, etc.) must be returned upon separation from employment. As a condition of employment, all employees agree that if the employee does not return County property the replacement cost of the item(s) will be deducted from the employees' salary and leave balance(s) due (except when prohibited by law). If the amount does not cover the costs, the employee will be responsible for paying the difference.

### **7.06 Notification of Criminal Arrest or Conviction**

Any County employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to Human Resources. Examples of crimes that must be reported include, but are not limited to:

- felonies (or being arrested for a crime punishable as a felony)
- a crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

Criminal activity or an undisclosed criminal arrests or convictions may constitute cause for discipline. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.

### **7.07 Progressive Discipline**

The County subscribes to a policy of progressive discipline. Progressive discipline is not intended to be punitive. The goal of progressive discipline is to help the employee recognize and correct unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

#### Application

When progressive discipline is applied, the County shall examine the totality of the employee's current disciplinary record, including, but not limited to, attendance and tardiness discipline that remains active.

#### Procedure

Supervisors and managers are responsible for exercising independent judgement to identify and recommend the need for discipline.

When a management representative recommends discipline, they shall consult with Human Resources for guidance and to ensure consistency across the organization. Prior to recommending discipline, supervisors must have investigated and obtained documentation of the alleged conduct.

After a supervisor has recommended discipline, the role of Human Resources is to provide guidance on the level of discipline to be imposed. If the facts of the case may justify a suspension, demotion, or removal, the management representative will complete a request for Pre-Disciplinary Conference (PDC).

The purpose of the PDC is to provide the employee with a final opportunity to present their side of the case and to provide any additional information or documentation that the employee desires to be considered. Human Resources will coordinate the PDC and will provide written notice to the employee and supervisor regarding the date, time, and location of the PDC. Employees shall be provided with the option of waiving the PDC. Employees shall have the right to take an audio or video recording of their PDC.

Depending on the nature of the discipline that is ultimately issued, employees will be notified of discipline by their supervisor or Human Resources.

All disciplinary actions that are imposed shall be filed with Human Resources. Disciplinary actions will remain active for two (2) years for purposes of progressive discipline. The two (2) year period shall be measured backward from the date of the subsequent offense to the date the prior discipline was imposed.

#### Levels of Disciplinary Action

The County reserves the right to skip one or more levels of progressive discipline depending on the circumstances and/or severity of the offense.

- **Verbal Reprimand:** A verbal reprimand is an articulation of the problem by the supervisor to the employee. A verbal reprimand shall note the date and nature of the problem, as well as specifically state the employee is receiving a verbal reprimand.
- **Written Reprimand:** A written reprimand is formal, written notice by the supervisor to the employee that their conduct is inappropriate, what actions are necessary to correct the misconduct, and the consequences of continued misconduct.
- **Working Suspension:** A working suspension results when an employee is required to report to work to serve a suspension. An employee serving a working suspension shall be compensated at their regular rate of pay for hours worked. The working suspension shall be recorded in the employee's personnel file and has the same effect as a suspension for the purposes of progressive discipline.
- **Suspension:** A suspension is a forced, unpaid leave of absence from employment for one (1) or more days.
- **Demotion:** A demotion is a forced transfer of the employee from one classification or job to another classification or job in a lower pay grade.
- **Removal:** A removal is a forced separation of employment.

A record of any disciplinary action must be made using a form prescribed by Human Resources and will be placed in the employee's personnel file.

At the sole discretion of the Director of Human Resources or designee, an employee may be temporarily placed on paid administrative leave. This may be necessary because the employee's actions indicate that remaining on the job or returning to the job may be detrimental to the employee, co-workers, customers or the County. Employees who are placed on paid administrative leave shall be prepared to return to work each day and may be subject to other requirements determined by Human Resources.

### Prohibited Conduct

The County considers the following to be a non-exhaustive list of unsatisfactory conduct that may be considered grounds for progressive disciplinary action:

- Absence from duty without reasonable cause
- Absence without leave
- Being away from assigned work area without permission of supervisor
- Conduct that might endanger the safety of others
- Conduct unbecoming an employee of the County
- Creating a hostile, intimidating or offensive work environment based upon a protected characteristic
- Excessive absenteeism
- Excessive tardiness
- Failure to comply with safety regulations, procedures and/or guidelines
- Failure to cooperate in a workplace investigation
- Failure to follow call in procedures
- Failure to follow the orders of a supervisor
- Failure to properly report work status
- Failure to report known safety hazards
- Failure to wear required safety equipment
- Falsification
- Fighting
- Harassment, discrimination or retaliation against another
- Insubordination
- Intimidation or threats
- Misfeasance, malfeasance or nonfeasance
- Neglect of duty
- Offensive language or conduct toward another
- Poor job performance
- Possession of weapons on County premises without authorization
- Reckless operation and/or misuse of County vehicles and equipment
- Reporting for or being on duty in an unfit condition to work
- Reporting to work under the influence of alcohol and/or drugs
- Sleeping while on duty
- Theft

- Use of or possession of alcohol and/or drugs on County property
- Destruction of County property
- Violation of policies, procedures, rules, regulations, or guidelines

#### Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- Level of disruption to County business.
- Level of harm to the County's interests.
- Level of damage to the public's trust and confidence in Cuyahoga County government.
- The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.
- Whether the employee's conduct is part of a continuing problem.
- Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- Whether the employee's truthfulness brought into question because of his or her conduct.
- Whether there are extenuating or mitigating circumstances.

#### Appeals

The Cuyahoga County Charter provides classified non-bargaining employees an appeals process for certain disciplinary action through the Personnel Review Commission (PRC). Details are available on the website of the PRC. Bargaining employees should review their CBA regarding appeals.

## 8 WORKPLACE SAFETY

### ***8.01 Workplace Violence Prevention***

The creation and maintenance of a safe environment for all employees is one of the County's highest priorities. The County's goal is to prevent workplace violence through early intervention and investigation of threats or acts by or against employees while engaged in the performance of their duties.

All employees must make a reasonable effort to recognize potentially violent situations and take the appropriate measures to prevent escalation. All individuals are entitled to a non-threatening environment while on County property, or off County property when serving the County. Therefore, any form of violence, whether actual or perceived, will not be tolerated.

#### Definition

**Workplace violence** is defined as any act of aggression or violence or any statement that could be perceived by a reasonable person as an intent or threat to cause harm to a person or to property. Workplace violence can occur on or off County property and includes acts that could reasonably be expected to impact the workplace, including acts committed when an employee is off duty.

#### Reporting Workplace Violence

Any employee who witnesses or experiences workplace violence must promptly report the incident. All reports will be treated seriously and investigated accordingly. In the event of an imminent danger to themselves, or others, or property, employees should handle the situation as outlined below:

- Immediately call Protective Services at your location or, if direct telephone access is available call 911 to inform them of the incident. Until Protective Services staff or the police arrive, retreat to safety and try to avoid physical confrontation. If the circumstances permit, immediately notify your supervisor or manager of the incident. Do not attempt to take matters into your own hands.
- When the situation is so serious that immediate removal of an employee from property is necessary, the Director of Human Resources may place an employee on immediate paid or unpaid leave and have the employee removed from County property. In this case, the employee's supervisor should contact Human Resources regarding the need for disciplinary action.
- After an incident, any person who witnesses or has knowledge of the incident may be required to provide a statement to the manager or supervisor, describing the event. This is in addition to any statements given to Protective Services and/or local police.

In instances when the situation is not an emergency, employees should report the incident to their supervisor or manager immediately. If employees are not comfortable reporting the matter to a supervisor, reports of workplace violence may be made to Protective Services or Human Resources.

Supervisors and Protective Services staff are required to immediately communicate any complaints of workplace violence (or any acts of workplace violence that they witness or become aware of) to Human Resources.

Human Resources and department management will review each report and determine the appropriate response, which may include further investigation. If Human Resources finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer. Additionally, if appropriate, the investigation findings may be forwarded to the proper authorities for further action, including criminal prosecution.

The County strictly prohibits retaliation against employees who report workplace violence. However, any employee who knowingly makes a false report may be subject to disciplinary action. In addition, nothing in this or any other policy or procedure should be construed as limiting employees' right to contact public safety officials in emergency circumstances.

### Weapons

The County strictly prohibits the wearing, transporting, storage, presence or use of dangerous weapons on County property, or while engaged in business with or on behalf of the County, regardless of whether the person is licensed to carry the weapon under Ohio law. This prohibition does not apply to any law enforcement or Protective Services personnel engaging in official duties. Employees who violate this prohibition are subject to disciplinary action.

Employees who observe a person with a dangerous weapon on County property must immediately contact Protective Services.

For purpose of this policy, **County property** is defined as all County-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the County's ownership or control. Furthermore, this procedure applies to all County-owned or leased vehicles. Private vehicles that come onto County property are not included.

For questions regarding whether an item is covered under this prohibition, employees should contact Human Resources. It is the responsibility of every employee to make sure any item in their possession is not prohibited by this prohibition.

## ***8.02 Smoke and Tobacco Free Workplace***

To protect the health and safety of County employees and our customers, and to create a cleaner and more sustainable work environment, the County has established a smoke and tobacco free workplace, including owned and leased buildings, grounds, and vehicles.

### Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.



- **Smoking** is defined as the use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- **Tobacco use** is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited.
- **E-Cigarette use or vaping** is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems.

