



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 30, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 2, 2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2018-0209: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 11/16/2018 - 11/15/2023, and declaring the necessity that this Resolution become immediately effective:
 - i. Appointment:
 - a) Michael R. Sliwinski
 - ii. Reappointments:
 - a) Donald N. Jaffe
 - b) Richard T. Prasse

- b) R2018-0211: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

- c) R2018-0215: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i. Appointments for the term 7/1/2018 - 6/30/2021:
 - a) William Moore
 - b) Dan O'Malley
 - c) Shana Marbury
 - d) Deborah Vesey

 - ii. Reappointments for an unexpired term ending 6/30/2020:
 - a) Camille Ali
 - b) William H. Gary, Sr.
 - c) David J. Wondolowski

 - iii. Reappointments for an unexpired term ending 6/30/2021:
 - a) Susan M. Sheehan
 - b) Jason Shank
 - c) David Merriman
 - d) Michael Jeans
 - e) LaToya M. Smith

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, OCTOBER 2, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 18, 2018 MEETING

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the September 18, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item No. (5)(b) was taken out of order and considered before item (5)(a).]

- 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.

Ms. Michele Pomerantz, Director of Regional Collaboration; addressed the Committee regarding Resolution No. R2018-0179. Discussion ensued.

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

Mr. Fred M. DeGrandis addressed the Committee regarding his nomination to serve on The MetroHealth System Board of Trustees. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2018-0179 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- 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.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2018-0189. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2018-0189 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.

- 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.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2018-0192, discussion ensued.

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

The Honorable Michael Dylan Brennan, Mayor of University Heights; addressed the Committee regarding his nomination to serve on the Cuyahoga County Planning Commission. Discussion ensued.

Committee members asked questions of Mayor Brennan, pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0192 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- 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

Ms. Pomerantz addressed the Committee regarding Resolution No. R2018-0193, discussion ensued.

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

Mr. Justin M. Bibb addressed the Committee regarding his nomination to serve on the Greater Cleveland Regional Transit Authority Board of Trustees. Discussion ensued.

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

In lieu of his attendance, Mr. Terrence P. Joyce submitted a written statement to the Committee.

A motion was then made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to amend Resolution No. R2018-0193 by deleting "*an unexpired term ending 3/31/2020*" and inserting "*for various terms*" in the title. Additionally, by deleting "*an unexpired term ending 3/31/2020*" and inserting "*for various terms as follows:*" in the sixth Whereas clause and Section 1. Also by adding "*i. Justin M. Bibb for an unexpired term ending 2/28/2021*" and "*ii.*"

Terrence P. Joyce for an unexpired term ending 2/29/2020” in the sixth Whereas clause and Section 1. It was then referred to the full Council agenda under second reading suspension of the rules.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0193 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.

Ms. Brown requested to have her name added as a co-sponsor to the legislation.

- 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.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2018-0194, discussion ensued.

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

Ms. Jennifer Croessmann, Special Programs Coordinator with the Department of Health and Human Services; addressed the Committee regarding her nomination to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund representing the Great Lakes Region.

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0194 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.

- 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.

Mr. Michael King, Special Counsel; Mr. Douglas Dykes, Chief Talent Officer; and Mr. Earl Leiken; Chief of Staff to County Executive Budish, address the Committee regarding Ordinance No. O2018-0011. Discussion ensued.

Ms. Brown introduced a proposed substitute to Ordinance No. O2018-0011. Discussion ensued.

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

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

On a motion by Ms. Brown with a second by Mr. Miller, Ordinance No. O2018-0011 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:40 a.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0209

Sponsored by: Council President Brady	A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 11/16/2018 - 11/15/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 345 provides that a county may establish a memorial to commemorate the services of all members and veterans of the armed forces, and authorizes the taxing authority of the county to appoint a board of trustees for such a memorial; and

WHEREAS, Article III, Section 3.01 of the County Charter establishes that the County Council is the "taxing authority;" and

WHEREAS, Ohio Revised Code Chapter 345 provides that such appointments to the Soldiers' and Sailors' Monument Commission Board of Trustees shall be made for terms of five years; and

WHEREAS, Donald N. Jaffe currently serves on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees in a term that expires on 11/15/2018; and

WHEREAS, Richard T. Prasse currently serves on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees in a term that expires on 11/15/2018; and

WHEREAS, there currently exists an unfilled vacancy on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees; and

WHEREAS, Council has determined that Donald N. Jaffe, Richard T. Prasse and Michael R. Sliwinski are qualified to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees and that their service would be beneficial to the on-going success and development of the Cuyahoga County Soldiers' and Sailors' Monument Commission; 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 approves the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 11/16/2018 - 11/15/2023 as follows:

- i) Appointment:
 - a) Michael R. Sliwinski
- ii) Reappointments:
 - a) Donald N. Jaffe
 - b) Richard T. Prasse

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County Board. Provided that this Resolution receives the affirmative vote of eight (8) 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 passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and 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: October 23, 2018

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

Journal _____
_____, 2018

Michael R. Sliwinski

Work Experience

Ohio Lottery Commission Cleveland, Ohio June 2014 – April 2016; February 2018 – present;
Assistant Legal Counsel – Advise the Ohio Lottery Commission on various legal matters; review prize transfers prior to hearings in probate courts throughout Ohio; respond to public records requests; provide counsel regarding prize eligibility in cases of damaged, lost, or stolen lottery tickets; review video lottery employee license denials, suspensions and revocations prior to administrative hearings; prepare and review office policies;

Cleveland Municipal Court Cleveland, Ohio April 2016 – January 2018
Judge – Appointed by Governor John Kasich to preside over trials, motion hearings, and pretrial conferences between litigants, including criminal cases involving the State of Ohio or City of Cleveland and various defendants, and civil disputes arising in the City of Cleveland; determined appropriate bond in felony cases including offenses of murder, rape, burglary, weapons, drugs, and domestic violence; assigned by administrative judge to preside over a Dedicated Domestic Violence docket and serve on the court's Veteran's Treatment Docket;

Ohio Attorney General Cleveland, Ohio July 2007 – June 2014
Assistant Attorney General – Consumer Protection Section: litigated consumer law cases including automobile title financing fraud, home improvement contractor scams, and general unfair, deceptive, and unconscionable acts and practices in state and federal court; prosecuted criminal cases arising within the jurisdiction of Lakeland Community College; represented Cleveland Regional Office in matters involving Ohio's Public Records Act; conducted press interviews and presentation of educational seminars on Ohio's Public Records and Open Meetings Acts; represented Ohio Attorney General's Office on Bureau of Motor Vehicles Study Group mandated by Ohio House Bill 2 – chaired the Title Defect Rescission Fund sub-committee;

Sliwinski Law Co. L.P.A. Strongsville, Ohio November 2003 – July 2007
Attorney – Litigated consumer law cases; represented defendants in criminal proceedings; assisted in the formation of business entities; provided legal counsel to executors in estate administrations; assisted clients in the preparation of wills, trusts, and powers of attorney; represented debtors in bankruptcy proceedings;

Notre Dame College, South Euclid, Ohio January 2004 – February 2006
Adjunct Professor – Courses taught included: Labor Relations, Criminal Justice, and Business and Government;

Dunlevey, Mahan & Furry, Dayton, Ohio June 2002 – December 2002
Law Clerk – Researched Workers' Compensation, EPA and OSHA issues; prepared memoranda detailing research projects; wrote position paper in support of administrative appeal; edited and revised OSHA compliance guide for National Frame Builders Association; researched new asbestos legislation.

David M. Deutsch L.P.A., Dayton, Ohio May 2001 – June 2002
Law Clerk – Researched and prepared legal memoranda; prepared complaints in insurance, personal injury and employer intentional tort actions; prepared motions and responses in opposition to motions.

Graves and Horton, L.L.C., Cleveland, Ohio June 2000 – August 2000
Temporary Legal Assistant – Prepared Uniform Commercial Code forms; conducted interrogatories with clients, and reviewed documents.

