



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JANUARY 15, 2019
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 DECEMBER 4, 2018 MEETING (See page 3)**
5. **MATTERS REFERRED TO COMMITTEE**
 - a) R2019-0004: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. **(See page 5)**
 - b) R2019-0009: A Resolution confirming the County Executive's appointment of Carlin N. Culbertson 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 an unexpired term ending 5/25/2020, and declaring the necessity that this Resolution become immediately effective. **(See page 93)**
 - c) R2019-0010: A Resolution confirming the County Executive's appointment of John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021; and declaring the necessity that this Resolution become immediately effective. **(See page 97)**

- d) R2019-0011: A Resolution confirming the County Executive's appointment of Pamela K. Jankowski to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, and declaring the necessity that this Resolution become immediately effective. **(See page 104)**

- e) R2019-0012: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective: **(See page 109)**
 - i. Russel R. Brown III
 - ii. Arthur B. Hill III
 - iii. Dean P. Jenkins
 - iv. Christopher P. Viland

- f) R2019-0013: A Resolution confirming the County Executive's reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022, and declaring the necessity that this Resolution become immediately effective. **(See page 123)**

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, DECEMBER 4, 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 Conwell were in attendance and a quorum was determined. Committee members Jones and Miller were absent from the meeting.

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE OCTOBER 30, 2018 MEETING

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the October 30, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2018-0241: 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; and Ms. Rhonda Caldwell, Compensation Manager for Human Resources; addressed the Committee regarding Resolution No. R2018-0241. Discussion ensued.

Committee members asked questions of Mr. Bouchahine and Ms. Caldwell pertaining to the item, which they answered accordingly.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0241 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:11 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0004

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 December 12, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Grants Supervisor*
Number: 1052133
Pay Grade: 12A/Exempt

Exhibit B: Class Title: *Security Analyst*
Number: 1086121
Pay Grade: 10B/Exempt

Exhibit C: Class Title: *Security Engineer*
Number: 1086131
Pay Grade: 13B/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Benefits Analyst*
Class Number: 1053663
Pay Grade: 9A/Exempt (No Change)
* Minimum qualifications were updated to be consistent with other classification into new format.

Exhibit E: Class Title: *Facility Project Manager*
Class Number: 1063121
Pay Grade: 12A/Exempt (No Change)
* PRC routine maintenance. Placed the classification into new format.

Exhibit F: Class Title: *Fleet Services Manager*
Class Number: 1041114
Pay Grade: 13A/Exempt (No Change)
* Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.

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

- Exhibit H: Class Title: *Medical Records Technician*
Class Number: 1053321
Pay Grade: 6A/Non-Exempt (No change)
* PRC routine maintenance. Placed the classification into the new format.
- Exhibit I: Class Title: *Network Manager*
Class Number: 1053113
Pay Grade: 12B/Exempt
* PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
- Exhibit J: Class Title: *Senior Budget Management Analyst*
Class Number: 1052212
Pay Grade: 16A/Exempt
* Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
- Exhibit K: Class Title: *Senior Account Clerk*
Class Number: 1013212
Pay Grade: 4A/Non- Exempt (No change)
* PRC routine maintenance. Placed the classification into the new format.
- Exhibit L: Class Title: *Senior Facilities Superintendent*
Class Number: 1042142
Pay Grade: 14A/Non-Exempt (No change)
* PRC routine maintenance. Placed the classification into the new format.
- Exhibit M: Class Title: *Senior Grants Coordinator*
Class Number: 1052132
Pay Grade: 9A/Exempt
* PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
- Exhibit N: Class Title: *Sewer Maintenance Superintendent*
Class Number: 1043123
Pay Grade: 16A/Exempt
* Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.

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: January 8, 2019

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	12A
Dept:	All departments	EXHIBIT A	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Manages the administration and implementation of the department's grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.
- 20% +/- 10%
- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.
- 15% +/- 5%
- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Analyst	Class Number:	1086121
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology	EXHIBIT B	

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection; Tier-II security analysis; monitor and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for **monitoring** network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of **defined procedures in troubleshooting** and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative.