#### Prohibited Conduct

Employees are not permitted to smoke, use tobacco, e-cigarettes, or vape while on County property or while on County time. Employees are permitted to use FDA-approved tobacco/nicotine cessation aids, such as nicotine patches and gum.

#### Cessation Programs

The County provides access to resources for those who are interested in quitting the use of tobacco products. The County also offers an Employee Assistance Program, or you can contact the Ohio Tobacco Quit Line at 1-800-QUIT NOW.

### **8.03 Substance-Free Workplace**

The County strives for a substance-free workplace to assist in maintaining a safe and productive work environment. To achieve this, the goal is to inform employees of the hazards of substance use, clarify the County's expectations for employees with respect to substance use and the potential consequences of violations of those expectations, and ensure availability of rehabilitative assistance programs to substance users. Because of the importance of maintaining a safe and productive workplace, substance abuse will result in discipline up to and including removal.

#### Individuals Covered

This guideline applies to all employees. Applicants for employment are subject to pre-employment testing requirements as described in this procedure.

#### Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.
- **Employee Assistance Program (EAP)** is an employee benefit program intended to help employees address personal problems and/or behavior that may adversely impact work performance, health and well-being. EAP's generally include assessment counseling and referral services for employees and their household members.
- **Last Chance Agreement (LCA)** is an agreement between the County, employees and the employee's union, for bargaining employees, which may be offered to employees found to be in

violation of this policy. If offered, the last chance agreement sets forth behavior or performance the employee agrees to change in exchange for an opportunity for the employee to remain in employment with the County.

- **Legal drug** means any substance, the possession or sale of which is not prohibited by state law, including prescription drugs and over-the-counter drugs.
- **Prohibited drug** means any drug in any detectable amount which is not legally obtainable under state law; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.
- **Reasonable suspicion** means suspicion based on personal observations that the County's representatives can describe concerning employees' appearance, behavior, speech, breath, body odor, and other physical or behavioral indicators of possible drug and/or alcohol use. Reasonable suspicion also may be based, in part, upon the documented observation of change in employees' typical behavior (e.g., excessive absence/tardiness or work performance changes), which suggests the use of drugs and/or alcohol.
- **Refusing to cooperate** means to refuse to sign a consent form, to obstruct the specimen collection process, including any attempt to tamper with the collection or testing process, or to fail to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate will typically result in suspension pending discharge unless the employee promptly establishes a valid medical basis for the failure to provide such specimens.
- **Substance Abuse Professional (SAP)** means a qualified professional, as defined by federal regulation who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver's licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.
- **Under the influence** means that the result of a laboratory's analysis of the employee's urine or blood specimen shows a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any prohibited drug or for a legal drug in violation of the conditions identified in "Prohibited Conduct" (failure by employee to report immediately to their supervisor any duty-related limitations as a result of prescription or over-the-counter medications and employees may not be under the influence of any legal drug while on County time or premises). Employees holding a commercial driver's license will be held to the standard determined by federal or Ohio law or regulations adopted by the U.S. Department of Transportation.

#### Prohibited Conduct

Behaviors and activities that are strictly prohibited by this guideline include:

- Selling; distributing; transferring; delivering; purchasing; using, possessing, or being under the influence of alcohol or any prohibited drugs or prescription drugs obtained illegally on the County's premises or while on County time or in or on County vehicles or while representing the County in any way.
- Refusing to cooperate with administration of drug/alcohol testing procedures.

- Failure by employees to report immediately to their supervisor any duty-related limitations from prescription or over-the-counter medications they are taking. Prescription or over-the-counter medications that do not impair the employee's safety or job performance or the safety or job performance of others are not required to be reported.
- Employees may not use or be under the influence of any legal drug while on County time or while on the County's premises if said drug may adversely affect the employee's safety or job performance, or the safety or job performance of others.
- Failing to report a work-related vehicular accident to immediate supervisors or other designated County personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this procedure.

Engaging in prohibited conduct will subject an employee to disciplinary action and/or the imposition of an LCA.

### Testing Categories

#### Post-Offer, Pre-Employment Substance Testing

Applicants who receive an offer of employment will be required to undergo a pre-employment substance screen test conducted at the County's designated testing facility. Any offer of employment that an applicant receives from the County is contingent upon, among other things, satisfactory completion of the examination, screening and substance testing.

The County may rescind an offer of employment that has been extended to any applicant who tests positive for drugs and/or alcohol or any other violation of this administrative procedure.

#### Reasonable Suspicion Testing

If the County has reasonable suspicion based on observations reported by a supervisor or another employee and documented on an Observation Checklist, the employee may be immediately sent for substance testing.

The supervisor who made a referral for substance testing may complete and sign an Observation Checklist setting forth the observations upon which the supervisor relied in making the referral for drug and/or alcohol testing. If possible, the Observation Checklist will be prepared before the end of the current shift, but no later than twenty-four (24) hours after the end of the current shift. A copy of the Observation Checklist shall be provided upon request to the subject employee.

The employee may be placed on administrative leave and/or re-assigned temporarily to other work duties until the County receives the results of a reasonable suspicion test.

#### Post-Accident Testing

When employees are involved in a work-related accident (e.g., industrial safety, motor vehicle), they must report the accident to the supervisor or manager immediately. Employees shall be subject to post-accident testing if:

The employee is involved in a work-related accident that the County's representatives conclude was in whole or in part caused through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the County.

Post-accident testing involving a motor vehicle by an employee who holds a CDL will be completed within two (2) hours, unless not feasible due to extenuating circumstances.

#### Commercial Driver's License Testing

Employees required to have a valid Commercial Driver's License will also be subject to random testing as required by federal and Ohio regulations. Testing shall be performed by medical facilities/personnel and laboratories certified to perform such testing by the U.S. Department of Transportation and the Ohio Department of Transportation.

#### Return to Duty for Employees After a Positive Test Result

An employee with a CDL, or who operates a motor vehicle as part of their work duties, or who carries a firearm as part of their work duties, whose test result shows a urine or blood specimen with a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any illegal drug or for a legal drug in violation of the conditions identified in the Prohibited Conduct section of this guideline may be immediately relieved of duty for at least twenty-four (24) hours. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

An employee with a CDL, who operates a motor vehicle as part of their work duties, who receives a positive test result that includes a blood alcohol content result of 0.04 or greater, or refuses to complete a test when required, shall not be permitted to operate a motor vehicle as part of their work duties until the employee completes a return to duty process with an SAP. A return to duty process concludes when the SAP certifies the employee has successfully completed all recommended referrals (e.g., treatment) and the employee completes a return-to-duty test with a negative result and with a blood alcohol concentration less than 0.02. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

### ***8.04 Fitness for Duty***

#### Drug and Alcohol Testing

If a supervisor has a reasonable suspicion that an employee may be under the influence of alcohol or drugs, the supervisor shall immediately contact Human Resources, which shall determine if a reasonable suspicion test shall be conducted (see section 8.03).

#### Physical and Mental Health

The County may require that an employee submit to a medical or psychological examination to determine an employee's fitness for duty. If a management representative has a reasonable suspicion that an employee's behavior warrants a Fitness for Duty exam, they should contact Human Resources. Human Resources may place the employee on paid administrative leave pending the results of the examination.

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in disciplinary action. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination (i.e., missed appointment fee).

Upon completion of the examination, the County will receive a physician's report outlining the results of the employee's fitness for duty. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work may subject the employee to discipline pursuant to the Attendance Policy.

If the physician determines that the employee is not fit for duty, the employee will not be returned to work, will be removed from paid administrative leave and will be required to use their accrued paid leave (e.g., sick, vacation, exchange time, and/or compensatory time) or go on an unpaid leave. The employee will remain off work until they submit medical documentation, acceptable to the county, to Human Resources stating that they are able to perform the essential functions of their position, with or without reasonable accommodation.

### ***8.05 Workers' Compensation***

The State of Ohio Workers' Compensation Laws covers County employees. A County employee who sustains a job-related injury or occupational disease may be eligible to receive benefits from the Bureau of Workers' Compensation (BWC). A County employee who is involved in a work-related accident/injury should seek medical treatment and/or care immediately.

#### Employee Procedures

An employee who is involved in a work-related accident/injury or is diagnosed with an occupational disease must adhere to the following procedure:

- The employee must notify their supervisor of the work-related accident/injury or occupational disease diagnosis immediately or as soon as possible.
- The employee must obtain an Injury Reporting Kit and complete the Accident Investigation Report (AIR) within 24 hours of the occurrence, unless confined to a hospital. If confined to a hospital, the employee must complete the accident report within 24 hours of release from the hospital. Failure to complete the AIR may cause a denial of the claim and result in progressive discipline.
- The employee may seek treatment at the medical provider of their choice so long as the provider is BWC certified. If medical care is needed, the employee should obtain a Managed Care Organization (MCO) card from Human Resources to give their provider. If immediate medical care is needed, the employee does not need to obtain a MCO card. Rather, the employee should inform their provider that they have a work-related injury and refer them to the County's MCO.
- An employee who is involved in a work-related accident/injury may be required to submit to a drug and/or alcohol test. The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits and will subject the employee to the provisions of the County's Fitness for Duty Program.

Employees who are off work due to a work-related accident/injury or occupational disease are responsible for keeping their supervisors notified of their work status and to provide appropriate documentation from their physician. Appropriate documentation includes certification of total disability (BWC Form C-84) and physician's reports of work ability (BWC Form Medco-14).