Law Offices of Barbara Lee Melvin, Honolulu, Hawaii June 1998 – December 1998
Legal Intern

Education

University of Dayton School of Law, Dayton, Ohio *Juris Doctorate, cum laude* May 2003

Class Rank: Top 15%

University of Dayton Law Review Staff Writer

Moot Court Team

- Honorable Walter Rice Moot Court Competition Finalist
- Ruby R. Vale Corporate Moot Court Competition Competitor

President's Scholarship recipient

CALI award recipient in the subjects of Professional Responsibility, and Consumer Protection

Student Bar Association: First Year Class Treasurer; Finance Committee; Grading Curve Committee; Third Year Executive Board Secretary

Chaminade University of Honolulu, Honolulu, Hawaii

Bachelor of Arts in Political and Historical Studies, Magna cum laude May 1999

Bachelor of Science in Criminal Justice, Magna cum laude May 1999

G.P.A.: 3.9

- Delta Epsilon Sigma National Honor Society
- Alpha Phi Sigma Criminal Justice Honor Society

Military Experience

United States Marine Corps, Kailua, Hawaii

June 1994 – April 1998

Fund Administrator/Musician – Basic rifleman, musician, and budget administrator;

Publications

Ohio Consumer Law, 2016-2017 ed. (Baldwin's Ohio Handbook Series) West Publishing

Author: Chapter 26 – Credit Services Organization Act

Author: Chapter 27 – Debt Adjuster's Act

Presentations

July 22, 2011 – CLE Presentation: The Supreme Court of Ohio Judicial College Consumer Law Issues: General Overview of CSPA and Associated Statutes

October 6, 2010 – CLE Presentation: Application of the Debt Adjuster's Act and Credit Services Organization Act to Telephone Consumer Protection Act Cases

March 11, 2009 – Presentation to Lakewood City Council: Ohio's Public Records and Open Meetings Law

January 15, 2009 – CLE Presentation: Ohio's Public Records and Open Meetings Law: Issues Facing Municipal Law Directors and Prosecutors

Bar Associations

Ohio Bar Association

Cleveland Metropolitan Bar Association

Northeast Ohio Municipal Prosecutor's Association, past Vice President

West Shore Bar Association

Boards and Commissions

Trustee and Treasurer: Cuyahoga County Soldiers and Sailors Monument, 2011- 2016

**BIOGRAPHICAL RESUME
OF
DONALD N. JAFE**



Education: Case Western Reserve University (B. A. –political science; J.D. – law)

Bar Admissions: Ohio Supreme Court; U.S. Supreme Court; U. S. Court of Appeals (3rd, 6th, 7th Circuits), U.S. Court of Appeals for the Armed Forces; U.S. District Court (ND, Ohio; SD, Ohio; ED, Michigan; ND, Illinois)

Legal Experience: Former law clerk to Judge Paul C. Weick, US Court of Appeals (6th Circuit); former Assistant Director of Law & Prosecutor, City of Cleveland Heights; former Trust Officer, Union Commerce Bank; former Assistant U.S. Attorney (Chief, Civil Section), Northern District of Ohio; former Acting Judge, Cleveland Heights Municipal Court; former Acting Judge, Shaker Heights Municipal Court; former Hearing Officer, Ohio Department of Education (Special Education; former Arbitrator, American Arbitration Association (Labor Panel and Commercial Law Panel). In practice of law for 57 years
Current Fact Finder & Conciliator, State Employment Relations Board; current Hearing Officer, Ohio Department of Health, current Arbitrator, Better Business Bureau

Military Service: Graduate, US Army Intelligence School (with honors); Captain, US Army Reserve, JAGC (Honorable Discharge), Ohio Military Reserve, Brigadier General (former Deputy Commander for Administration and Support; former Staff Judge Advocate). Former Ombudsman, Employer Support of the Guard and Reserve, Office of Assistant Secretary of Defense, US Department; of Defense

Honors & Activities: Ohio State Bar Association (Life Member); Ohio State Bar Foundation (Life Fellow); Cleveland Metropolitan Bar Association (Life Member); Tau Epsilon Rho Law Society; Delta Sigma Rho; Pi Sigma Alpha; Kappa Kappa Psi; Who's Who in American Law; Who's Who in America



RICHARD T. PRASSE

PARTNER



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Cleveland, Ohio 44114

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e rtprasse@hahnlaw.com

hahnlaw.com

Richard T. (“Ted”) Prasse represents private and public sector employers in NLRB and SERB matters, labor negotiations, arbitrations, wage and hour issues (including employment class actions), equal employment litigation, employer counseling, OSHA, and Ohio Workers’ Compensation. Ted also represents schools in constitutional and statutory issues in public, student and employee matters.

Representative Experience

- Long-standing and national representation of largest privately held multi-industry corporation in employment, union relations and litigation matters.
- Nationwide representation of multi-facility meat producer and processor in employment matters.
- Nationwide representation of international apparel manufacturer in labor and employment matters in numerous states, including Kansas, Missouri, Nebraska, New York, Ohio, Pennsylvania and Washington. Cases have included a wide range of issues, including race, national origin, sexual orientation, sex, and disability discrimination, sexual harassment, racial harassment, and workers' compensation retaliation.
- Representation of a national manufacturer in collective bargaining, culminating in strike and plant closing.
- Representation of a national pharmaceutical firm in collective bargaining with improved quality and productivity during multi-year plant closing.
- Representation of manufacturers in collective bargaining to end participation in multi-employer pension and welfare plans.

Professional History

- Partner, Hahn Loeser & Parks LLP, 1990-present.
- Associate, Squire, Sanders & Dempsey, 1981-90.

Admissions

- State of Ohio, 1981.

Education

- Case Western Reserve University, School of Law, J.D., 1981.
- Duke University, B.A., History, 1975.

Awards & Distinctions

- *The Best Lawyers in America*®, Labor Law-Management, Employment Law-Management, 2011-19.
- AV Preeminent®, Martindale-Hubbell.

Community Involvement

- National History Day, Executive Committee, Board of Trustees; Former President, 1997-2000, 2006-09; NHD is 2012 Recipient of National Humanities Medal from President Obama.
- National Aviation Heritage Alliance, Trustee and Secretary.
- Ohio Historical Society, Board of Trustees, Former President and Chair, 2008-12.



RICHARD T. PRASSE

PARTNER

- Case Western Reserve University History Associates, Director and President.
- Cuyahoga County Soldiers' and Sailors' Monument Commission, President.
- Rutherford B. Hayes Presidential Center, Trustee and Treasurer.
- The Dawes Arboretum, Trustee and Secretary.
- United Cerebral Palsy of Greater Cleveland, Board of Directors, Former President.
- Ohio Supreme Court Task Force on the History of Ohio Courts, Appointed by Chief Justice O'Connor.
- Legislative Commission on Education and Preservation of State History, Appointed by Governor Strickland.
- Association of Ohio Commodores, Appointed by Governor Kasich.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0211

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

WHEREAS, Section 2.10 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 October 3, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H) 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: *Forensic Scientist 1- Trace Evidence*
Number: 1071261
Pay Grade: 10A/Exempt

Exhibit B: Class Title: *Human Resources Associate*
Number: 1053691
Pay Grade: 5A/Non-Exempt

Exhibit C: Class Title: *Senior Human Resources Associate*
Number: 1053692
Pay Grade: 6A/Non-Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Forensic Scientist 2- Trace Evidence*
Class Number: 1071262
Pay Grade: 11A/Exempt (No Change)
*Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit E: Class Title: *Human Resource Generalist*
Class Number: 1053711
Pay Grade: 9A/Exempt (No Change)
* Revisions requested by HR Department. The classification name changed from HR Analyst to HR Generalist. The distinguishing characteristics and essential job functions have been updated to better reflect current and future duties.

Exhibit F: Class Title: *Purchasing Agent*
Class Number: 1053611
Pay Grade: 8A/Exempt
* PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 7 to PG 8 and the FLSA status changed from Non-Exempt to Exempt. The Class Number was also updated to be consistent with changes to the series.

Exhibit G: Class Title: *Purchasing Analyst*
Class Number: 1053612
Pay Grade: 10A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 1997.
The essential job functions and education requirements have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The departments changed from Office of Procurement and Diversity to Medical Examiner's Office, IT, and Public Works. The Class Number was also updated to be consistent with changes to the series.

Exhibit H: Class Title: *Purchasing Manager*
Class Number: 1053613
Pay Grade: 15A/Exempt (No Change)
* PRC routine maintenance. Classification Number was updated to be consistent with changes to the series.

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: October 23, 2018

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

Journal _____
_____, 2018

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit A

Class Title:	Forensic Scientist 1 – Trace Evidence	Class Number:	1071261
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of trace evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of trace evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 60% +/- 10%
 - Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; attends crime scenes with a senior Trace Evidence Forensic Scientist to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 10%
 - Prepares and analyzes trace evidence samples; applies instrumental, physical, and chemical techniques in the examination of selected trace evidence sub-disciplines; utilizes scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, and fluorescence microscopes; performs serological analysis and microscopic examinations; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.
- 15% +/- 10%
 - Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science; or related field.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, 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 legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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:	Human Resources Associate	Class Number:	1053691
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, payroll, and data entry and maintenance. This classification works under close supervision and within a framework of policies, procedures, 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.