Essential Job Functions

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

- 50% +/- 10%
- Monitors all intrusion **detection and protection systems**, web traffic security, and other security intelligence and event **monitoring systems**; **monitors** other applicable appliances that protect the County against spam, **viruses**, phishing, and other threats; monitors security compliance and audits of critical controls; **follow up with** the appropriate departments to ensure network security infrastructure is maintained; **provides reports** on security threats and intelligence.
- 20% +/- 10%
- **Maintains and coordinates all documentation** for all supported systems; reads, reviews, and records **technical documentation** for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements.
- 15% +/- 10%
- Provides full technical **support** on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances.
- 5% +/- 2%
- Provides technical support and assists with applicable security design and enterprise network configuration; serves as technical contact for current or potential vendors.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; researches operational enhancements, solutions to problems, and trends; provides insight into monthly security advisory.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Engineer	Class Number:	1086131
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	EXHIBIT C	

Classification Function

The purpose of this classification is to provide security intelligence by investigating security gaps and optimization for critical systems, malware analysis, and security appliance architecture as well as monitoring and enforcing security policies and procedures.

Distinguishing Characteristics

This is an advanced journey-level classification that is responsible for leading security related projects and providing technical support on security related issues. Employees in this class work under a framework of defined procedures in implementing and researching technical solutions for network and informational security. Employees with in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative in project lead 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.

- 35% +/- 10%
- Provides primary technical support and assists in implementation for all security design and enterprise network configuration; installs, updates, repairs, and provides resets to any security related systems; leads technical test of new software and systems for potential operational enhancements and knowledge; manages security related test environments; serves as technical contact on support related issues and for vendors.
- 30% +/- 10%
- Provides technical support for Security Intelligence Systems, Firewalls, Web filtering, e-discovery (forensics), Honey Pots, Spam, Anti-Virus, Data Loss Prevention, Intrusion Detection/Prevention, and Vulnerability Management; provides full technical support on Incident Response events.
- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County Standards and Security policies and requirements.
- 5% +/- 2%
- Provides general technical insight for strategic security planning and optimization of projects and budgets; conducts security related training to upper level management; provides insight regarding security related issues.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; creates and conducts user training for other supporting teams.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Analyst	Class Number:	1053691
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources	EXHIBIT D	

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

Essential Job Functions

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

- 45% +/- 10%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing, and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 5%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Facility Project Manager	Class Number:	1063121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works	EXHIBIT E	

Classification Function

The purpose of this classification is to provide project management for County, municipal, and private sanitary projects.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing project management for County, municipal, and private sanitary projects. The employee is expected to become fully aware of operating procedures and policies. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 30% +/- 10%
- Provides project management for County, municipal, and private sanitary projects; reviews design plans; reviews design calculations; reviews easements; reviews engineer's estimates; recommends projects approval; provides leadership on project matters; informs project management team of project status; makes recommendations on design improvements, construction technology, schedules, and construction economies; analyzes effects of alternatives on the project cost and schedule.

- 25% +/- 10%
- Manages construction of County financed projects; evaluates bids submitted by contractors and consultants; reviews requests for change orders; negotiates with contractors and consultants; prepares change orders; recommends project approval.

- 20% +/- 10%
- Coordinates the construction activities of County inspector on private and municipal projects.

- 15% +/- 5%
- Prepares inflow/infiltration studies on existing County improvements; reviews flow data from metering; reviews and prepares existing design of improvement; prepares charts from inflow/infiltration data; prepares reports on the inflow/infiltration.

- 10% +/- 5%
- Performs related administrative responsibilities; monitors contractor payments, changes, claims, and inspection for conformance to design requirements; provides cost and progress information; reviews requests for sewer connections; reviews requests for septic tanks; reviews pump station plans; conducts meetings with city engineers; responds to written and verbal inquiries and complaints; maintains related records.

Minimum Training and Experience Required to Perform Essential Job Functions

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Manager	Class Number:	1041114
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works	EXHIBIT F	

Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services and equipment facilities for the Department of Public Works.

Distinguishing Characteristics

This is a management classification with responsibility for **supporting** the Maintenance Administrator with the maintenance and repair of all automotive and heavy equipment. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes. Supervision is exercised over the work of Fleet Services Supervisor(s), Automotive Mechanics and Foreman engaged in the repair of heavy equipment. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

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%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; prepares specifications; performs research for new and replacement vehicles and large capital equipment purchases; creates and executes the capital equipment replacement schedule for all departments in the County; maintains effective inventory levels; approves invoices; oversees preventative maintenance programs.
- 25% +/- 10%
- Supervises lower-level supervisors and other department staff; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 20% +/- 10%
- Assesses fleet services' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources, achieve goals and objectives.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs BUSTR inspections; maintains recordkeeping of maintenance; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; disposes of replaced and obsolete equipment through auction process or other means.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Coordinator	Class Number:	1052131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All departments	EXHIBIT G	

Classification Function

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

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with day-to-day coordination of grant activities. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 30% +/- 10%
- Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources.
- 20% +/- 10%
- Assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.
- 20% +/- 10%
- Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	1053321
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services	EXHIBIT H	

Classification Function

The purpose of this classification is to maintain and account for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

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%
- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.
- 40% +/- 10%
- Performs related administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; makes court appearances or represents agency in litigation when medical records are subpoenaed for evidence; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables; makes resident identification cards.