If the employee is released to light or full duty, the employee must immediately provide appropriate documentation from their physician to Human Resources.

If an employee is required to attend an Industrial Commission hearing, he or she will be given up to two (2) hours of paid leave. The employee must present the Hearing Notice from the Industrial Commission to their supervisor prior to the hearing date to be granted the paid leave.

If an employee is required to attend a County or BWC mandated medical examination, he or she will be given up to four (4) hours of paid leave time to attend. The employee must present their supervisor with the written letter from the BWC, MCO or TPA to be granted the paid leave.

Time off for attendance at any medical appointment not mandated by the County or BWC must be covered by the employee's own leave time.

#### Supervisor Procedures

Immediately upon receipt of notification from an employee of a job-related accident/injury or occupational disease diagnosis, the supervisor shall:

- Provide the employee with an Injury Reporting Kit. Reporting kits can be obtained from Human Resources. The reporting kits contain the AIR that must be completed by the employee. Upon receipt of the completed AIR from the employee, the supervisor shall immediately give the form to Human Resources.
- Notify Human Resources of the incident.
- If the incident in question involves a vehicle accident, the supervisor is also required to complete a Fitness for Duty form and contact Protective Services.

#### Relationship to Leave Time

Employees who are off work for more than seven (7) calendar days due to a work-related accident/injury or occupational disease may be entitled to disability benefits through the BWC. It may be several weeks before the BWC determines eligibility and issues the first disability check to an injured employee. Employees who are off work due to a work-related accident/injury or occupational disease have the following options while waiting for the BWC to determine eligibility and issue disability payments:

- **Sick Leave.** The employee may elect to use their accrued sick leave and will continue to receive wages and benefits while using sick leave. Neither the BWC nor the County, will reimburse an employee for the usage of sick time. The BWC will not issue retroactive payment of disability payments to cover the time where sick leave was used.

- **Vacation/Compensatory/Exchange/Personal Leave.** An employee may elect to use their accrued vacation, compensatory, exchange or personal leave. The employee will continue to receive wages and benefits while using vacation, compensatory, exchange or personal leave. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where vacation, compensatory, exchange or personal leave were used. The County, however, will not reimburse or re-credit the employee for the vacation, compensatory, exchange or personal leave time used.
- **Unpaid Workers' Compensation Leave.** Injured employees also have the option of not receiving a paycheck from the County and waiting on BWC wage benefits. However, the decision to go into unpaid status may affect health care benefits. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where unpaid workers' compensation leave was used. Should the BWC determine that the employee is ineligible to receive disability, the employee will not receive any retroactive payment or reimbursement from the BWC or the County.

Absences from work for 3 or more consecutive days due to injury or illness covered under workers' compensation will be deducted from the employee's FML available leave balance. The employee should consult the County's FML policy and procedures for more information.

### ***8.06 Alternative Work Program***

When an employee is injured, the County's Managed Care Organization will review the employee's medical records and discuss restrictions with the employee's physician. The employee must file a workers' compensation claim with the BWC and complete the County's AIR before being considered for alternative work.

Human Resources will work in conjunction with department management to determine whether there is an appropriate alternative position. Human Resources will inform the employee of the new assignment, reporting time and work hours. For bargaining employees, the employee's union will be notified of the assignment. The employee will maintain their current rate of pay and their bargaining status. The County will make a reasonable effort to assign the employee to their regular shift.

An employee will be eligible for alternative work for up to sixty (60) calendar days. This initial sixty-day period may be extended by agreement between the County and the employee. At no time may an alternative work assignment exceed one hundred twenty (120) days.

For an employee to be allowed to return to their prior position, the employee must provide documentation, acceptable to the County, indicating that the employee can perform the essential functions of the position, with or without accommodation, or have been granted a reasonable accommodation under the ADA.

## **9 COMPENSATION**

The County takes a holistic approach to employees' compensation centered around total rewards and administers a fair and equitable compensation program. The County categorizes compensation in two ways: direct and indirect.

**Direct compensation** is the money paid to an employee in exchange for their work. Direct compensation includes, but is not limited to, salaries/wages and any other form of monetary compensation.

**Indirect compensation** is a benefit given to an employee that has a financial value but is not a direct monetary payment. This may include, but is not limited to, healthcare coverage (medical and supplemental), life insurance, retirement contributions, career planning, EAP services, wellness programs, employee recognition programs, flexible working schedules, paid vacation and sick time, County-issued cellular phones and learning and development opportunities. Indirect compensation provided to employees is described in Chapter 10 of this handbook.

The Personnel Review Commission administers the County's classification plan and salary administration for classified positions. Human Resources administers and maintains the County's compensation policies and procedural guidelines described below.

Any form of direct or indirect compensation not explicitly authorized in this handbook, county policy approved by council, collective bargaining agreement, general law, or otherwise explicitly authorized by council including but not limited to fringe benefits, is strictly prohibited.

### ***9.01 Salary/Wages***

The determination of an employee's pay shall not be arbitrary or capricious, based on nepotism, political affiliation or any other factor that violates the Code of Ethics codified in Title 4 of the County Code or any other County, state or federal law. Pay determinations are based on relevant factors, including but not limited to, the pay range, direct experience performing the job functions, qualifications, the labor market, the pay of other employees assigned to similar positions, and other factors relevant to the employee's case.

An employee's salary/wages and any other form of direct compensation shall be approved by the County Executive or designee at the time of appointment or when any change is made to the employee's salary. Changes will be recorded on the county's personnel agenda.

### ***9.02 Premium Pay***

Premium pay may be offered in exchange for obtaining and maintaining a job-related professional license/certification or formal demonstration of the employee's mastery of skills, knowledge, and/or competencies, beyond what is required. Premium payments shall be approved by the County Executive or designee.



### **9.03 Equity Adjustments**

An equity adjustment is a mechanism for addressing salary inequities arising from external pressures in high demand fields and/or internal salary comparisons.

Reasons for equity adjustments may include, but are not limited to:

- a substantial increase in ongoing responsibilities that are not sufficient enough to warrant a reclassification or reassignment
- an unacceptable internal salary inequity between positions that are of comparable worth in a department or throughout the organization
- an unacceptable salary inequity between an employee's salary and the average salary of similar positions in the market
- the need to retain a key employee whose experience or special skills are uniquely critical

Equity adjustments may be made when approved by the County Executive, as the County's budget permits.

### **9.04 Compression Adjustment**

A compression adjustment may occur when the salary/wages of a direct supervisor is/are too close to the salary/wages of their direct reports.

Human Resources, in consultation with the department director, will determine when a compression adjustment is appropriate. A compression adjustment may occur during organizational restructuring or when an employee is hired or promoted into a vacant position. There may be circumstances when compression adjustments are not made, including but not limited to:

- a temporary working level (TWL) assignment causes compression between a supervisor and their subordinates
- a supervisor has an atypical reporting structure
- a supervisor leads subordinates with specialized skills and/or significant, relevant experience whose pay is commensurate with their skill and experience
- an adjustment is not supported by the labor market

Compression adjustments shall be approved by the County Executive or designee.

### **9.05 Temporary Work Level (TWL)**

A temporary work level (TWL) may be granted when an employee is temporarily assigned 50% or more of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

Time served in a TWL will not be applied towards the length of service requirement to qualify for reclassification through a position audit (see section 6.03).

The employee must meet the minimum qualifications for the position in the higher pay range to be granted a TWL. An employee who is granted a TWL will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.

A supervisor must consult, in advance, with Human Resources regarding a TWL. Human Resources will review TWL and makes a recommendation to the County Executive for final approval.

### ***9.06 Non-Exempt Employees: Overtime/Compensatory Time***

Non-exempt employees can earn overtime or compensatory time (a form of paid leave) when they work more than forty (40) hours in a workweek. Time spent on paid leave (i.e., sick, vacation, compensatory time off, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

Employees must be granted prior authorization from their supervisor to work beyond forty (40) hours in a workweek.

State and federal law define overtime as compensation to non-exempt employees at time and one-half the regular rate for work beyond forty (40) hours in a work week. The County may pay an employee an overtime cash payment or can credit the employee compensatory time. Normally, the County will credit the employee with compensatory time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve an overtime cash payment for an employee or group of employees in lieu of compensatory time.

An employee who has requested paid leave using compensatory time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations.

Compensatory time not used within one hundred eighty (180) days after it is accrued shall be converted to an overtime cash payment and paid to the employee. When ending employment, all unused compensatory time is paid at the employee's regular rate at the time of payment.

Non-bargaining employees may accrue up to the FLSA maximum of two hundred forty (240) hours of compensatory time. Eligible non-bargaining law enforcement employees may accrue up to four hundred eighty (480) hours. Once employees reach the maximum compensatory time accrual, the County will pay for additional overtime hours worked.

Employees moving from a non-exempt position to an exempt position will receive payment for their accrued compensatory time at the time of the move.

## **9.07 Exempt Employees: Exchange/Straight Time**

### Exchange Time

Exempt employees can earn exchange time (a form of paid leave) when they work more than forty (40) hours in a workweek, provided the following:

- there is a compelling reason for the exempt employee to be required to stay beyond normal working hours – staying to finish up normal assignments does not qualify.
- there is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be required to work over or be granted prior authorization by their supervisor to work the additional hours

Time spent on paid leave (i.e., sick, vacation, exchange time, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

Exchange time is accrued in increments of one-minute. The maximum balance of exchange time an exempt employee may accrue is forty (40) hours. Exchange time earned in lieu of holiday premium pay is not subject to the forty (40) hour requirement.