- 25% +/- 10%
 - Completes simple tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
- 15% +/- 5%
 - Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.
- 15% +/- 5%
 - Gathers, tracks, and inputs information related to various HR actions; assists with gathering information from claimants; files and processes completed forms; monitors actions, HR filings, and audits through completion; responds to basic HR requests, questions, and data issues; responds to records requests; provides basic interpretation of HR policies, procedures, programs, and regulations.
- 15% +/- 5%
 - Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; reviews relevant written documentation; makes requests for clarification and additional information; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.
- 15% +/- 5%
 - Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals.

15% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with one (1) year of administrative or general business 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

- No supervisory responsibilities.

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 worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel 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, to follow instructions.
- Ability to use and interpret human resources terminology and language.

- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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 C

Class Title:	Senior Human Resources Associate	Class Number:	1053692
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department and perform more complex HR related tasks such as the initial review and research of information, producing basic reports and memos, and reviewing the work of lower level HR Associates.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, and data entry and maintenance. This classification works under supervision and within a framework of policies, procedures, and regulations. The Senior HR Associate is distinguished from the HR Associate in that it works with a greater degree of independence on simple to moderately complex HR tasks and is expected to use a greater level of 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.

- 20% +/- 10%
- Completes simple to more complex tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
- 20% +/- 10%
- Gathers, tracks, and performs initial evaluation of information related to various HR actions; gathers information from claimants; researches information required to complete forms, paperwork, and filings; files and processes completed forms; monitors claims, HR filings, and audits through completion; responds to basic through moderately complex HR requests, questions, and data issues; responds to records requests; provides interpretation of HR policies, procedures, programs, and regulations.
- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; write summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.
- 15% +/- 5%
- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various spreadsheets to support the day-to-day work of more senior HR professionals; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

10% +/- 5%

- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Provides informal review of work and basic training to HR Associates; initially reviews work; identifies and recommends improvements; provides training on various County policies and regulations and HR processes; reviews adherence to department's procedures.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with three (3) years of administrative or general business experience including two (2) years in Human Resources; 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

- No supervisory responsibilities.

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 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 worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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 D

Class Title:	Forensic Scientist 2 – Trace Evidence	Class Number:	1071262
FLSA:	TBD	Pay Grade:	TBD
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

30% +/- 10%

- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, physical matching, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.

15% +/- 10%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

15% +/- 10%

- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.

15% +/- 10%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed; testifies in court of law as an expert witness.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.

Forensic Scientist 2 – Trace Evidence

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare proficiency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, 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 review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit E

Class Title:	Human Resources Generalist	Class Number:	1053711
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; responds to HR concerns, requests, and complaints; addresses and makes determinations on Family Medical Leave Act (FMLA) requests and other employee actions; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management.
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.
- 10% +/- 5%
- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to exiting job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.
- 10% +/- 5%
- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.

10% +/- 5%

- Works collaboratively Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas.

10% +/- 5%

- Coordinates and reviews the work of lower level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development.

5% +/- 2%

- Utilizes Enterprise Resource Planning (ERP) system to update employee pay rates and compensation structure information including, but not limited to, salary ranges, job and position information, and manager structure; produces ongoing reporting from ERP system of various compensation trend analysis and provides to management; produces various standard and ad hoc reports.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; represents the HR department and assigned agencies at various related activities and meetings; initiates FMLA requests; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Human Resources, Business Administration, or related field and three (3) years of human resources experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and 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 organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource 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, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit F

Class Title:	Purchasing Agent	Class Number:	1053611
FLSA:	Exempt	Pay Grade:	8
Dept:	Office of Procurement and Diversity		

Classification Function

The purpose of this classification is to procure equipment, supplies, materials, and services for the County, to prepare and review procurement documentation for specifications, and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Purchasing Manager and is responsible for performing a range of purchasing activities to procure equipment, supplies, materials, and services for County departments. 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.

60% +/- 10%

- Procures routine equipment, products, and services for County departments; processes state contract purchases, sole source purchases, field buyer requisitions, and legal advertisements; reviews assigned departments' requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; reviews and updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and tracks procurement activities; utilizes various purchasing software to perform required duties.

10% +/- 5%

- Maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; solicits quotes from vendors; confers with vendors regarding bid specifications, requirements, and procedures; confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; resolves issues/problems between County agency and vendors.

10% +/- 5%

- Coordinates with assigned departments regarding procurement needs; provides training to department contacts on purchasing policies, procedures, and software; assists buyers, staff, and County departments with procedural issues, software issues, system inquiries, vendor complaints, and general information; writes routine directives, instructions or correspondence concerning purchasing activities.

10% +/- 5%

- May perform duties to manage programs including p-card program and surplus property program; monitors and tracks transactions and account activities; approves and authorizes payments; processes procurement cards; monitors and maintains inventory accounts; ensures databases are up to date; prepares related reports and documentation.

10% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; attends OPD buyer meetings; assists with the update and maintenance of purchasing policies and procedures; monitors funds availability; requests legal opinions for bid and contract submissions as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or related field with one (1) year of purchasing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, ratios, 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, statues 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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings,

Purchasing Agent

correspondence, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, justification requests and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, 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 and legal terminology and language.
- Ability to use procurement and agenda software.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit G

Class Title:	Purchasing Analyst	Class Number:	1053612
FLSA:	Non-Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office, Information Technology, Public Works		

Classification Function

The purpose of this classification is to plan and coordinate procurement and contracting activities for a County Department and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating, planning, and evaluating procurement and contracting activities for an assigned County Department. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class is distinguished from the lower level by an increased level of financial accountability and planning responsibility as well as procurement of more specialized or highly technical products.

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, plans, and evaluates procurement and contracting activities for assigned County Department (Department of Public Works, Medical Examiner's Office, or Department of Information Technology); procures technical and non-technical equipment, supplies, materials, and services for assigned department; creates and/or reviews assigned department's requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; prepares, reviews, and/or updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and track procurement activities; utilizes various purchasing software to perform required duties.

- 15% +/- 5%
- Coordinates vendor selection and activities for assigned department; maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; solicits quotes from vendors; confers with vendors regarding bid specifications, requirements, and procedures; negotiates terms and conditions with vendors;

confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; coordinates delivery of goods and services with vendors and department staff; resolves issues/problems between County agency and vendors.

15% +/- 10%

- Coordinates with assigned department regarding procurement needs; provides updates on status of current projects; provides training to department on purchasing policies, procedures, and software; assists buyers, staff, and County department with procedural issues, software issues, system inquiries, vendor complaints, and general information; provides briefing materials and reports detailing procurement options; writes routine directives, instructions, or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing; assists other County departments with contracting and purchasing goods and services funded through various projects administered through assigned department.

5% +/- 2%

- Performs basic accounting functions related to procurement; verifies receipt of goods and services and processes invoices and vouchers for payment; confirms payments and records and files payment documentation; reconciles cash, checks, money orders, and credit card transactions; generates revenue report summaries; prepares deposits and revenue receipts; submits required paperwork to Auditor's Office.

5% +/- 2%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; conducts research on purchasing and inventory inquiries for department; coordinates and assists with the update and maintenance of purchasing and contracting policies and procedures; coordinates with Law Department and OPD to write contracts, agreements, amendments, and justifications; analyzes purchasing history and plots trends; monitors agency's general supply room inventory.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or related field with three (3) years of purchasing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, ratios, 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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings, correspondence, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, justification requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, 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 basic information technology/medical/engineering (depending on department) terminology and language.
- Ability to use procurement and agenda software.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit H

Class Title:	Purchasing Manager	Class Number:	1053613
FLSA:	Exempt	Pay Grade:	15
Dept:	Office of Procurement and Diversity		

Classification Function

The purpose of this classification is to manage and supervise the operations, process and personnel of the County purchasing department within the Office of Procurement and Diversity (OPD) in accordance with County Code requirements.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the County purchasing department within the Office of Procurement and Diversity under general direction. This class requires the solution of operational, technical, administrative and management problems related to purchasing. The employee is expected meet, consult and collaborate with the Director of Procurement and Diversity and other department directors/management to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages the operations of County's purchasing division (e.g.- reviews all purchase awards for compliance with statutory policy, and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in NOVUS, OnBase, and BuySpeed; creates purchase reports; reviews all requisitions prior to being assigned to buyers; solves purchasing related problems, questions, and concerns with departments, vendors, manufacturers, etc.; keeps appraised of the purchasing marketplace and any applicable laws that affect government purchasing).
- 25% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 25% +/- 10%
- Administrates and maintains BuySpeed Procurement Database (e.g. – approves paths and document uploads; authorizes new staff level of authority within BuySpeed; establishes approval paths for purchases up to \$1,000,000.00; researches and resolves technical issues; processes contract with software vendor).
- 10% +/- 5%
- Attends and serves as alternate voting member of County Board of Control and County Contracts and purchasing Board.