Minimum Training and Experience Required to Perform Essential Job Functions

- Accredited Medical Records Technician certification is required.

Additional Requirements for all levels

- None

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Manager	Class Number:	1053113
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	EXHIBIT I	

Classification Function

The purpose of this classification is to manage a Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments.

Distinguishing Characteristics

This is a journey level classification with responsibility for managing the County's Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment. The employee is expected to become fully aware of operating procedures and policies. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 25% +/- 10%
- Manages Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments; develops information resource strategies within framework of existing software systems and applications; designs and utilizes software applications to load data from one system to another, verifies integrity of such transfer; recommends, installs, and optimizes computer hardware and software applications for users' needs; manages organizational mandated system such as purchasing, payroll/human resources, or budgeting; designs and develops computer applications within existing software programs; may serve as lead member on special project team.

- 25% +/- 10%
- Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems including hubs, switches, concentrators, bridges, and routers; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees; may be responsible for operational control of E-mail.

- 20% +/- 10%
- Develops and coordinates new project development and system changes; determines requirements for development of system modifications to existing systems; implements action plans for system development; develops specifications for system equipment including hardware, software and communications equipment; develops and recommends system access policies; establishes system procedures.

20% +/- 10%

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	OBM Manager	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	16A
Dept:	Office of Budget and Management	EXHIBIT J	

Classification Function

The purpose of this classification is to assist with the management of the County's Office of Budget and Management, responsible for overseeing the process and development of County budgets and the preparation of related reports, as well as to monitor and report on budget activity, program performance, agency operations, and environmental factors that impact the County throughout the year. Additionally, this position is responsible for developing County-wide financial policies and procedures, project plans for process improvement, and advising the elected officials on all budget-related matters. This classification supervises lower-level Budget and Planning Administrators.

Distinguishing Characteristics

This is a managerial classification with responsibility for managing and overseeing a variety of technical duties in the preparation, review, and presentation of the County budget including analyzing varied and complex data in order to formulate budget process and policy recommendations and supervising lower-level Budget and Planning Administrators. Incumbents work under limited supervision and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies, in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Oversees the budget development process and preparation of related reports for County departments, elected officials, independent boards, and agencies; assists Director with developing quarterly County budget documents and ensuring accuracy; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; compiles and analyzes financial records and data to determine availability of financial resources for programs and projects; prepares and presents data for collective bargaining negotiations; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; updates and reviews department expense and revenue projections; submits recommendations for the approval/rejection of funds requests to the County Executive and County Council; communicates budget decisions to departments, agencies, elected officials, and the public.
- 20% +/- 10%
- Designs and monitors a performance management reporting tool for the Executive, elected officials, boards, and commissions; coordinates with senior staff to update performance data; maintains budget and performance software to ensure system data availability and integrity.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Account Clerk	Class Number:	1013212
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments	EXHIBIT K	

Classification Function

The purpose of this classification is to function as lead worker over lower level account clerks and to prepare cash financial reports and statements and/or to maintain financial accounts and financial records.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing cash financial reports and statements for authorization and maintaining financial accounts and records. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 25% +/- 10%
- Functions as lead worker over lower level account clerks; assigns work and reviews completed work assignments; provides job training and instruction.

- 25% +/- 10%
- Prepares cash financial reports and statements for authorization; utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format.

- 20% +/- 10%
- Maintains financial accounts and financial records; reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information; performs complex monthly reconciliation of bank statement to computer application by balancing advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds (NSF) checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests.

- 20% +/- 10%
- Assists with budget preparation and quarterly and annual cost reports; retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials.

- 10% +/- 5%
- Performs related clerical duties; types documents using typewriter, computer, or word processing equipment; files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Facilities Superintendent	Class Number:	1042142
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works	EXHIBIT L	

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise custodial, housekeeping, building trades employees and contractors

Distinguishing Characteristics

This is a management classification with responsibility for supervising custodial, building trades employees, and other assigned staff in coordinates maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in multiple County buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning; inspects facilities for mechanical operating systems; prepares and monitors budgets for in-house construction projects; inspects construction project sites to inspect work.