An employee who has requested paid leave using exchange time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department’s operations.

Exchange time not used within six (6) months of accrual shall expire. If a critical or extraordinary operational need exists, the Director of Human Resources may authorize an employee to accrue up to two hundred (200) hours of exchange time and may extend the expiration timeframe up to one (1) year. At no time shall exchange time be paid out to the employee.

### Straight Time Pay

In rare circumstances the County may pay an exempt employee a straight time cash payment (based on the employee’s hourly rate of pay) in lieu of exchange time. Normally, the County will credit the employee with exchange time. A department director may request, on a temporary basis, that a straight time cash payment for an employee or group of employees be provided in lieu of exchange time, subject to all of the following conditions:

1. The Department Director has determined that hiring additional employees or outsourcing the work would be impractical or less cost-effective than straight time payments;
2. County operations temporarily require exempt employees to work beyond forty (40) hours per week in order to meet an urgent public health or safety need, to meet mandatory deadlines for the sexennial and triennial real estate assessments, or to meet the critical needs associated with implementing the Enterprise Resource Planning system and/or the Real Property software system;

3. The Director of Human Resources has determined, in writing, that it would be impractical or inequitable to expand the cap on accrual of exchange time, expand the timeframe in which an employee's exchange time can be used, or modify one or more employee's base salary.
4. The County Executive or designee provides written authorization in advance, or within seven (7) days in case of emergency, specifying:
  - a. The employee or employees eligible to receive straight time payments,
  - b. The total number of hours worked beyond 40 each employee is authorized to receive straight time payments; and
  - c. the defined period of time, not to exceed 90 days, during which each employee is eligible to receive such payments. The County Executive may extend the time period for additional time provided all of the foregoing conditions still apply, but such extension shall be considered a separate approval for the purposes of reporting and subject to the requirements of this section.
5. The defined period of time provided for in item 4(c) above may not be extended more than once unless the extension is accompanied by a plan to correct the situation necessitating the straight time payments.
6. Authorized straight-time payments shall be listed on the county's personnel agenda at the time they are approved by the County Executive.

# 10 BENEFITS

## 10.01 Healthcare Benefits

Cuyahoga County is committed to promoting and sustaining the well-being of its employees and their families by providing quality and integrative health and wellness programs. Employees are offered comprehensive and competitive benefits programs which include, but are not limited to medical, prescription drug, dental, vision and life insurance and a wellness program.

### Eligibility

Full-time regular and part-time benefits-eligible employees may receive healthcare benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees have thirty (30) days from their date of hire to make their benefit elections and to submit documentation regarding proof of relationship for their dependents. If an employee fails to make benefit elections within that time, the employee must either wait until the next open enrollment period or experience an IRS approved qualifying event to elect benefits.

~~If an employee is eligible for medical, dental or vision coverage under another County employee's policy (due to marriage or dependent eligibility), and that employee needs coverage, enrollment in one policy to cover both employees is required.~~

### Dependent Eligibility

An employee's dependents may be covered by the County's healthcare benefits. Eligible dependents include an employee's legal spouse, children, step children, legally adopted children from the employee or the employee's spouse, or any children who, by court order, must be provided healthcare coverage by the employee. Healthcare benefits may also cover other dependent children if the employee has legal guardianship, as outlined in each of the County's group insurance carrier contracts. Healthcare benefits will be extended to dependent children up to age twenty-six (26), in accordance with federal law and the Ohio Department of Insurance guidelines. No employee or dependent can be covered by more than one County sponsored benefit plan.

Documentation showing proof of relationship is required to be submitted to Human Resources before dependents can be added to medical, dental and vision plans. Employees are bound by the deadlines designated by Human Resources to submit proof of relationship documentation. Acceptable documentation includes, but is not limited to a marriage certificate, and a bill (i.e., utility, credit card, insurance, etc.), recent tax record or other County-approved document showing the names of the employee and spouse and their address, and a certified birth certificate or adoption paperwork for a child.

If an employee is covered by healthcare coverage elsewhere, the employee can waive County coverage and may be entitled to receive a taxable opt-out payment, determined annually during open enrollment. Employees who opt-out of county healthcare coverage will be required to ~~provide~~ attest that they have proof of alternative coverage in order to be eligible for the taxable opt-out payment.

Employee contributions for benefits are paid through a pre-tax payroll deduction.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for their dependents in these plans. Enrolling ineligible dependents may be considered fraud. Employees may be subject to eligibility audits. An employee selected for an eligibility audit will be required to submit copies of documentation showing proof of relationship such as certified birth certificate(s), marriage certificate(s), income tax return(s) and/or other related documentation including affidavits.

Any person who, with intent to defraud or knowing that they are facilitating fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action.

## ***10.02 Open Enrollment and Qualifying Events for Mid-Year Enrollment in Benefits Coverage***

Open Enrollment, which generally occurs in the last quarter of each year, is a time when employees can change their benefits enrollments and/or sign up for benefits. Annually, employees may be required to reenroll in benefits by the Open Enrollment deadline. Employees who fail to enroll by the Open Enrollment deadline will default to the medical plan designated by the County. Once an employee defaults, the plan cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

Employees are responsible for notifying Human Resources when a qualifying event occurs that may impact their dependents' coverage. All changes require the appropriate certification and documentation within thirty (30) days of the qualifying event. Employees may not be able to change their election until the next Open Enrollment period if appropriate notice is not received.

Examples of qualifying events that require mid-year election changes include:

- marital status (marriage, divorce, legal separation, death of spouse)
- number of dependents (birth, adoption, placement for adoption, legal guardianship, death)
- employment status of employee (i.e., part-time to full-time)
- dependent eligibility (Loss of student status, age limit)
- residence (dependent moves out of plan service area)
- loss or gain of employment by the employee's spouse or dependent
- significant cost or change in coverage of spouse or dependent under another employer plan
- loss of certain other health coverage (plans provided by governmental or educational institutions)
- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events
- judgement, decree or order resulting in change in legal custody (Qualified Medical Child Support Order)
- entitlement to Medicare or Medicaid

A qualifying event can affect the employee's single/family coverage entitlement for medical, prescription drugs, dental and vision, as well as impacting flexible spending accounts and life insurance. In the case of divorce, legal separation or annulment, employees must adjust their covered dependents by removing former spouses within thirty (30) days of divorce, legal separation or annulment. Copies of the first and

last pages of the court document must be submitted to Human Resources. Failure to adhere to this requirement may subject the employee to disciplinary action.

Divorced employees who are required by court order to pay benefits for their ex-spouse cannot cover the ex-spouse under County benefits. A separate policy must be purchased outside of County benefits.

### ***10.03 Optional Employee Benefits***

At the sole discretion of the County, certain additional optional employee benefits may be offered to employees, at the employee's expense, including but not limited to:

- Voluntary benefits, such as accident insurance, critical life events insurance, universal life insurance with long term care rider, and/or short-term disability
- Discounted public transportation bus/transit passes and parking

Employees will be notified of these benefits as they become available.

### ***10.04 Wellness Program***

If the county establishes a wellness program, employees are encouraged to actively participate. The wellness program is designed to assist employees and their families in making positive and healthy lifestyle choices with a focus on wellbeing. The wellness program has several components including health screenings, education, activities, weight management, newsletters, on-site fitness programs, financial education, healthy lifestyle incentives and more.

### ***10.05 Flexible Spending Accounts (FSA)***

Flexible Spending Accounts (FSA) are Internal Revenue Service (IRS) sanctioned benefits that provide employees the opportunity to have pre-tax amounts withdrawn from their paycheck and deposited into Medical, Dependent Care and/or Transportation FSA(s). These accounts are offered by the County as an additional benefit that allow employees to pay for related eligible expenses using pre-tax dollars.

#### Eligibility

Full-time regular and part-time benefits-eligible employees may enroll in flexible spending accounts during Open Enrollment. New employees can enroll within thirty (30) days from their date of hire or during Open Enrollment.

#### Medical FSA

The Medical FSA allows employees to use pre-tax dollars for many healthcare expenses not covered by medical and dental plans (i.e., copays, deductibles, orthodontia, etc.), vision care expenses for prescription eyeglasses and contact lenses, as well as prescription medication. Medical FSAs are pre-funded, allowing participants access to their annual elections on the first day of participation. For a complete list of eligible expenses, review IRS Publication 502 (Medical and Dental Expenses Expenses) online at [www.irs.gov](http://www.irs.gov). Enrollment in a Medical FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Medical FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

### Dependent Care FSA

The Dependent Care FSA allows employees to use pre-tax dollars for charges that are incurred for the care of dependents. This includes expenses for eligible dependents under age thirteen (13) and may apply to a spouse or parent who resides with the employee and is physically or mentally incapable of self-care. For a complete list of eligible expenses, review IRS Publication 503 (Child and Dependent Care Expenses) online at [www.irs.gov](http://www.irs.gov). Enrollment in a Dependent Care FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Dependent Care FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

### Transportation (Parking, Transit, RTA, Bicycling) FSA

The Transportation FSA allows employees to use pre-tax dollars for charges that are incurred for work-related parking, mass transportation, and bicycling. For a complete list of eligible expenses, review IRS Publication 15-B (Employer's Tax Guide to Fringe Benefits) online at [www.irs.gov](http://www.irs.gov).