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business Administration, Public Administration or a related field with ten (10) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and 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 and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis of patterns and trends in purchasing.
- Ability to comprehend a variety of informational documents including departmental budget reports, Purchase Order Approval reports, time-sheets, and Ohio DAS reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County Personnel Policies and Procedures Manual, Office of Procurement and diversity policy

and procedures, Ohio Revised Code, County Code, BuySpeed Database Manuals, and procurement training guides.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and understand purchasing, engineering/construction, legal, medical, accounting, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

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

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




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

CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM

DATE: October 4, 2018

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

FROM: Chairman Deborah Southerington, 
Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on October 3, 2018, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade & FLSA	Department
Forensic Scientist 1 – Trace Evidence	1071261	10A/Exempt	Medical Examiner
Human Resources Associate	1053691	5A/Non-Exempt	Human Resources
Senior Human Resources Associate	1053692	6A/Non-Exempt	Human Resources

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Forensic Scientist 2 – Trace Evidence 1071262	11A/Exempt	11A/Exempt	Medical Examiner
Human Resources Generalist 1053711	9A/Exempt	9A/Exempt	Human Resources
Purchasing Agent 1053611	7A/Non-Exempt	8A/Exempt	Fiscal (OPD)
Purchasing Analyst 1053612	10A/Exempt	10A/Exempt	MEO, IT and Public Works
Purchasing Manager 1053613	15A/Exempt	15A/Exempt	Fiscal (OPD)

cc: F. Allen Boseman, Commissioner
 Thomas Colaluca, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Douglas Dykes, Chief Talent Officer
 Holly Woods, Dir. of HR Benefits and Compensation
 Rhonda Caldwell, Compensation Manager

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071261	Forensic Scientist 1 – Trace Evidence	Medical Examiner's Office	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 10A \$50,481.60 - \$70,657.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	3/27/2018	Email	Copied on Communications
Kelli Neale, HR	3/27/2018	Email	Copied on Communications
	7/31/2018	Email	Copied on Communications

Curtiss Jones, Trace Evidence Supervisor	3/27/2018	Email	Review of Draft
	4/4/2018	Email	Reminder for Additional Information
	7/31/2018	Email	Review of 2 nd Draft
Hugh Shannon, Administrator	9/4/2018	Email	Confirmation of Drafts
	3/27/2018	Email	Review of Draft
Harmeet Kaur, ID/QA/QC Manager	7/31/2018	Email	Review of 2 nd Draft
	3/27/2018	Email	Review of 2 nd Draft
Thomas Gilson, Medical Examiner	7/31/2018	Email	Review of 2 nd Draft
	9/12/2018	Email	Pay Grade Evaluation
Jim Battigaglia, Archer Consultant			

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Trace Evidence	Class Number:	1071261
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of trace evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of trace evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

60% +/- 10%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; attends crime scenes with a senior Trace Evidence Forensic Scientist to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

15% +/- 10%

- Prepares and analyzes trace evidence samples; applies instrumental, physical, and chemical techniques in the examination of selected trace evidence sub-disciplines; utilizes scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, and fluorescence microscopes; performs serological analysis and microscopic examinations; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

15% +/- 10%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Forensic Scientist 1 – Trace Evidence

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science; or related field.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, 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 legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Trace Evidence

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053691	Human Resources Associate	Human Resources	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Department of Human Resources
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Fiscal Impact:	PG 5 \$35,692.80 - \$49,920.00 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	7/23/2018	Email	Review of Draft
Kelli Neale, HR	7/23/2018	Email	Copied on Communications
Douglas Dykes, Chief Talent Officer	7/23/2018	Email	Copied on Communications

Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Associate	Class Number:	1053691
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, payroll, and data entry and maintenance. This classification works under close supervision and within a framework of policies, procedures, 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.

- 25% +/- 10%

• Completes simple tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
- 15% +/- 5%

• Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.
- 15% +/- 5%

• Gathers, tracks, and inputs information related to various HR actions; assists with gathering information from claimants; files and processes completed forms; monitors actions, HR filings, and audits through completion; responds to basic HR requests, questions, and data issues; responds to records requests; provides basic interpretation of HR policies, procedures, programs, and regulations.
- 15% +/- 5%

• Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; reviews relevant written documentation; makes requests for clarification and additional information; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.
- 15% +/- 5%

• Generates HR data reports to assists with the evaluation of various HR programs and achievement of HR strategic goals.

15% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with one (1) year of administrative or general business 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

- No supervisory responsibilities.

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 worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel 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, to follow instructions.
- Ability to use and interpret human resources terminology and language.

Human Resources Associate

- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053692	Senior Human Resources Associate	Human Resources	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Department of Human Resources
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Fiscal Impact:	PG 6A \$38,625.60 - \$54,100.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/1/2018	Email	Review of Draft
Kelli Neale, HR	8/1/2018	Email	Copied on Communications
Douglas Dykes, Chief Talent Officer	8/1/2018	Email	Copied on Communications

Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Human Resources Associate	Class Number:	1053692
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County’s Human Resources Department and perform more complex HR related tasks such as the initial review and research of information, producing basic reports and memos, and reviewing the work of lower level HR Associates.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing administrative support for day-to-day operations of the County’s Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, and data entry and maintenance. This classification works under supervision and within a framework of policies, procedures, and regulations. The Senior HR Associate is distinguished from the HR Associate in that it works with a greater degree of independence on simple to moderately complex HR tasks and is expected to use a greater level of 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.

- 20% +/- 10%
- Completes simple to more complex tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.

- 20% +/- 10%
- Gathers, tracks, and performs initial evaluation of information related to various HR actions; gathers information from claimants; researches information required to complete forms, paperwork, and filings; files and processes completed forms; monitors claims, HR filings, and audits through completion; responds to basic through moderately complex HR requests, questions, and data issues; responds to records requests; provides interpretation of HR policies, procedures, programs, and regulations.

- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; write summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.

- 15% +/- 5%
- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various spreadsheets to support the day-to-day work of more senior HR professionals; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

Senior Human Resources Associate

10% +/- 5%

- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Provides informal review of work and basic training to HR Associates; initially reviews work; identifies and recommends improvements; provides training on various County policies and regulations and HR processes; reviews adherence to department's procedures.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with three (3) years of administrative or general business experience including two (2) years in Human Resources; 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

- No supervisory responsibilities.

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 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 worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.

Senior Human Resources Associate

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071262	Forensic Scientist 2 – Trace Evidence	Medical Examiner's Office	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071262	Forensic Scientist 2 – Trace Evidence	Medical Examiner's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 11: \$53,372.80 – \$74,796.80 None. No change
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	3/27/2018	Email	Copied on Communications
Kelli Neale, HR	3/27/2018	Email	Copied on Communications
	7/31/2018	Email	Copied on Communications
Curtiss Jones, Trace Evidence Supervisor	3/27/2018	Email	Review of Draft
	4/4/2018	Email	Reminder for Additional Information
	7/31/2018	Email	Review of 2 nd Draft
	9/4/2018	Email	Confirmation of Drafts
Hugh Shannon, Administrator	3/27/2018	Email	Review of Draft
	7/31/2018	Email	Review of 2 nd Draft
Harmeet Kaur, ID/QA/QC Manager	7/31/2018	Email	Review of 2 nd Draft
Thomas Gilson, Medical Examiner	3/27/2018	Email	Review of Draft
	7/31/2018	Email	Review of 2 nd Draft
Jim Battigaglia, Archer Consultant	9/12/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Trace Evidence	Class Number:	1071262
FLSA:	TBD	Pay Grade:	TBD
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 30% +/- 10%

• Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, physical matching, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 15% +/- 10%

• Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.
- 15% +/- 10%

• Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 10%

• Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

Forensic Scientist 2 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed; testifies in court of law as an expert witness.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.

Forensic Scientist 2 – Trace Evidence

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare proficiency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, 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 review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053711	Human Resource Analyst	Human Resources	Exempt	9A

PROPOSED REVISED CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053711	Human Resources Generalist	Human Resources	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	Revisions requested by HR Department. The classification name changed from HR Analyst to HR Generalist. The distinguishing characteristics and essential job functions have been updated to better reflect current and future duties.
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No. of Employees Affected:	9
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Dept.(s) Affected:	Medical Examiner's Office, Information Technology, and Public Works
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Fiscal Impact:	PG 9: \$47,507.20 – \$66,476.80
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dan Krantz, HR Intern	8/3/2018	Email	Classification Revision Request

Michael Brown, HR Manager	8/9/2018	Email	Final Draft Review
Hadiya Butler, HR Manager	8/9/2018	Email	Final Draft Review
Michael Brown, HR Manager	8/9/2018	Email	Final Draft Review
Kelli Neale, HR	8/9/2018	Email	Copied on Communications
Rhonda Caldwell, Compensation Manager	8/9/2018	Email	Copied on Communications
Douglas Dykes, Chief Talent Officer	8/9/2018	Email	Copied on Communications
Jim Battigaglia	8/20/2018	Email	Pay Grade Evaluation Request

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Generalist	Class Number:	1053711
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; responds to HR concerns, requests, and complaints; addresses and makes determinations on Family Medical Leave Act (FMLA) requests and other employee actions; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management.
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.
- 10% +/- 5%
- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to exiting job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.
- 10% +/- 5%
- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.