35% +/- 10%

Supervises custodial, housekeeping, and building trades employees; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; provides training; conducts staff meetings; recommends discipline and selection.

- 20% +/- 10%
- Coordinates all contracted services relating to construction and maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

- 10% +/- 5%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

Minimum Training and Experience Required to Perform Essential Job Functions

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Grants Coordinator	Class Number:	1052132
FLSA:	Exempt	Pay Grade:	9A
Dept:	All departments	EXHIBIT M	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; maintains all grant programming with appropriate partners throughout the process

- 20% +/- 10%
- Monitors and audits grant funds for compliance with County, State, and Federal guidelines; evaluates procurement and contracting activities for assigned grants; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.

- 20% +/- 10%
- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works	EXHIBIT N	

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works and serve as the Operator of Record for all communities contracted with the County.

Distinguishing Characteristics

This is a management classification with responsibility for **planning**, directing and controlling the Sewer Maintenance section of the Public Works Office under **general direction**. This class requires the solution of operational, technical, administrative and **management problems** related to maintenance. The employee is expected to **meet, consult and collaborate** with the Maintenance Administrator to discuss plans, projects, and objectives, and to present **solutions** to identified concerns. The incumbent exercises discretion in applying policies and **procedures** to resolve organizational issues and to ensure that assigned activities are completed in a timely and **efficient manner**.

Essential Job Functions

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

- 30% +/- 10%
- Serves as the Operator of Record for all communities contracted with the County; ensures all maintenance and repair activities, wastewater and stormwater best practices are fully documented, including all applicable monitoring and sampling requirements; follows and enforces all applicable MS4 regulations, SSO requirements, and Ohio Revised Water Pollution Control Code; completes and submits all applicable SSO compliance reports and Sanitary Sewer Overflow reports; ensures all correspondence from or to the EPA is properly administrated and shared with the designated community representative.
- 20% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
- 20% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
- 20% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 13, 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 December 12, 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
Grants Supervisor	1052133	12A/Exempt	All Departments
Security Analyst	1086121	10B/Exempt	Information Technology
Security Engineer	1086131	13B/Exempt	Information Technology

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Benefits Analyst 1053663	9A/Exempt	9A/Exempt (No Change)	Human Resources
Facility Project Manager 1063121	12A/Exempt	12A/Exempt (No Change)	Public Works
Fleet Services Manager 1041114	13A/Exempt	13A/Exempt (No Change)	Public Works
Grants Coordinator 1052131	5A/Non-Exempt	6A/Non-Exempt	All Departments
Medical Records Technician 1053321	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human Services
Network Manager 1053113	12A/Exempt	12B/Exempt	All Departments
Senior Budget Management Analyst 1052212	15A/Exempt	16A/Exempt	Fiscal (OBM)
Senior Account Clerk 1013212	4A/Non-Exempt	4A/Non-Exempt (No Change)	All Departments
Senior Facilities Superintendent 1042142	14A/Exempt	14A/Exempt (No Change)	Public Works
Senior Grants Coordinator 1052132	7A/Exempt	9A/Exempt	All Departments
Sewer Maintenance Superintendent 1043123	15A/Exempt	16A/Exempt	Public Works

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

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052133	Grants Supervisor	All Departments	Exempt	12A

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

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	12A
Dept:	All departments		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

30% +/- 10%

- Manages the administration and implementation of the department's grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.

20% +/- 10%

- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.

15% +/- 5%

- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

Grants Supervisor

15% +/- 5%

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

10% +/-5%

- Coordinates with assigned agency/community regarding procurement needs; provides updates on status of current projects; provides training to department on purchasing policies, procedures; 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.

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, financial statements, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1086121	Security Analyst	Information Technology	Non-Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the IT Department 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:	Information Technology
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Fiscal Impact:	PG 10B: \$54,371.20 - \$76,148.80 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):	Rhonda Caldwell, Compensation Manager Kelli Neale, Program Officer 4 Jeremy Mio, Information Security Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Analyst	Class Number:	1086121
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection; Tier-II security analysis; monitor and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for monitoring network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of defined procedures in troubleshooting and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative.