There are strict deadlines associated with the submission of claims for withdrawal of funds from flexible spending accounts. Employees that fail to submit claims prior to the deadline will forfeit any remaining balances in their flexible spending accounts. More information regarding specific deadlines can be obtained by contacting the Department of Human Resources. Enrollment in a Transportation FSA is available at any time.

## ***10.06 Retirement – Ohio Public Employee Retirement System***

Employees are required to participate in the Ohio Public Employees Retirement System (OPERS). OPERS is the pension system utilized by the County instead of the Federal Social Security system. OPERS offers three retirement plans to its members: The Traditional Pension Plan (Defined Benefit), the Member-Directed Plan (Defined Contribution), and the Combined Plan (Combination of both Defined Benefit and Contribution). Additional information can be found on the OPERS website.

### Contributions

The State of Ohio sets the employee and employer contribution rates. The employee's contribution rate is deducted from the gross bi-weekly salary/wage of the employee's pay. This amount is added to the County contribution rate and deposited into the employee's individual account with OPERS.

### Tax-Deferred Basis

The Internal Revenue Code allows public employee pension plan contributions to be remitted on a tax-deferred basis. This means the employee pension contribution will not be included in taxable income when calculating federal and state income tax withholding. This yields an immediate tax savings to the employee.

City taxes will continue to be deducted from the employee's portion of the OPERS contribution. Also, the amount of pension contribution that is tax-deferred may be subject to federal and state taxation when it is withdrawn, either at retirement or upon separation of employment.



### Other Information

Depending on the plan chosen, other benefits available may include survivor and disability benefits as well as healthcare benefits upon retirement.

OPERS service time continues to accrue during paid leaves of absence including Family Medical Leave. OPERS contributions are not remitted during an unpaid leave. Some leaves, such as military and workers' compensation may be eligible for free service credit. Credit for approved unpaid leaves may be purchased.

Information is available by contacting OPERS directly or at the OPERS website, [www.opers.org](http://www.opers.org).

### **10.07 Deferred Compensation**

Employees can choose to contribute to a Deferred Compensation Plan. Employees may authorize a portion of their pay to be withheld and invested to supplement their future retirement income. Unless otherwise provided by law, money contributed to a Deferred Compensation Plan and any earnings on those contributions are not subject to federal or state income tax until those monies are paid to the employee, at the point of retirement or at the point of an approved withdrawal. Contact Human Resources for more information on Deferred Compensation Plans.

### **10.08 Employee Assistance Program**

The County is committed to the health, safety, and welfare of its employees and their families. The County offers the EAP to provide employees and their eligible dependents with tools and resources to assist with personal matters. The EAP offers employees and their dependents short-term assessment and problem resolution by licensed counselors for a range of common concerns. The County funds the initial counseling sessions for employees and eligible dependents. The Employee Assistance Program (EAP) is designed to offer employees and their dependents assistance with issues including but not limited to:

- Addiction/Chemical Dependency
- Adolescent Issues & Guidance
- Chronic Physical Illness
- Depression/Anxiety
- Eating Disorders
- Family/Dependent Care Resources
- Financial Management Assistance
- Legal Consultation
- Major Life Events, including births, accidents and deaths
- Management Consultation
- Marital Conflict or Divorce
- Retirement Coaching
- Stress Management
- Wellness Advice
- Workplace Conflict Resolution

Following completion of the initial sessions, counselors may recommend a plan, which may include additional counseling and/or needed services. Subsequent services may be covered by the employee's medical provider and insurance.

Employees' current job and future advancement will not be jeopardized by using EAP services. The EAP provides strict confidentiality, following all federal and Ohio laws. As with all health-related documents, if EAP records are provided to the County, the EAP's records will be maintained in a confidential manner. The County may, upon recommendation or request by management, and when appropriate, refer employees to the EAP to assist with workplace and/or performance issues.

Participation in the EAP does not excuse employees from complying with the County's policies or from meeting job requirements during or after receiving assistance. Nor will participation prevent the County from taking corrective action for performance problems that occur before or after employees seek assistance through the plan.

Additional information regarding the EAP can be obtained from Human Resources.

### ***10.09 Lactation Accommodation***

Cuyahoga County supports and complies with all federal and Ohio laws and regulations by providing accommodations to employees who are nursing mothers who wish to express breast milk during the workday.

#### Break Time for Lactation Purposes

Employees who are nursing mothers can take reasonable, paid break periods during the workday to express breast milk. Employees should work with their supervisor to make reasonable efforts to minimize disruption to departmental operations.

#### Lactation Rooms

For the convenience and privacy of employees who are nursing mothers, the County has designated rooms at various facilities where a mother can express breast milk. These rooms will include reasonable and appropriate amenities.

Usage rules for these designated rooms and room amenities, will be posted at each facility. To ensure privacy, nursing mothers may reserve/schedule a location room at a time convenient to their needs. Each facility handles the reservations/scheduling in a different manner. Employees should contact Human Resources for information on the reservations/scheduling process.

#### Resources

For more information about lactation accommodations, employees should contact Human Resources. Other information and resources for nursing mothers who have returned to work are available through the Employee Assistance Program.

## **10.10 Life Insurance & Accidental Death & Dismemberment (AD&D)**

The County provides a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

### Eligibility

Full-time and part-time benefits-eligible employees are eligible to receive a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Employees are eligible to receive benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees may elect additional supplemental coverage.

The County provides Accidental Death and Dismemberment Insurance that will pay an amount if employees become disabled or die due to a non-work-related accident. The payment amount varies according to the type of disability or death.

The County's group term life insurance has two features allowing employees to take a portion or all of their life insurance with them under an individual arrangement with the County's insurance carrier:

- The "conversion provision" allows employees to convert the basic insured amount, if applicable to their group, and the supplemental coverage into a whole life policy.
- The "portability provision" allows employees to take the insured amount that is more than the basic coverage and create an individual term life policy at the same prevailing group premium. Changes in premium still occur at the same five-year (5) age intervals as when employed.

There are deadlines associated with both the "conversion" and "portability" provisions of the County's sponsored life insurance program.

## **10.11 Consolidated Omnibus Budget Reconciliation Act (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides qualified beneficiaries who lose their healthcare benefits the right to choose to continue those benefits for limited periods due to qualifying life events. Qualified beneficiaries may be required to pay the entire premium for coverage, in addition to an administrative fee.

### Qualified Beneficiaries

A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event for someone who is an employee, the employee's spouse or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

### Qualifying Life Events

Qualifying life events are certain events that would cause an individual to become eligible for COBRA. The type of qualifying life event will determine who the qualified beneficiaries are and the length of time under which continuation of healthcare coverage will be provided under COBRA.

### Qualifying Life Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment (including military leave of absence)

### Qualifying Life Events for Spouses

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

### Qualifying Life Events for Dependent Children

- Loss of dependent child status under the healthcare plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Under COBRA, employees and/or their qualified beneficiaries must notify Human Resources of a divorce, legal separation or a child losing dependent status under the plan within sixty (60) days of the qualifying event.

The County provides employees with written notice of their rights under COBRA when they become eligible for coverage under the health insurance plan, as well as when a qualifying event occurs. Employees should contact Human Resources with any questions.

# 11 TIME OFF AND LEAVES OF ABSENCE

All time off and leave is subject to prior approval, unless otherwise noted. Employees must request leave using the procedures and forms outlined by Human Resources and their department.

Every request for leave will be given fair consideration in accordance with the following procedural guidelines and the staffing needs of the employee's department. Any leave approved based on false information is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation may be subject to disciplinary action.

Employees are solely responsible to ensure that they have adequate vacation leave, sick leave and/or compensatory/exchange time when requesting and/or taking paid leave.

## 11.01 Paid Vacation Leave

The County provides paid vacation leave to full-time and part-time benefits-eligible employees. Vacation accrual is based on years of service and begins on the first day of employment with the County. Employees who have previous service with any political subdivision of the State of Ohio may receive service credit for vacation accrual. To receive credit, employees must provide Human Resources with a *service credit verification form*, completed by their former employer(s), within sixty (60) days of their date of hire. Forms received after sixty (60) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the form is received. The service credit verification form is available online, or a paper copy can be requested from Human Resources.

Eligible full-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	3.1 hours	80 hours/10 days	240 hours/30 days
5 to less than 15	4.6 hours	120 hours/15 days	360 hours/45 days
15 to less than 25	6.2 hours	160 hours/20 days	480 hours/60 days
25 or more	7.7 hours	200 hours/25 days	600 hours/75 days

Eligible part-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	2.47 hours	64 hours/8 days	192 hours/24 days
5 to less than 15	3.70 hours	96 hours/12 days	288 hours/36 days
15 to less than 25	4.93 hours	128 hours/16 days	384 hours/48 days
25 or more	6.16 hours	160 hours/20 days	480 hours/60 days

Once an employee’s vacation leave balance reaches the maximum accrual allowance, no further vacation leave will accrue until the balance drops below the maximum amount.

There is no waiting period after an employee is hired or promoted before vacation time can be used. Employees must have their supervisor’s approval to use vacation leave.

An employee separating from the County is eligible for payout of their accrued vacation leave balance, minus any fees, charges or outstanding financial obligations the employee may have to the County.