Human Resources Generalist

10% +/- 5%

- Works collaboratively Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas.

10% +/- 5%

- Coordinates and reviews the work of lower level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development.

5% +/- 2%

- Utilizes Enterprise Resource Planning (ERP) system to update employee pay rates and compensation structure information including, but not limited to, salary ranges, job and position information, and manager structure; produces ongoing reporting from ERP system of various compensation trend analysis and provides to management; produces various standard and ad hoc reports.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; represents the HR department and assigned agencies at various related activities and meetings; initiates FMLA requests; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Human Resources, Business Administration, or related field and three (3) years of human resources experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Human Resources Generalist

- Ability to comprehend a variety of informational documents including organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource 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, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053511	Purchasing Agent	All Departments	Non-Exempt	7
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053611	Purchasing Agent	OPD	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 7 to PG 8 and the FLSA status changed from Non-Exempt to Exempt. The Class Number was also updated to be consistent with changes to the series.
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No. of Employees Affected:	7
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Dept.(s) Affected:	Office of Procurement and Diversity
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Fiscal Impact:	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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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Richard Opre, Senior Purchasing Admin	3/22/2018	Email	Questions Regarding Qualifications
	4/2/2018	Email	Reminder
	6/7/2018	Email	Discussion Regarding Senior Purchasing Agent
	6/25/2018	Email	Review of Draft
	7/10/2018	Email	Clarification
	7/23/2018	Email	Reply to Questions
Lenora Lockett,	6/7/2018	Email	Discussion Regarding Senior Purchasing Agent
	6/25/2018	Email	Review of Draft
	7/10/2018	Email	Clarification
	7/23/2018	Email	Reply to Questions
Kelli Neale, HR	6/7/2018	Email	Discussion Regarding Senior Purchasing Agent
	6/25/2018	Email	Copied on Communications
	6/25/2018	Email	Discussion Regarding Min Quals
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation
	8/29/2018	Phone Call	Discussion Regarding Pay Grades

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Purchasing Agent	Class Number:	1053611
FLSA:	Exempt	Pay Grade:	8
Dept:	Office of Procurement and Diversity		

Classification Function

The purpose of this classification is to procure equipment, supplies, materials, and services for the County, to prepare and review procurement documentation for specifications, and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Purchasing Manager and is responsible for performing a range of purchasing activities to procure equipment, supplies, materials, and services for County departments. 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.

60% +/- 10%

- Procures routine equipment, products, and services for County departments; processes state contract purchases, sole source purchases, field buyer requisitions, and legal advertisements; reviews assigned departments' requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; reviews and updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and tracks procurement activities; utilizes various purchasing software to perform required duties.

10% +/- 5%

- Maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; solicits quotes from vendors; confers with vendors regarding bid specifications, requirements, and procedures; confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; resolves issues/problems between County agency and vendors.

10% +/- 5%

Purchasing Agent

- Coordinates with assigned departments regarding procurement needs; provides training to department contacts on purchasing policies, procedures, and software; assists buyers, staff, and County departments with procedural issues, software issues, system inquiries, vendor complaints, and general information; writes routine directives, instructions or correspondence concerning purchasing activities.

10% +/- 5%

- May perform duties to manage programs including p-card program and surplus property program; monitors and tracks transactions and account activities; approves and authorizes payments; processes procurement cards; monitors and maintains inventory accounts; ensures databases are up to date; prepares related reports and documentation.

10% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; attends OPD buyer meetings; assists with the update and maintenance of purchasing policies and procedures; monitors funds availability; requests legal opinions for bid and contract submissions as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or related field with one (1) year of purchasing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, ratios, 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, statues 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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings,

Purchasing Agent

correspondence, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, justification requests and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, 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 and legal terminology and language.
- Ability to use procurement and agenda software.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053511	Purchasing Analyst	OPD	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053612	Purchasing Analyst	MEO, IT and Public Works	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions and education requirements have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The departments changed from Office of Procurement and Diversity to Medical Examiner's Office, IT, and Public Works. The Class Number was also updated to be consistent with changes to the series.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Medical Examiner's Office, Information Technology, and Public Works
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Fiscal Impact:	PG 10: \$50,481.60 – \$70,657.60
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michael Chambers, Fiscal Officer	3/22/2018	Email	Questions Regarding Minimum Qualifications
Jeanelle Greene, Business Services Manager	3/22/2018	Email	Questions Regarding Minimum Qualifications
	4/2/2018 4/2/2018	Email Email	Reminder Clarification
Emily McNeeley, IT General Counsel	12/6/2017	Email	Reminder for CPQ
	3/22/2018	Email	Questions Regarding Minimum Qualifications
Thomas Pavich, Fiscal Officer	12/6/2017	Email	Reminder for CPQ
Hugh Shannon, MEO Administrator	3/22/2018	Email	Questions Regarding Minimum Qualifications
	4/2/2018	Email	Reminder
Kelli Neale, HR	3/22/2018	Email	Questions Regarding Minimum Qualifications
	6/25/2018	Email	Discussion Regarding Min Quals
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation
	8/29/2018	Phone Call	Discussion Regarding Pay Grades

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Purchasing Analyst	Class Number:	1053612
FLSA:	Non-Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office, Information Technology, Public Works		

Classification Function

The purpose of this classification is to plan and coordinate procurement and contracting activities for a County Department and ensure consistency and compliance with applicable laws and standards in purchasing procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for coordinating, planning, and evaluating procurement and contracting activities for an assigned County Department. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class is distinguished from the lower level by an increased level of financial accountability and planning responsibility as well as procurement of more specialized or highly technical products.

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, plans, and evaluates procurement and contracting activities for assigned County Department (Department of Public Works, Medical Examiner's Office, or Department of Information Technology); procures technical and non-technical equipment, supplies, materials, and services for assigned department; creates and/or reviews assigned department's requisition submissions and ensures correct documentation; determines procurement type and process; determines funding source and availability; confirms, approves, and processes purchase orders, contracts, amendments, and change orders; reviews justification requests; prepares, reviews, and edits product and service specifications for various purchases and contracts; prepares, reviews, and/or updates Requests for Proposals, Invitations to Bid, and Requests for Qualifications; submits items for approval in purchasing software systems; coordinates and participates in pre-bid conferences; presides at bid openings; monitors open bids; evaluates vendor bid and proposal submissions, bid bonds, and pricing sheets; prepares award recommendations and submits for approval; prepares, reviews, and processes contract documents; monitors and track procurement activities; utilizes various purchasing software to perform required duties.

- 15% +/- 5%
- Coordinates vendor selection and activities for assigned department; maintains vendor documentation and acts as vendor point of contact; solicits quotes from vendors; maintains vendor listings; identifies new vendors; interviews and meets with vendors; monitors vendor status and qualifications; keeps vendor information current including contracts, insurance certificates, and proof of licensing; maintains and monitors contract agreements with vendors; prepares vendor performance evaluations; solicits quotes from vendors; confers with vendors regarding bid specifications, requirements, and procedures; negotiates terms and conditions with vendors;

Purchasing Agent

confers with vendors, manufacturers, and distributors regarding timelines, delivery, prices, and quantity of purchases; coordinates delivery of goods and services with vendors and department staff; resolves issues/problems between County agency and vendors.

15% +/- 10%

- Coordinates with assigned department regarding procurement needs; provides updates on status of current projects; provides training to department on purchasing policies, procedures, and software; assists buyers, staff, and County department with procedural issues, software issues, system inquiries, vendor complaints, and general information; provides briefing materials and reports detailing procurement options; writes routine directives, instructions, or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing; assists other County departments with contracting and purchasing goods and services funded through various projects administered through assigned department.

5% +/- 2%

- Performs basic accounting functions related to procurement; verifies receipt of goods and services and processes invoices and vouchers for payment; confirms payments and records and files payment documentation; reconciles cash, checks, money orders, and credit card transactions; generates revenue report summaries; prepares deposits and revenue receipts; submits required paperwork to Auditor's Office.