Essential Job Functions

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

- 50% +/- 10%
- Monitors all intrusion detection and protection systems, web traffic security, and other security intelligence and event monitoring systems; monitors other applicable appliances that protect the County against spam, viruses, phishing, and other threats; monitors security compliance and audits of critical controls; follow up with the appropriate departments to ensure network security infrastructure is maintained; provides reports on security threats and intelligence.
- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements.
- 15% +/- 10%
- Provides full technical support on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances.
- 5% +/- 2%
- Provides technical support and assists with applicable security design and enterprise network configuration; serves as technical contact for current or potential vendors.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; researches operational enhancements, solutions to problems, and trends; provides insight into monthly security advisory.

Security Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer science or related field and three years of information technology experience including one (1) year of information security 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 and computer technology including computers, printers, servers, penetration devices, forensic tools, and security appliances.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages; calculate and make use of the principles of geometry, algebra, trigonometry, statistical theory and inference, and advanced mathematics.

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 utilize a variety of technical security and forensic tools and software.
- Ability to comprehend a variety of informational documents including technical status and system logs, penetration test reports, risk assessments reports, threat intelligence reports, logs, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Security Documentation, SANS Top 20 Technical Documentation, CIS Benchmarks, Threat Intelligence, and technical information and instruction manuals.
- Ability to prepare operational monitoring report, technical and non-technical user guides; root cause analysis report, malware analysis report, test and monitoring scripts and codes; application security review, 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 communicate with management, co-workers, vendor staff, and other County employees.

Security Analyst

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
1086131	Security Engineer	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the IT Department 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:	Information Technology
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Fiscal Impact:	PG 12B: \$61,796.80 - \$86,528.00 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):	Rhonda Caldwell, Compensation Manager Kelli Neale, Program Officer 4 Jeremy Mio, Information Security Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Engineer	Class Number:	1086131
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide security intelligence by investigating security gaps and optimization for critical systems, malware analysis, and security appliance architecture as well as monitoring and enforcing security policies and procedures.

Distinguishing Characteristics

This is an advanced journey-level classification that is responsible for leading security related projects and providing technical support on security related issues. Employees in this class work under a framework of defined procedures in implementing and researching technical solutions for network and informational security. Employees with in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative in project lead 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.

- 35% +/- 10%
- Provides primary technical support and assists in implementation for all security design and enterprise network configuration; installs, updates, repairs, and provides resets to any security related systems; leads technical test of new software and systems for potential operational enhancements and knowledge; manages security related test environments; serves as technical contact on support related issues and for vendors.

- 30% +/- 10%
- Provides technical support for Security Intelligence Systems, Firewalls, Web filtering, e-discovery (forensics), Honey Pots, Spam, Anti-Virus, Data Loss Prevention, Intrusion Detection/Prevention, and Vulnerability Management; provides full technical support on Incident Response events.

- 20% +/- 10%
- Maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County Standards and Security policies and requirements.

- 5% +/- 2%
- Provides general technical insight for strategic security planning and optimization of projects and budgets; conducts security related training to upper level management; provides insight regarding security related issues.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; creates and conducts user training for other supporting teams.

Proposed DATE:

Security Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in computer science or related field and six (6) years of IT experience including two (2) years of information security 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 and computer technology including computers, printers, servers, penetration devices, and security appliances.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages; calculate and make use of the principles of geometry, algebra, trigonometry, statistical theory and inference, and advanced mathematics.

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 utilize a variety of technical security tools and software.
- Ability to comprehend a variety of informational documents including technical design documents, penetration test reports, risk assessments reports, threat intelligence reports, logs, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Security Documentation, Executive Order 13663, CIS Benchmarks, threat intelligence, and technical instruction manuals.
- Ability to prepare technical design documents, technical and non-technical user guides; vulnerability reports, risk assessment reports, proposals, test and security scripts and codes; 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 communicate with management, co-workers, vendor staff, and other County employees.

Security Engineer

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
1053663	Benefits Analyst	Human Resources	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053691	Employee Benefits Analyst	Human Resources	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	Minimum qualifications were updated to be consistent with other classifications in the series.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 9: \$47,507.20 – \$66,476.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Holly Woods, Director of Benefits and Compensation	06/21/2018	Email	Revisions sent to SME
Holly Woods, Director of Benefits and Compensation	07/11/2018	Email	Reminder to look at revisions
Holly Woods, Director of Benefits and Compensation	09/07/2018	Phone	Meeting to discuss the series
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Analyst	Class Number:	1053691
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

Essential Job Functions

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

- 45% +/- 10%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing, and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 5%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

Employee Benefits Analyst

5% +/- 2%

- Supports open enrollment by overseeing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system testing.