**11.02 Paid Holidays**

The County provides full-time and part-time benefits-eligible employees with paid time off on the following, recognized holidays:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Eligible employees who work on a County-recognized holiday and are in a paid status on the regular work day immediately preceding or following a holiday are entitled to holiday pay for their regularly scheduled work hours. If the employee’s work schedule is other than Monday through Friday, the employee is entitled to a floating day off, to be used within thirty (30) calendar days and with prior approval.

An employee in a non-exempt position who is required to work on a County holiday shall be entitled to regular pay in addition to holiday premium pay at one and one-half (1.5) times for each hour worked. Exempt employees who are required to work on a County holiday will receive regular pay in addition to holiday premium pay at their regular rates for each hour worked, or exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve holiday premium pay for an employee or group of employees in lieu of exchange time, subject to the conditions in Section 9.0807 of this handbook.

Part-time benefits-eligible employees are entitled to holiday pay for their scheduled hours if the recognized holiday falls on their regularly scheduled workday.

Part-time benefit non-eligible employees and temporary employees are not entitled to holiday pay or premium holiday pay even if they work on a recognized holiday.

### **11.03 Paid Sick Leave**

The County provides paid sick leave to full-time and part-time ~~benefits-eligible~~ employees. Sick leave can be used for the following reasons:

- illness, injury, or pregnancy-related condition of the employee or the employee's immediate family member
- exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees
- death of an employee's immediate family member (*in conjunction with the bereavement policy*)
- healthcare appointment with an appropriate healthcare practitioner for the employee, or the employee's immediate family member where the employee's presence is reasonably necessary

For purposes of this section, immediate family member includes the employee's spouse, child, step-child, parent, parent-in-law, grandparent, sibling, brother- or sister-in-law, aunt, uncle, or persons to whom the employee stands in loco parentis, or any other relative residing with the employee (proof of residency required).

Sick leave accrues at the rate of 0.0575 hours for each hour of service. Employees must be on active pay status to accrue sick leave. Sick leave is used in a minimum of one (1) minute increments. Sick leave payment shall not exceed the normal, scheduled workday earnings.

Employees must follow their department's guidelines regarding appropriate notification for using sick leave. When the need for leave is foreseeable, the employee must notify their supervisor by making a leave request in advance. In unforeseen circumstances, an employee must follow their department guidelines regarding notification.

The employee shall record their absence in the applicable timekeeping system. If the pay period ends before the employee returns to work, the employee's supervisor shall record the employee's absence.

The County reserves the right to require documentation to support the employee's sick leave request (i.e., medical certification) for all absences of three (3) or more days, or when the County has a reasonable suspicion that sick leave is being abused. Abuse of sick leave may subject the employee to disciplinary action.

An employee's supervisor must notify Human Resources anytime an employee is out on sick leave for 3 consecutive work days to ensure the employee receives information regarding FMLA.

#### *Unused Sick Leave*

Upon retirement, an employee with ten (10) or more years of service shall be paid for one-fourth (1/4) of the accrued, unused sick leave balance up to a maximum of two-hundred forty (240) hours. Payment for unused sick leave is not available under any other circumstance.

#### *Sick Leave Credit*

Employees who have a balance of sick leave earned while employed by another political subdivision of the State of Ohio within the past ten (10) years may have the unused sick leave balance credited to their current sick leave balance with the County. Employees can contact Human Resources for more information on how to receive this credit.

### **11.04 Paid Bereavement Leave**

All full-time employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to five (5) days of paid bereavement leave.

Full-time employees are entitled to up to three (3) days of paid bereavement leave for the loss of a brother, sister, half-brother, half-sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, uncle, aunt, first cousin, niece or nephew, or any relative residing with the employee (proof of residency required).

Part-time benefits-eligible employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to three (3) days of paid bereavement leave.

To be eligible for bereavement leave, the employee must provide appropriate documentation supporting the request for leave (e.g., obituary, funeral/memorial service program, death certificate, etc.). Bereavement leave must be used within six (6) months of the loss. Bereavement leave may be taken as a continuous period or on an intermittent basis. If an employee needs additional time away from work, the employee may request to use accrued sick leave, vacation leave, compensatory and/or exchange time with the approval of their supervisor. Once these paid leaves are depleted, employees may request an unpaid personal leave of absence.



## **11.05 Paid Legal Proceedings Leave**

Employees may receive legal proceedings leave when they are:

- summoned for jury duty by a court of competent jurisdiction
- subpoenaed to attend a court proceeding for a matter that is work-related and employee acted within the proper scope of their employment
- participating in any hearing of the PRC as the appellant, a summoned witness or at the request of the County

To receive this leave, employees shall submit, to their supervisor, a copy of the summons or request as soon as the notice is received.

An employee out on legal proceedings leave is required to immediately report to work after they are released, unless there would be less than one (1) hour left in the employee's regularly scheduled work day upon reporting to work. For example, an employee on an 8:30 – 4:30 schedule who is released from jury duty at 1 p.m. is required to immediately report to work. If the employee is released from jury duty at 4 p.m., they would not be required to report to work.

The County will compensate an employee on legal proceedings leave at their normal rate of pay, provided that the employee, upon receipt of any compensation paid by the court, submits the compensation to the County. Checks received in the name of the employee must be endorsed and provided to their supervisor for deposit to the County Treasurer. The employee, however, shall not be granted any mileage, travel or other related expenses.

## **11.06 Unpaid Personal Leave of Absence**

Full-time and part-time benefits-eligible employees may apply for an unpaid personal leave of absence. A personal leave involves a temporary separation from active pay status. Employees may apply for a personal leave of absence without pay for a maximum of one (1) month, unless approved for a longer period by the Director of Human Resources.

Job performance, absenteeism and departmental requirements may be considered before a request is approved. Approval for leave is within the sole discretion of County management. Leave must not unduly disrupt the department's normal operations.

Employees requesting a personal leave must complete a *request for unpaid leave* form. The request must be submitted to the employee's supervisor at least sixty (60) days prior to the beginning of the leave, or as soon as possible when extenuating circumstances make it impossible to give at least 60 days' notice. The request for unpaid leave form is available online, or a paper copy can be requested from Human Resources. [Bargaining employees who are ineligible for personal leave under the terms of their CBA may be permitted leave under this provision of the Employee Handbook at the discretion of the Director of Human Resources.](#)

If the employee's supervisor approves the request, then request must then be forwarded to the employee's department director and Human Resources for approval, in that order.

An employee must exhaust all applicable paid leave before beginning a personal leave of absence. For example, an employee requesting an unpaid leave of absence to campaign for an elected office would first have to exhaust all vacation and exchange/compensatory time but would not have to exhaust their sick leave. The effective date of the personal leave will be the employee's first non-working day following the exhaustion of any of the employee's applicable, available paid leave balances (i.e., sick and vacation leave, compensatory and exchange time).

A personal leave is a temporary separation from active pay status. Sick and vacation leave and OPERS service time do not accrue during the leave. However, an employee on personal leave may continue their voluntary benefits, at their own expense. To continue benefits, a *benefits continuation form* must be completed and submitted to Human Resources prior to commencement of the personal leave of absence. The benefits continuation form is available online, or a paper copy can be requested from Human Resources.

If the employee chooses to continue their benefits, the employee must pay for coverage by prepaying, in full, their contributions for the duration of time they will be on a personal leave of absence. Payment must be received by the end of the month prior to the month for which the leave has been approved. If the employee does not pay for their contribution for their benefits while on a personal leave of absence, benefits will be cancelled.

Any extensions for personal leaves of absence beyond the maximum one (1) month period will be considered on a case-by-case basis by the department director and Human Resources.

Failure to return to work upon the expiration of the personal leave, without reasonable explanation, may subject the employee to disciplinary action. An employee who fails to return to service from a personal leave and who is subsequently terminated or voluntarily resigns from service shall not receive service credit for the time spent on personal leave. In this case, the employee's termination date will be the start date of the personal leave.

An employee may be permitted to return to work prior to the originally scheduled expiration of the personal leave if the earlier return date is agreed to by both the employee and Human Resources.

### **11.07 Family Medical Leave**

The Family and Medical Leave Act (FMLA) and its amendments provide employees with the right to take job-protected unpaid time off for various identified reasons.

Employees with at least one (1) year of service who have worked at least 1,250 hours in the previous year are eligible, and can request up to twelve (12) workweeks (480 hours) of Family Medical Leave (FML), during a 12-month period, for one of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- The birth or placement of a child for adoption or foster care
- To care for an immediate family member (as defined by this procedure to only include spouse, child or parent) with a serious health condition
- To take medical leave when employees are unable to work because of their own serious health condition

Employees may take up to twelve (12) weeks of approved leave within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of FML, during this time the employee must have worked 1,250 hours. If two married employees both work for the County and each wants to take leave for the birth of a child, adoption or placement with the employee of a child in foster care, or to care for a parent with a serious health condition, the employees may take only a combined total of twelve (12) weeks of leave.

A serious health condition is defined as a condition that requires in-patient care at a hospital, hospice or residential medical care facility, or a condition that requires continuing care by a licensed healthcare provider as defined in the FMLA. In general, a period of incapacity of more than three (3) days, and two (2) visits to a healthcare provider within thirty (30) days (the first within seven [7] days of the onset of incapacity), would be considered a serious health condition. A serious health condition leaves employee unable to perform their job. Questions about what health conditions are covered under this procedural guideline should be directed to Human Resources.