5% +/- 2%

- Performs related administrative responsibilities; prepares various records, reports, and documents related to procurement activities; inputs and maintains data in procurement software; responds to emails and phone calls; conducts research on purchasing and inventory inquiries for department; coordinates and assists with the update and maintenance of purchasing and contracting policies and procedures; coordinates with Law Department and OPD to write contracts, agreements, amendments, and justifications; analyzes purchasing history and plots trends; monitors agency's general supply room inventory.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or related field with three (3) years of purchasing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Purchasing Agent

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 purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, Request for Qualifications invitations to bid, bid tabulation forms, invoices, vendor performance evaluations, vendor listings, correspondence, bid submissions, requests for contract approval, County Council approvals, Board of Control approvals, justification requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare legal notices, procurement reports, Requests for Bids, Requests for Proposals, Requests for Qualifications, Invitations to Bid, vendor performance evaluations, vendor listings, bid specifications, contracts, purchasing requisitions, purchase orders, intent to award and award letters, required document checklists, bid tabulation sheets, 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 basic information technology/medical/engineering (depending on department) terminology and language.
- Ability to use procurement and agenda software.
- Ability to communicate with supervisors, co-workers, directors, other County employees, elected officials, bidders, contractors, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053515	Purchasing Manager	OPD	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053613	Purchasing Manager	OPD	Exempt	15A

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. The Classification Number was updated to be consistent with changes to the series.

No. of Employees Affected: 1

Dept.(s) Affected: Office of Procurement and Diversity

Fiscal Impact: None

Staffing Implications: None

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
No Contacts Made	NA	NA	NA

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Purchasing Manager	Class Number:	1053613
FLSA:	Exempt	Pay Grade:	15
Dept:	Office of Procurement and Diversity		

Classification Function

The purpose of this classification is to manage and supervise the operations, process and personnel of the County purchasing department within the Office of Procurement and Diversity (OPD) in accordance with County Code requirements.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the County purchasing department within the Office of Procurement and Diversity under general direction. This class requires the solution of operational, technical, administrative and management problems related to purchasing. The employee is expected meet, consult and collaborate with the Director of Procurement and Diversity and other department directors/management to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages the operations of County’s purchasing division (e.g.- reviews all purchase awards for compliance with statutory policy, and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in NOVUS, OnBase, and BuySpeed; creates purchase reports; reviews all requisitions prior to being assigned to buyers; solves purchasing related problems, questions, and concerns with departments, vendors, manufacturers, etc.; keeps apprised of the purchasing marketplace and any applicable laws that affect government purchasing).
- 25% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 25% +/- 10%
- Administrates and maintains BuySpeed Procurement Database (e.g. – approves paths and document uploads; authorizes new staff level of authority within BuySpeed; establishes approval paths for purchases up to \$1,000,000.00; researches and resolves technical issues; processes contract with software vendor).
- 10% +/- 5%
- Attends and serves as alternate voting member of County Board of Control and County Contracts and purchasing Board.

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business Administration, Public Administration or a related field with ten (10) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and 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 and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis of patterns and trends in purchasing.
- Ability to comprehend a variety of informational documents including departmental budget reports, Purchase Order Approval reports, time-sheets, and Ohio DAS reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County Personnel Policies and Procedures Manual, Office of Procurement and diversity policy

and procedures, Ohio Revised Code, County Code, BuySpeed Database Manuals, and procurement training guides.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and understand purchasing, engineering/construction, legal, medical, accounting, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

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

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Forensic Scientist 1 – Trace Evidence	1071261	N/A	10A/Exempt	Medical Examiner	This is a new classification requested by the Medical Examiner’s Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Human Resources Associate	1053691	N/A	5A/Non-Exempt	Human Resources	This is a new classification requested by the department of Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Senior Human Resources Associate	1053692	N/A	6A/Non-Exempt	Human Resources	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.
<u>REVISED</u>					
Forensic Scientist 2 – Trace Evidence	1071262	11A/Exempt	11A/Exempt	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Human Resources Generalist	1053711	9A/Exempt	9A/Exempt	Human Resources	Revisions requested by HR Department. The classification name changed from HR Analyst to HR Generalist. The distinguishing characteristics and essential job functions have been updated to better reflect current and future duties.
Purchasing Agent	1053611	7A/Non-Exempt	8A/Exempt	Fiscal (OPD)	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 7 to PG 8 and the FLSA status changed from Non-Exempt to Exempt. The Class Number was also updated to be consistent with changes to the series.
Purchasing Analyst	1053612	10A/Exempt	10A/Exempt	MEO, IT and Public Works	PRC routine maintenance. Classification last revised in 1997. The essential job functions and education requirements have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The departments changed from Office of Procurement and Diversity to Medical Examiner’s Office, IT, and Public Works. The Class Number was also updated to be consistent with changes to the series.
Purchasing Manager	1053613	15A/Exempt	15A/Exempt	Fiscal (OPD)	PRC routine maintenance. The Classification Number was updated to be consistent with changes to the series.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0215

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revised Code Chapter 6301; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Budish has nominated various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms as follows:

- a) Appointments for the term 7/1/2018 - 6/30/2021:
 - 1. William Moore
 - 2. Dan O’Malley
 - 3. Shana Marbury
 - 4. Deborah Vesey

- b) Reappointments for an unexpired term ending 6/30/2020:

1. Camille Ali
2. William H. Gary, Sr.
3. David J. Wondolowski

c) Reappointments for an unexpired term ending 6/30/2021:

1. Susan M. Sheehan
2. Jason Shank
3. David Merriman
4. Michael Jeans
5. LaToya M. Smith

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 or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms as follows:

a) Appointments for the term 7/1/2018 - 6/30/2021:

1. William Moore
2. Dan O'Malley
3. Shana Marbury
4. Deborah Vesey

b) Reappointments for an unexpired term ending 6/30/2020:

4. Camille Ali
5. William H. Gary, Sr.
6. David J. Wondolowski

c) Reappointments for an unexpired term ending 6/30/2021:

1. Susan M. Sheehan
2. Jason Shank
3. David Merriman
4. Michael Jeans
5. LaToya M. Smith



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

October 15, 2018

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E. 9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Brady:

As you know, the Cleveland/Cuyahoga County Workforce Development Board was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to offer the reappointments of the following individuals:

1. Camille Ali 3-year term ending: June 30, 2020
2. William Gary 3-year term ending: June 30, 2020
3. Dave Wondolowski 3-year term ending: June 30, 2020
4. Susan Sheehan 3-year term ending June 30, 2021
5. Jason Shank 3-year term ending June 30, 2021
6. David Merriman 3-year term ending June 30, 2021
7. Michael Jeans 3-year-term ending: June 30, 2021
8. LaToya Smith 3-year-term ending: June 30, 2021

And the following new appointments:

1. William Moore for a 3-year term ending: June 30, 2021
2. Dan O'Malley for a 3-year term ending: June 30, 2021
3. Shana Marbury for a 3-year term ending: June 30, 2021
4. Deborah Vesey for a 3-year term ending: June 30, 2021

Supporting documentation, including biographical information about each nominee and appropriate nomination materials are attached for your review.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,


Armond Budish

Ohio | **Opportunities for Ohioans with Disabilities**

Camille Ali
Vocational Rehabilitation Supervisor
Opportunities for Ohioans with Disabilities (OOD)

Camille Ali is a Vocational Rehabilitation Supervisor who works for Opportunities for Ohioans with Disabilities (OOD). She obtained a Bachelor of Arts Degree in Psychology from Ursuline College and a Master of Arts Degree in Psychology and Diversity Management from Cleveland State University. Camille previously worked in accounting for fifteen years until 2007 when she accepted a position with OOD as a Vocational Rehabilitation Counselor. In this role she advanced her skills to become an Eligibility Counselor determining eligibility and order of selection for all applicants in Cuyahoga and Lake Counties.

In 2012, Camille accepted her current position as a Vocational Rehabilitation Supervisor supervising staff under the Bureau of Vocational Rehabilitation (BVR) and the Bureau of Services for the Visually Impaired (BSVI). She supervises Vocational Rehabilitation Counselors, Accountant Examiners, and Caseload Assistants who provide vocational rehabilitation services to individuals with disabilities from ages 14 to 99. Her office is in Lakewood, Ohio; however her team serves individuals from Lorain to Ashtabula counties.

Camille is a strong advocate for individuals with disabilities and she strives to assist them in working towards their goals. She is also active in her local community and church and has served in various teaching and leadership roles. Camille has been a member of Workforce Development Boards in various counties including the Cleveland/Cuyahoga County Workforce Development Board.

WILLIAM H. GARY, SR.
EXECUTIVE VICE PRESIDENT, WORKFORCE COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION
CUYAHOGA COMMUNITY COLLEGE

William H. Gary, Sr. has over 30 years experience in private and public sector management. His private sector experience includes operations management, human resources management, business development, government relations and legislative affairs in industry sectors such as steel manufacturing, health care, information systems, telecommunications, aviation and manufacturing.