15% +/- 5%

- Performs related administrative duties; data entry, calculations, maintains and files records; participates in vendor evaluation, selection process and assists with managing and maintaining vendor relationships; coordinates and hears appeals; prepares and disseminates information about employee benefits; answers calls and correspondence concerning benefits general inquiries and issues; updates employee data; tracks attendance and other related performance data; develops and conducts benefits and wellness surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, human resource management, labor relations, employment relations, or a related field of study with three (3) years of benefits administration experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of 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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Employee Benefits Analyst

- Ability to use and interpret human resources, health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063121	Facility Project Manager	Public Works	Exempt	12A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1063121	Facility Project Manager	Public Works	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into new format.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Facility Project Manager	Class Number:	1063121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide project management for County, municipal, and private sanitary projects.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing project management for County, municipal, and private sanitary projects. The employee is expected to become fully aware of operating procedures and policies. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 30% +/- 10%
- Provides project management for County, municipal, and private sanitary projects; reviews design plans; reviews design calculations; reviews easements; reviews engineer's estimates; recommends projects approval; provides leadership on project matters; informs project management team of project status; makes recommendations on design improvements, construction technology, schedules, and construction economies; analyzes effects of alternatives on the project cost and schedule.

- 25% +/- 10%
- Manages construction of County financed projects; evaluates bids submitted by contractors and consultants; reviews requests for change orders; negotiates with contractors and consultants; prepares change orders; recommends project approval.

- 20% +/- 10%
- Coordinates the construction activities of County inspector on private and municipal projects.

- 15% +/- 5%
- Prepares inflow/infiltration studies on existing County improvements; reviews flow data from metering; reviews and prepares existing design of improvement; prepares charts from inflow/infiltration data; prepares reports on the inflow/infiltration.

- 10% +/- 5%
- Performs related administrative responsibilities; monitors contractor payments, changes, claims, and inspection for conformance to design requirements; provides cost and progress information; reviews requests for sewer connections; reviews requests for septic tanks; reviews pump station plans; conducts meetings with city engineers; responds to written and verbal inquiries and complaints; maintains related records.

Minimum Training and Experience Required to Perform Essential Job Functions

Facility Project Manager

- Bachelor's degree in architecture, engineering, or construction management with six (6) years of construction or maintenance experience; or an equivalent combination of education, 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 apply the basic principles of algebra and geometry.

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 contracts, invoices, federal statutes, federal rules, flow charts, protocols, mechanical drawings, electrical diagrams, blueprints, pump station plans, flow meter charts, engineering site plans, technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, zoning maps, design manuals, computer software manuals, equipment handbooks and operating manuals, and Policies and Procedures Manuals.
- Ability to prepare construction progress reports, project management guidelines, project specifications, cost estimates, 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 architectural, electrical, and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, directors, consultants, architects, contractors, city engineers, other government agencies, other County employees, and the general public.

Environmental Adaptability

Facility Project Manager

- Work is typically performed in an office, shop, and field construction 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
1041114	Fleet Services Manager	Public Works	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041114	Fleet Services Manager	Public Works	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 13A: \$59,342.40 – \$83,054.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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Kelli Neale, PO4	9/19/2018	Email	Request sent to the PRC
Brian Stapleton, Chief Deputy – Maintenance	9/20/2018	Email	Questions sent to SME
Brian Stapleton, Chief Deputy – Maintenance	9/25/2018	Email	Questions answered by SME
Brian Stapleton, Chief Deputy – Maintenance	9/28/2018	Email	Sent drafted specification
Brian Stapleton, Chief Deputy – Maintenance	10/3/2018	Email	Draft returned by SME
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fleet Services Manager	Class Number:	1041114
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services and equipment facilities for the Department of Public Works.

Distinguishing Characteristics

This is a management classification with responsibility for supporting the Maintenance Administrator with the maintenance and repair of all automotive and heavy equipment. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes. Supervision is exercised over the work of Fleet Services Supervisor(s), Automotive Mechanics and Foreman engaged in the repair of heavy equipment. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

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%
- Plans, oversees and directs the maintenance, repair, and overhaul of vehicles and heavy automotive equipment; prepares specifications; performs research for new and replacement vehicles and large capital equipment purchases; creates and executes the capital equipment replacement schedule for all departments in the County; maintains effective inventory levels; approves invoices; oversees preventative maintenance programs.
- 25% +/- 10%
- Supervises lower-level supervisors and other department staff; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 20% +/- 10%
- Assesses fleet services' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources, achieve goals and objectives.
- 20% +/- 10%
- Oversees operation, maintenance, and regulatory compliance of diesel and unleaded fuel delivery systems; performs BUSTR inspections; maintains recordkeeping of maintenance; repairs above and below ground storage systems; maintains an updated and active Spill Prevention Control and Countermeasure Program; disposes of replaced and obsolete equipment through auction process or other means.