Employees must use all accumulated paid time off allowances during their FML. FML that exceeds an employee's accumulated paid time off allowance is unpaid, and employees are responsible for financially arranging to continue their benefit coverage, at their expense, during the absence. For serious health conditions, employees must provide a healthcare provider's verification of the medical need for leave. On return from FML, employees are placed in their former or comparable jobs.

#### Leave Categories

- Continuous Leave: Employees may take leave in a continuous block of time.
- Intermittent Leave: Employees may take leave in separate blocks of time due to a single illness or injury, rather than for one continuous period and may include periods of leave from an hour or more (with appropriate notice for non-emergency circumstances such as regular treatment visits, etc.) to several weeks. Examples of intermittent leave would include leave taken for chemotherapy that includes time taken on an occasional basis for a medical appointment or leave taken several days at a time spread over a period of six (6) months. ~~Intermittent leave increments are limited to a minimum of one (1) hour and are calculated in hours in light of employees' regular work schedule.~~
- Reduced Leave Schedule: Employees may take leave that reduces their usual number of working hours per workweek, or hours per workday. In other words, a reduced leave schedule is a change in the employee's schedule for a period, normally from full-time to part-time. Such a schedule reduction might occur, for example, when employees work part-time after the birth of a child or employees recovering from a serious health condition cannot work a full-time schedule. The difference between the employee's reduced schedule and regular schedule will be charged

against the employee's available FML weeks/hours. Documentation of medical necessity of reduced schedule is required.

### Military Family Leave Entitlement

Eligible employees with a spouse, child or parent on active duty or called to active duty status in the National Guard or Armed Forces Reserves in support of a contingency operation may use their 12-week leave entitlements to address qualifying exigencies. Qualifying exigencies may include attending military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions and attending post-deployment reintegration briefings.

FML also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. This type of Military Family Leave is available only once. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Armed Forces Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status or on the temporary disability retired list.

### Applying for Leave

Employees must contact Human Resources to initiate FML and must provide Human Resources with a thirty (30) day notice, if the leave is foreseeable. The County reserves the right to require an employee delay the start of their FML if thirty (30) days' advance notice is not provided when the need for FML is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.

### Certification and Recertification of Serious Health Conditions

The County will ask for certification of the employee's serious health condition or that of a family member. Employees must respond to such a request within fifteen (15) days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification form.

Certification of a serious health condition will include the following:

- The date when the condition began
- The condition's expected duration
- The medical facts regarding the condition; and
- A brief statement of treatment

For employee's serious health condition, a statement noting the employee is unable to perform work of any kind or unable to perform the essential functions of the job. For a seriously ill family member, a statement indicating assistance is required, what that assistance is and/or that the employee's presence would be beneficial.

The County reserves the right to ask for a second opinion and will pay for employees to get a certification from a second healthcare provider selected by the County.

If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third healthcare provider. The County's healthcare provider and the employee's healthcare provider will jointly select the third healthcare provider, and the County will pay for that opinion. The third opinion will be final.

The County may request recertification of a chronic or episodic serious health condition requiring intermittent leave or reduced schedule every six (6) months, or less, as indicated by the healthcare provider's certification. No additional opinions or re-certifications will be requested in the case of leave to care for a military service member, in conformance with the regulations.

#### Status and Benefits While on FML

While on paid FML, the County will continue employees' benefit coverage at the same level and under the same conditions as if they had continued to work. All available paid leave must be used and charged against the employee's FML before unpaid FML will be initiated. The employee's accrued time must be used in the following order: Sick, Compensatory/Exchange, Vacation. Sick and vacation leave will accrue during the employee's paid FML as it normally would; however, the time accrued during the leave may not be used until the employee returns to work. All usual payroll deductions will be taken during the employee's paid FML.

While on unpaid FML, if employees choose to continue their benefit coverage, employees will be responsible for making payment arrangements for the employee paid portion of benefits for the duration of unpaid FML. If for any reason employees allow their benefit coverage to lapse while on unpaid FML, benefits will be cancelled. Vacation and sick leave do not accrue during unpaid FML.

#### Leave Donation

Employees may donate accrued sick or vacation leave to a fellow employee who has a serious health condition as defined under the FMLA and are in critical need of time off due to the condition. Donation of leave time is strictly voluntary. FML leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that the employee:

- is first approved for FML leave that removes them from the workplace for fifteen (15) consecutive work days for their own serious health condition. Donated leave may be applied retroactively to whenever the donee exhausts his or her paid leave balance. Employees on intermittent FML leave do not qualify to participate in the program. Any unused donated leave will be returned to the employee
- has exhausted all sick leave, vacation leave and compensatory/exchange time
- has not had any discipline for attendance within the previous year

An employee may donate accrued sick or vacation leave provided the donating employee:

- voluntarily elects to donate leave to a designated, approved recipient, and does so with the understanding that donated leave will not be returned
- retains a sick balance of at least one hundred twenty (120) hours after their donation

- is in active pay status at the time their sick time is to be used

Employees interested in receiving donated time should contact Human Resources. Employees who qualify may receive leave through the Leave Donation Program for up to twelve (12) weeks.

An employee may request donation leave from other employees or may designate a non-supervisory employee to make such a request on their behalf. Supervisors and managers may not solicit leave donations for or from any employee in their chain of command.

When an employee has exhausted all donated time, they may be placed on an unpaid extended sick/medical leave or may be separated in accordance with County policy or their CBA.

#### Returning from FML

Most employees who take leave under this procedural guideline will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms and conditions. The job will be the same or one that requires substantially equivalent skill, effort, responsibility and authority. However, employees' rights to reinstatement cease if the employment relationship ends (e.g. loss of job due to reduction in force while on leave or situations where the organization learns of circumstances that would otherwise result in the termination of employment). The County may exempt certain highly-compensated employees from this requirement and not return them to the same or similar position.

Before employees may return to work from a leave of absence, they may be required to present to the County a medical certificate from their healthcare provider indicating any restrictions on their ability to perform the essential functions of the job to which they are returning. For scheduling purposes, this release must be received no less than two (2) business days before the employee's anticipated return date. The County may also require a physical examination at its expense to determine fitness for duty.

All family and medical leave taken, for whatever reason (including leaves for workplace injury), will be counted against employees' available leave of absence period under the FMLA.

### **11.08 Unpaid Medical Leave**

Employees who are not eligible for FML (see section 11.07), or who have exhausted their FML, may be granted unpaid medical leave of absence because of personal illness or injury that disables the employee from performing the essential functions of their job (including medical conditions related to pregnancy or childbirth) or an illness/injury of an employee's child (including a child for whom the employee is the legal guardian), spouse, or parent, but not including the employee's parents in-law. The County reserves the right to require medical or other relevant documentation to justify the leave.

Unpaid medical leave may be granted for up to a total of twelve (12) weeks within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of unpaid medical leave. Unpaid medical leave must be taken in continuous blocks of time of at least five (5) consecutive workdays.

To be eligible for unpaid medical leave, any accumulated paid leave must be exhausted, and the employee must comply with their department's call-off procedure. The employee must demonstrate that the probable length of absence will not exceed twelve (12) weeks and the employee must present Human Resources at the time that the request is made with sufficient medical documentation, acceptable to the County, demonstrating that the employee is unable to perform the essential functions of their position and containing the probable period for which the employee will be unable to perform the essential functions of their position. If the need for leave is for the employee's covered family member, the documentation must demonstrate that the employee is needed to care for the covered family member.

If an employee takes unpaid medical leave to care for a covered family member and does not return to work within twelve (12) weeks, the employee may be removed. Such employees shall have no right to reinstatement but remain eligible for future employment through the County's regular hiring process. The County may initiate the disability separation process (see section 6.12) for an employee who takes unpaid medical leave for their own medical condition and does not return to work within twelve (12) weeks, consistent with the ADA or other applicable law.

When the County has a reasonable belief that an employee who has been on extended unpaid medical leave may be unable to perform the essential functions of their position, with or without reasonable accommodation, the County may require the employee to submit to and satisfactorily pass a medical examination before being permitted to return to work. The purpose of the medical examination shall be to determine if they can perform the essential functions of their position, with or without reasonable accommodation, consistent with the ADA or other applicable law. In the event of a difference of opinion as to the employee's physical status between the employee's physician and the County's physician the employee shall be referred to a mutually agreed upon physician whose opinion shall be binding.

### ***11.09 Paid Parental Leave***

The County offers Paid Parental Leave to employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. Parental leave gives parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations.

Paid parental leave is available to full-time and part-time benefits-eligible employees who are FML eligible (see section 11.07). An employee is FML eligible when they have at least one (1) year of service with the County and have worked at least 1,250 hours in the previous year.

Paid parental leave is two (2) continuous weeks of paid leave, which will run concurrently with FML, and is in addition to any other paid leave that may be available for the employee to use while on FML.

Paid parental leave will be based on an employee's normal rate of pay (based on full-time equivalency), not including premiums or scheduled overtime. Part-time benefits-eligible employees will receive two (2) continuous weeks of paid leave, with pay based on the average number of hours worked during the previous year.