On July 1, 2014, William joined Cuyahoga Community College (Tri-C) as Executive Vice President, Workforce and Economic Development, reporting to Dr. Alex Johnson, Tri-C's President. His responsibilities include managing and coordinating all college policy and programming pertaining to Workforce Training, Education, Community and Economic Development, community based partnerships and activities, and assisting Tri-C's President with community and business outreach initiatives.

Since joining Tri-C, William has completely restructured Tri-C's Workforce Division and changed the paradigm of program development and delivery to ensure alignment with the business needs of employers and individuals seeking jobs at sustainable livable wages. The restructuring has resulted in the establishment of four Centers of Excellence, designed to offer high-quality, industry-relevant courses and training that use state-of-the-art facilities to provide the comprehensive, hands-on training students need to gain a competitive edge in today's market. These Centers of Excellence are the Public Safety Training Institute, the Hospitality Management Center, the Center for Information Technology, and the Manufacturing Technology Center.

Prior to joining Tri-C, he served, for 14 years, as Vice President, Workforce Development for Northern Virginia Community College (NOVA), the nation's second largest community college, and Virginia's largest institution of higher education. Reporting to the President, he was responsible for overseeing and coordinating NOVA's Workforce and Economic Development organization, including providing support to regional workforce investment board and economic development initiatives, and strategic, college-wide leadership for the development and delivery of workforce training and development programs to government, business and industry clients. He was a Founding Member of the Northern Virginia Workforce Investment Board, and served as Chairman of the Dulles Regional Chamber of Commerce, the largest Chamber of Commerce in Northern Virginia. He also served as a member of the Board of Trustees of Novant Prince William Health System, one of the largest health system organizations in Northern Virginia.

Before joining NOVA, William served as Vice President/Chief Operating Officer for NavCom Systems, Inc., an aviation, telecommunications and manufacturing company; Computer Sciences Corporation as Director of Human Resources and Director of Government Relations/Legislative Affairs; and held senior management positions with Johnson and Johnson, as Director of Personnel, and Lukens Steel Company as Technical Recruiter and Labor Relations Representative.

His board memberships include the Ohio Means Jobs Workforce Development Board, Fund for Our Economic Future, Global Cleveland, and numerous Community-Based Organization initiatives to assure the economic and social vitality of Northeast Ohio.

Mr. Gary earned his B.A. Degree from Morehouse College, Atlanta, Georgia, and his M.A. Degree in Industrial Relations from Rutgers University, New Brunswick, New Jersey.

David J. Wondolowski
Bio

David J. Wondolowski is the Executive Secretary and Business Manager of the Cleveland Building and Construction Trades Council which represents 14,000 Building Trades members in Cuyahoga, Lake, Geauga and Ashtabula counties. David formerly served on Broadview Heights City Council, and is a former member of the Ohio Public Works Commission. Currently, he serves on the Cuyahoga County/City of Cleveland Work Force Investment Board, he is a member of the governing board of the Ohio Consumer's Council, an Executive Board member for the North Shore AFL-CIO, a member of the NOACA's Business Advisory Committee, and he served on the transition team for Cuyahoga County Executive Armond Budish. In 2016 David was elected to serve on the Cuyahoga County Board of Elections. David is also a member of the Greater Cleveland Partnership (GCP), a board member of the GCP's Commission on Economic Inclusion, and an Executive Board member of the GCP's Construction, Diversity, and Inclusion Committee.

Susan M. Sheehan



216-310-3484
sshiehan@cuyahogalibrary.org

Susan M. Sheehan is the Adult Education Services Assistant Director with the Cuyahoga County Public Library. She is the primary contact for the Aspire Greater Cleveland Program, including the Aspire Grant, the Integrated English Language Civics Education (IELCE-IET) Grant, the Workplace Education Program and the HSE Testing Program.

Ms. Sheehan is passionate about assisting adults in reaching their potential so that they can find fulfillment and success. She believes that this affects not only the individual but the family and friends of the individual, and ultimately, the entire community. Ms. Sheehan strategically partners with multiple community members and organizations to make this happen.

Prior to serving as Adult Education Services Assistant Director in Cuyahoga County Public Library, Ms. Sheehan worked as Supervisor of the Adult Education Services Department of the Parma City School District. In addition, she has collaborated with employers in coordinating and providing Skills Enrichment programs at workplace sites. She also taught high school and middle school level English classes. In addition, she served as an elementary school Reading Specialist and designed and facilitated Family Literacy programs.

Ms. Sheehan graduated from John Carroll University with a B.A. in Education and certification in English and Reading. She earned her M.Ed. in Curriculum and Instruction at Cleveland State University. Ms. Sheehan is an avid reader, a true believer in life-long learning, and has earned an additional 85+ graduate hours in Educational Administration through Ashland University and Kent State University.

Ms. Sheehan serves as a Board member for the Workforce Development Board Area 3, is an active member of Ohio Association of Adult and Continuing Education (OAACE), Commission on Adult Basic Education (COABE), Refugee Services Collaborative, ProLiteracy, and The Literacy Cooperative. Ms. Sheehan is a 2008 graduate of Leadership Parma.

JASON SHANK

BIO

Jason Shank is the Training Director for Plumbers Local 55/Cleveland Plumbing Contractors Association Joint Apprenticeship and Training Committee (JATC) in Cleveland for the past six years. As training director, Shank is responsible for training plumbing apprentices, residential trainees and plumbing service trainees.

Shank has been the president of the Northern Ohio Chapter of ASSE International for the past six years, Regional Director for 2 years and is currently a member of the Professional Qualifications Standards Committee, Code Committee, Hospital Plumbing Research Committee and Service Committee. He is also a Trustee for the northeast area of the Ohio Association of Plumbing Inspectors for two years, secretary of the State of Ohio Joint Apprenticeship Committee for Plumbers, Pipefitters and HVACR, Chairman for the past year of the Northeast Ohio Apprenticeship Council Committee and a Board member of the Apprentice Skills Achievement Program for the City of Cleveland.

David Merriman
Assistant Director
Cuyahoga County Dept. of Health & Human Services

BIO

David Merriman is the assistant director of Cuyahoga County's Department of Health and Human Services. He is managing the department's strategic initiatives and leading efforts to integrate human service and workforce efforts.

David previously oversaw the County's Medicaid, TANF, child care, food assistance, and child support programs as the Administrator of Cuyahoga Job and Family Services. He has also worked as the county's Deputy Chief of Staff of Health and Human Services where he led the County development of Pay for Success programing and supported the budget and policy development for human services.

David's professional career began as an Americorp volunteer, and he has worked in child welfare as a case worker as well as in public health on infant mortality prevention programing and HIV/STI prevention and housing services.

**Michael Jeans, President & CEO
Growth Opportunity Partners, Inc.
a JumpStart Company &**

Senior Partner, JumpStart Inc.

Michael is responsible for creating and leading Growth Opportunity Partners (Growth Opps), a lending company launched by JumpStart, which will become a Community Development Financial Institution (CDFI). Growth Opps lends to small businesses and provides intelligent business coaching to support the growth of small to mid-size companies in Ohio with a particular focus on impact in low to moderate income urban and rural areas.

Michael has spent his career enhancing organizational structure, increasing organizational visibility and improving performance. He brings a wealth of knowledge to Growth Opps and JumpStart to include healthcare consulting, tax, wealth, small business/commercial, financial and credit analysis, municipal and non-profit finance, and strategic planning. Prior to joining JumpStart, Michael worked for established and respected leaders in the financial services industry including KPMG, Morgan Stanley, National City Bank and KeyBank.

Commitment to community and supporting charitable organizations are important to Michael. He is a past Chairman of the Board of Directors for Our Lady of the Wayside, Immediate past Chairman of the Board for The Greater Cleveland Film Commission, and current Board Member for Cleveland Rape Crisis Center and Growth Opportunity Partners. Michael is also on the Financial Advisory Committee for Congresswoman Marcia Fudge and was recently a member of the President's Advisory Council for Julie Billiart School and the American Red Cross. Michael is also a member of the Advisory Board for The Center for Population Dynamics.

Michael earned his Bachelor's Degree from Ashland University in Business Administration with a focus in Finance and a minor in Spanish.



LaToya M. Smith, PHR, SHRM-CP
Assistant Vice President
Talent Acquisition Consultant Team Lead
Fifth Third Bank, Northeastern Ohio

Career

LaToya has been a valuable team member of Fifth Third Bank since August 1999. She has the responsibility for attracting, acquiring, and advancing top diverse talent into the bank. Additionally, she leads a team of Talent Acquisition Consultants for Greater Cincinnati.