Fleet Services Manager

10% +/- 5%

- Prepares and maintains reports and records; prepares monthly reports; maintains time and leave records; conducts parts and equipment inventories; maintains maintenance records; orders necessary parts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in business administration, industrial management, or related field or ASE Master Automotive Technician Certification in auto mechanics with six (6) years of auto mechanics experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Class "A" Underground Storage Tank (UST) Operator Certification within six (6) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, calculator, copier, vehicle analyzer, etc.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools and supplies.

Supervisory Responsibilities

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

Mathematical Ability

- May require the ability to understand and apply addition, subtraction, multiplication, division, fractions and percentages.

Language Ability & Interpersonal Communication

- 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 invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.

Fleet Services Manager

- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, budgeting and other terminology and language related to assignment.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, departmental employees and the general public.

Environmental Adaptability

- Work is typically performed in a maintenance garage 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
1052131	Grants Coordinator	All Departments	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052131	Grants Coordinator	All Departments	Non-Exempt	6A

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Coordinator	Class Number:	1052131
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All departments		

Classification Function

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

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with day-to-day coordination of grant activities. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 30% +/- 10%
- Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources.
- 20% +/- 10%
- Assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.
- 20% +/- 10%
- Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

Grants Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Grants Coordinator

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
1053321	Medical Records Technician	Health and Human Services	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053321	Medical Records Technician	Health and Human Services	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Office of Budget and Management
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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:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Records Technician	Class Number:	1053321
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to maintain and account for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement.

Distinguishing Characteristics

This is an entry level classification that is responsible for maintaining medical records, chart audits, and various other records. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise.

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%
- Maintains and accounts for medical records, chart audits, discharge records, storage of records, and current list of discharges, in accordance with State and Federal guidelines for certification and reimbursement; maintains charts; audits and analyzes charts; codes diagnoses; prepares charts for admission and re-admission; maintains resident tickler file; prepares minimum data set for annual update; maintains chart overflow; maintains discharge chart files; documents deficiencies in patient charts; purges old records; maintains log of destroyed records; maintains diagnoses index; safeguards the confidentiality of clinical records; organizes and closes-out discharge charts; pulls files for nursing and other care giver staff.

- 40% +/- 10%
- Performs related administrative duties; drafts policies and procedures for medical records and maintains policy and procedure manuals; attends staff meetings, workshops, and seminars; serves on various committees; acts as consultant on medical record keeping procedures and problems; makes court appearances or represents agency in litigation when medical records are subpoenaed for evidence; provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function and other functions within agency to develop effective working relationship; gathers and analyzes raw statistical data to compile into report form; develops reporting instruments such as forms, charts, and tables; makes resident identification cards.

Minimum Training and Experience Required to Perform Essential Job Functions

- Accredited Medical Records Technician certification is required.

Additional Requirements for all levels

- None

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Medical Records Technician

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 patient records, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, ICD-9-CM Codes, OBRA 87 Manual, Medicare Manual, medical textbooks, and computer handbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, 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 medical terminology and language.
- Ability to communicate effectively with physicians, nursing staff, social service personnel, administrator, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053113	Network Manager	All departments	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053113	Network Manager	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 PG 12B: \$61,796.80 – \$86,528.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Manager	Class Number:	1053113
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to manage a Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments.

Distinguishing Characteristics

This is a journey level classification with responsibility for managing the County's Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment. The employee is expected to become fully aware of operating procedures and policies. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 25% +/- 10%
- Manages Local Area Network (LAN) or Wide Area Network (WAN) in a multi-server, multi-location environment with more than 100 end-users, or in a department administering mandated services to all County departments; develops information resource strategies within framework of existing software systems and applications; designs and utilizes software applications to load data from one system to another, verifies integrity of such transfer; recommends, installs, and optimizes computer hardware and software applications for users' needs; manages organizational mandated system such as purchasing, payroll/human resources, or budgeting; designs and develops computer applications within existing software programs; may serve as lead member on special project team.