Vacation and sick leave continue to accrue during paid parental leave. The County will continue to pay its share of the cost of an eligible employee's group health insurance during paid parental leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

Paid parental leave must be utilized within twelve (12) weeks following the birth or adoption of a child. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, unpaid personal leave and holiday. Bargaining employees should review their CBA (if applicable) and contact Human Resources.

An employee is eligible for paid parental leave once within a rolling twelve (12) month period. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to utilize the appropriate provisions of this procedural guideline.

#### Documentation

Eligible employees must submit a completed *leave request form* to Human Resources at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible; employees must submit a leave request form to Human Resources as soon as possible.

Eligible employees will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FML will govern (see section 11.07). The medical documentation must be completed and signed by the individual's health care provider.

Eligible employees will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

### **11.10 Military Leave**

The County supports employees who volunteer or are called to active military service. Military leaves are governed by federal and Ohio law and will be treated in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA).

#### Paid Military Leave

Under Ohio law, employees who are members are the Ohio National Guard, the Ohio defense corps, the Ohio naval militia, or any reserve component of the United States armed forces are entitled to a paid leave of absence not to exceed twenty-two (22) workdays in any one (1) calendar year. The leave can be continuous or intermittent.

#### Unpaid Military Leave

Under federal law, employees who are members of the United States armed forces shall be granted up to five (5) years of unpaid military leave with reinstatement rights to serve in the armed forces. The five (5) year maximum may be extended in certain cases, consistent with applicable law.



An employee on unpaid military leave of thirty (30) days or less may continue their healthcare benefits by directly paying the employee's portion of their health insurance premium. An employee on unpaid military leave longer than thirty (30) days will be provided information on continuation of benefits for up to twenty-four (24) months at the employee's expense (see section 10.11).

An employee on unpaid military leave may use vacation leave or exchange/compensatory time to cover part or all of their military leave.

An employee returning from unpaid military leave must apply for reinstatement within the timeframe established by applicable law. The County will promptly reinstate the employee in the position they would have attained had they not been on unpaid military leave and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority.

#### Requesting Paid or Unpaid Military Leave

An employee seeking military leave (paid or unpaid) should contact Human Resources as soon as possible. Any supervisor or department director who becomes aware of an employee's possible need for military leave should immediately notify Human Resources.

## **12 MISCELLANEOUS**

### ***12.01 Personnel Information and Privacy***

The County is committed to treating personal information about employees as sensitive and respects the need to protect each employee's privacy. Human Resources manages and maintains official personnel records for all County Executive employees. Personnel records may be in the form of paper, digital, or microfiche.

#### Access

Personnel files are stored in secured areas (e.g., within locked file cabinets, on secure computer servers). Authorized supervisors may review their employees' personnel files, in coordination with Human Resources. Employees are granted access to their own personnel file and records in accordance with the procedures outlined herein.

Medical information about employees is maintained separately from other records. Access to medical information is restricted to appropriate Human Resources and Law Department employees on a need-to-know basis.

#### Handling Personnel Information

If an individual requests copies of information in an employee's personnel file, Human Resources will make copies of the information and will work with the appropriate authority to distribute the copies to the requesting party. Copies may be redacted, consistent with applicable law. When practical, Human Resources will notify an employee when information from their personnel file is provided to a third party.

Questions or issues about the application or enforcement of these security measures should be addressed to the Director of Human Resources and/or the Director of Law.

#### Employees' Access to Information

Employees may review information contained in their personnel file during non-working time (e.g., breaks, lunch, before or after work). All reasonable and timely requests for access to personal information will be honored on employees' own time (e.g., paid time off).

Employees interested in reviewing the contents of their personnel file shall contact Human Resources and provide at least two (2) working days' notice of their desire to schedule a mutually convenient time for an appointment.

### Accuracy of Information

To ensure that personnel files are up to date and contain accurate, complete information, employees must notify Human Resources of any change in their personal information. It is the responsibility of employees to notify Human Resources of any changes in the following, within one (1) month of the event, by making updates in Employee Self Service:

- Legal name
- Telephone number(s)
- Home address
- Marital status
- Number of dependents
- Beneficiary designations
- Scholastic achievements, other awards or certifications
- Emergency contacts

It is in the employee's interest to keep records of acquired new skills or experience, if the employee wants those records to be reviewed for any job advancements.

In addition, the County may initiate personal information updates by requiring all employees to review and verify their personal information on file.

### Additions, Deletions or Changes

Employees may request corrections or deletions of information in their personnel records, as appropriate, to Human Resources. Human Resources ordinarily checks with the department director where the record originated, if applicable, and with the Director of Law as to any public record restrictions. Human Resources will notify the employee, in writing, as to whether the requested amendment will be made. A copy of the written response will be included in the employee's record.

## **12.02 Recording of Conversations**

The County has established the following guidelines for the recording of conversations concerning County business. This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the public, including, but not limited to, public hearings. Any violation of this policy could result in disciplinary action.

County employees shall not record any conversations involving the discussion of County business unless at least one of the following applies:

- The Director of Law or designee authorizes in writing an employee to record a conversation;
- All parties first consent in writing; or
- The department director, with the approval of the Director of Law, authorizes recording as a standard course of business in the interest of the public (e.g., all telephone calls to the 696-KIDS hotline and 911 calls are recorded).

### **12.03 Workplace Search**

The County has the right to conduct investigations pertaining to security or work-related matters. During these investigations, authorized personnel may request that employees open for inspection any package, bag, container or vehicle brought into or taken from the County premises. In addition, work areas (e.g., desks, files, computers, cabinets and lockers) are County property and may be subject to search when the County reasonably suspects a policy violation has occurred. Failure to cooperate with an investigation or search is a violation of County guidelines and the employee may be subject to disciplinary action.

This does not apply to inspections of work areas to locate documents or information when an employee is unavailable. The County reserves the right to conduct such inspections and retrieve documents, other work materials, information, etc., based upon operational needs.

A supervisor, department director or Human Resources may question employees and/or search any personal property or any area from which the County conducts business, including any/all spaces, facilities and/or vehicles leased by the County, when there are reasonable grounds for suspecting that the search will enable the County to:

- safeguard another employee's safety or property
- safeguard a County customer or their property
- protect County property from destruction and/or theft
- investigate possible violations of County policy
- carry out an internal workplace harassment/discrimination investigation

Some storage equipment (e.g., cabinets, lockers) may be locked to secure its contents from theft or damage. The County reserves the right to search locked storage equipment when there are reasonable grounds to do so. County management will obtain authorization from either Human Resources or Protective Services prior to conducting a workplace search.

In the event a search is initiated the following procedures will be followed:

- The employee, a supervisor, Protective Services or law enforcement, and a union steward/representative (for bargaining employees) should be notified of and present for a search. Lack of availability of any of the above will not delay or prevent a search.
- If the employee is not present during a search, Protective Services or law enforcement will be instructed to remove any locking device, if one is present. The employee can receive reimbursement for their personal lock, at a reasonable cost, if applicable. If the employee is present, Protective Services or law enforcement will direct the employee to open/grant access to the area. If the employee refuses to grant access, the lock will be removed, at the employee's expense. An employee may be responsible for any damage occurring from gaining access to areas secured by the employee.

- All property obtained from a search will be inventoried. After the inventory is complete, all observers will sign the inventory sheet. Items identified to be inappropriate for the workplace will be confiscated. The following are some items that are prohibited in the workplace:
  - drugs (without prescription in employee's name)
  - alcohol
  - guns and other weapons prohibited by law
  - pornography

This list is not exhaustive. If any of the items removed from County property violate the law, law enforcement will be contacted. Inventoried items that are confiscated may be returned to the owner for removal from County premises or in the case of County property, returned to its appropriate area(s). Employees may be subject to disciplinary action for inappropriate items brought onto County property.

County employees may periodically be required to submit to a search using a metal detector.

### ***12.04 Health Insurance Portability and Accountability Act (HIPAA)***

On occasion, the County receives Personal Health Information (PHI) relative to an employee's employment. Under the Health Insurance Portability and Accountability Act (HIPAA), the originator of the information is required to advise affected employees of how this information may be used or disclosed and how employees can receive a copy of the information being sent. The actual Privacy Notice can be obtained from the Human Resources Department and/or on the County's Intranet web page.

#### Types of Personal Health Information Received by the County

The following list, though not all-inclusive, represents the type of information received by the County and which may be shared as requested under Ohio law, such as through a subpoena:

- Pre-employment clearances
- Workers' Compensation documentation
- Return-to-Work testing results
- Fit-for-Duty exam results
- Substance-testing clearances
- FMLA medical certifications
- Disability accommodation documentation

#### Retention of Personal Health Information

The County takes reasonable precautions to protect employees' personal health information. Information received that contains genetic information or is otherwise not applicable to one's employment, benefits or required by federal, state or local law is either redacted or destroyed, consistent with the County's records retention policy.

### ***12.05 Furlough Programs***

The County may establish mandatory or voluntary furlough programs in accordance with applicable law. A furlough program involves the taking of unpaid furlough days by County employees.

### ***12.06 Professional Licenses***

Any County employee who is required, as a condition of employment, to possess and maintain in good standing, a professional license (e.g., social worker license, license to practice law, etc.) shall immediately report any change in the employee's licensure status to their department management.

### ***12.07 Other Policies***

The County may adopt other policies that effect employees (e.g., public records policy, travel policy, electronic communications and equipment policy). Employees are expected to know and comply with policies that apply to their employment and may be subject to disciplinary action for failure to follow these policies.