Education

LaToya is a graduate of Cleveland State University and holds an M.B.A. from The University of Phoenix.

Professional and Civic

Currently, LaToya is a mentor in the Friend-to-Friend Mentoring Program, where she mentors women who are incarcerated at the Northeast Pre-Release Center. Additionally, she has mentored students in the LINK Program at Cleveland State University, Cleveland Transfer Connection, The Cleveland Scholarship Program, Big Brothers and Big Sisters, and Black Professional Association Charitable Foundation.

LaToya is actively involved in the community with organizations including EL Barrio Job Readiness Program, Dress for Success and Youth Opportunities Unlimited. She has received professional development accolades from Kaleidoscope Magazine's Forty/Forty Club, Who's Who in Black Cleveland, Verizon Everyday Heroes Award, Horizon Outstanding Team Lead at Fifth Third Bank, Outstanding LINK Mentor Award and Crain's HR Leader Finalist.

LaToya is the past Board Chair of Sankofa Fine Art Plus. She was responsible for driving the mission of the organization, serving in the senior board leadership role, managing community projects over \$200,000 and executing the key strategic goals of the organization. Her most significant accomplishment with Sankofa was installing a large scale mural of Ruby Dee located at the Karamu House. Additionally, she serves on many boards including The United Black Fund of Greater Cleveland and Tri-C Co-op Advisory. She most recently joined Cuyahoga Community College as a part-time Adjunct Professor.



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

January 29, 2018

Grace Kilbane, Executive Director
Cleveland/Cuyahoga County Workforce Development Board
1910 Carnegie Avenue
Cleveland, Ohio 44115

Dear Ms. Kilbane,

The Ohio Department of Job and Family Services (ODJFS), Office of Workforce Development (OWD), administers the Wagner-Peyser employment services program. In that role, OWD may identify staff who are in the role of optimum policymaking and recommend their representation on the local workforce development board. Recently, there have been changes in the workforce services regional alignment which has impacted the staffing structure for the delivery of the Wagner-Peyser program. OWD is requesting a change in your local workforce development board regarding the representative of the Wagner-Peyser Act.

OWD has identified William Moore as the representative of Wagner-Peyser program, and it is recommended that he be appointed to Area 3's Workforce Development Board.

As each local workforce development board may have a different process for appointing board members, if there is any additional information or process we need to follow, please let us know. OWD will assist, as necessary, in the potential transition of board members representing the Wagner-Peyser program.

If you have any questions, please let contact Julie Wirt, Chief, Bureau of Employment and Training Program Management, at Julie.Wirt@jfs.ohio.gov.

Thank you,

John B. Weber, Deputy Director
Office of Workforce Development
Ohio Department of Job and Family Services

Cc: Ryan Thompson, Office of Workforce Development
Julie Wirt, Office of Workforce Development
John McClure, Office of Workforce Development
Mickie Tubbs, Chair, Cleveland/Cuyahoga County Workforce Development Board

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

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Dan O'Malley

BIO

Dan O'Malley, North Shore Federation of Labor

Dan is a native of Cleveland and has spent his career working in the labor movement. Before joining the North Shore Federation of Labor, Dan spent eight years with the AFL-CIO's community affiliate, Working America, the last two years as the organization's state director in Ohio. He is a graduate of John Carroll University. In his capacity with the North Shore AFL-CIO, Dan's work includes community outreach, workplace organizing, and advocating for public policy that will benefit working families.

Dan is a member of OPEIU Local 1794 and AFM Local 4. He lives in the Gold Coast neighborhood of Lakewood where he also serves on the City Council.

Dan O'Malley
Campaigns Manager
North Shore AFL-CIO
12900 Lake Ave., #1408
Lakewood, OH 44107
(440) 552-7234 – c
(216) 881-7200 – o
NorthShoreAFLCIO.org
OPEIU Local 1794, AFL-CIO

Shana Marbury
General Counsel and Senior Vice President, Education & Workforce
Greater Cleveland Partnership

Shana Marbury, Esq. is general counsel and senior vice president, education & workforce for the Greater Cleveland Partnership (GCP). Shana oversees legal affairs for the GCP and several of its affiliated entities. She also is responsible for GCP's efforts and initiatives related to its organizational strategic priority of education and workforce.

Prior to her employment at the GCP, Shana worked as a consultant in the areas of diversity and inclusion. She assisted in developing diversity training materials focused on interpersonal relationships among people of a variety of backgrounds, worldviews, customs and values in the 21st century workplace. Shana co-facilitated training where participants were introduced to core diversity concepts and developed competency in their application.

Before consulting, Shana worked as a labor, employment and school law attorney in the Cleveland office of Squire, Sanders & Dempsey, LLP (now Squire Patton Boggs). She counseled private- and public-sector employers, including public school districts and private schools, on staff, administrative and faculty labor and employment issues, concerns regarding state and federal civil rights laws and educational statutes, investigations, student discipline and other student-related issues.

Shana is currently the Chair of the Fenn Educational Fund Advisory Committee and Secretary of the Friends of Max S Hayes High School. She is also a board member of the City Club of Cleveland, the Centers for Families and Children, the Cleveland Transformation Alliance, and the Community Growth Educational Foundation. Shana serves as a member of the Cleveland Municipal School District Nominating Panel. She is an Education and Attainment Division Fellow for the American Chamber of Commerce Executives (ACCE) and has also completed a fellowship on regional and sustainable development through ACCE and the Ford Foundation.

She also is a member of Kaleidoscope magazine's "40/40 Club" Class of 2008, honoring distinguished African-American professionals age 40 or younger in the Cleveland area.

Shana received her Juris Doctor from Tulane University Law School and completed her undergraduate work at Tufts University, where she double-majored in sociology and political science.

DEBORAH VESY

Deborah Vesly is President & Chief Executive Officer of Deaconess Foundation, a private foundation that helps people in need build careers that sustain them and their families. Deborah has been with the Foundation since its inception in February 1997. She assumed the role of President & CEO in July 2002, and previously held the positions of Associate Director and Chief Financial Officer. Deborah served as a consultant during the sale and winding down of the Foundation's predecessor, Deaconess Health Systems, and served as President of three HUD housing facilities for the low-income elderly – Deaconess-Krafft Center, Deaconess-Zane Center and Deaconess-Perry Center – that the Foundation owned and operated until December 2015. Deborah started her career as a CPA in a major public accounting firm and then served as Vice President General Manager of a \$10 million for-profit business.

Deborah is a member of the Board and Executive Committee of the Fund For Our Economic Future, an unprecedented collaboration among the philanthropic sector to promote regional economic development. She is on the Board of Trustees of Cleveland State University and College Now Greater Cleveland. Deborah serves on the Advisory Board of the Foundation Center – Cleveland. Deborah served on the Board and Executive Committee of BVU: The Center for Nonprofit Excellence for thirteen years. She was a member of the El Barrio Board of Trustees for seven years and held the position of Board Chair from 1998 to 2003. Deborah is a graduate of the Leadership Cleveland Class of 2006.

Deborah is the Chair of the Cuyahoga County Workforce Funders Group, a partnership of public and private leaders including the City of Cleveland, Cleveland Foundation, Cuyahoga County, Deaconess Foundation, Fund for our Economic Future, Greater Cleveland Partnership, The George Gund Foundation, Cleveland/Cuyahoga County Workforce Development Board, TeamNEO and United Way of Greater Cleveland. partnership has committed up to \$2.5 million to fund Workforce Connect for three years. Workforce Connect is an important building block in Cuyahoga County's overall workforce development ecosystem that will help support employers in finding the right skilled talent outcome should be more businesses at the table saying what their needs are and will help more residents overcome barriers to get on career pathways with family-sustaining wages by creating business-led sector intermediaries in manufacturing, healthcare and IT.

In 2009/2010, Deborah Co-Chaired the Human Services Restructuring Pilot Project, a collaborative effort of 18 local grantmakers to encourage, promote and foster significant strategic restructuring efforts among nonprofit human service organizations in Cuyahoga County. From 2005 to 2007, Deborah served as Co-Chair of Voices & Choices, a large scale public engagement initiative developed by the Fund for Our Economic Future. From 2009 to 2012 she Co-Chaired the Fund's Engage & Empower Committee and currently Chairs the Fund's Job Preparation Committee.

Deborah was recognized as a "Woman of Note" by Crain's Cleveland Business in September 2001, was the recipient of the Community Service Award from North Coast Community Homes in December 2005 and the Distinguished Woman in Healthcare for Civic Engagement and Philanthropy Award from The Visiting Nurse Association in June 2007. In 2014, Deborah received the Community Vision Award from Open Doors Academy.