- 25% +/- 10%
- Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems including hubs, switches, concentrators, bridges, and routers; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees; may be responsible for operational control of E-mail.

- 20% +/- 10%
- Develops and coordinates new project development and system changes; determines requirements for development of system modifications to existing systems; implements action plans for system development; develops specifications for system equipment including hardware, software and communications equipment; develops and recommends system access policies; establishes system procedures.

20% +/- 10%

Proposed DATE

Network Manager

- Manages ongoing network operations; assists preparing annual budget for information technology; evaluates system performance and plans future system improvements; prepares purchase specifications; purchases software and equipment; develops system promotion and education; responsible for disaster recovery planning; maintains schedule for system upgrades.

10% +/- 5%

- Performs related administrative duties; responds to questions, complaints, and requests for information; reads and reviews various trade publications; composes and prepares routine correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with five (5) years of computer information systems experience; or an equivalent combination of education, 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.
- Ability to move and install computer and related hardware equipment.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including computer periodicals, hardware software specifications, source materials, requests for proposals, proposals, budgets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, and computer hardware manuals.
- Ability to prepare flow charts, program data forms, procedural manuals, department reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Network Manager

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate with managers, supervisors, directors, County Data Center employees, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052212	Senior Budget Management Analyst	Fiscal - Office of Budget and Management	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052212	OBM Manager	Fiscal - Office of Budget and Management	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Office of Budget and Management
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Fiscal Impact:	PG 15A: \$66,705.60 – \$93,392.00 PG 16A: \$72,633.60 – \$101,670.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, PO4	9/11/2018	Email	Request sent to the PRC
Maggie Keenan, OBM Director	10/2/2018	Email	Draft sent to the SME
Maggie Keenan, OBM Director	10/5/2018	Email	Draft returned by the SME
Maggie Keenan, OBM Director	10/11/2018	Email	SME questions
Maggie Keenan, OBM Director	10/11/2018	Email	SME answers questions
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	OBM Manager	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	16A
Dept:	Office of Budget and Management		

Classification Function

The purpose of this classification is to assist with the management of the County’s Office of Budget and Management, responsible for overseeing the process and development of County budgets and the preparation of related reports, as well as to monitor and report on budget activity, program performance, agency operations, and environmental factors that impact the County throughout the year. Additionally, this position is responsible for developing County-wide financial policies and procedures, project plans for process improvement, and advising the elected officials on all budget-related matters. This classification supervises lower-level Budget and Planning Administrators.

Distinguishing Characteristics

This is a managerial classification with responsibility for managing and overseeing a variety of technical duties in the preparation, review, and presentation of the County budget including analyzing varied and complex data in order to formulate budget process and policy recommendations and supervising lower-level Budget and Planning Administrators. Incumbents work under limited supervision and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County’s ethics policies, in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Oversees the budget development process and preparation of related reports for County departments, elected officials, independent boards, and agencies; assists Director with developing quarterly County budget documents and ensuring accuracy; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; compiles and analyzes financial records and data to determine availability of financial resources for programs and projects; prepares and presents data for collective bargaining negotiations; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; updates and reviews department expense and revenue projections; submits recommendations for the approval/rejection of funds requests to the County Executive and County Council; communicates budget decisions to departments, agencies, elected officials, and the public.
- 20% +/- 10%
- Designs and monitors a performance management reporting tool for the Executive, elected officials, boards, and commissions; coordinates with senior staff to update performance data; maintains budget and performance software to ensure system data availability and integrity.

OBM Manager

15% +/- 5%

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

15% +/- 5%

- Analyzes and evaluates department and County fiscal policies and processes and serves as senior advisor on matters of policy and process to Director of Budget and Management; develops processes for budget preparation and development, including fiscal policies, parameters, and process guidelines; develops and oversees ongoing process improvement activities within the County; interprets budget directives and establishes policies for carrying out directives; monitors local, State, and Federal regulations and legislation and provides recommendations on the financial, operational, and legal implications for the County; advises and provides guidance to officials, directors, and budget contacts regarding budgetary and fiscal matters.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; works with department of Information Technology in planning budget/financial related system enhancements and functionality; advises and trains other agencies and departments; represents Director of OBM at various meetings or with the public; participates on departmental/program committees and task forces as requested; leads process improvement initiatives; manages special projects as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting, or related field with seven (7) years of budget management, financial analysis, or related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

OBM Manager

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics and to utilize the principles of basic algebra, and statistical inference.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including payroll registers, financial statements and reports, budget adjustment requests, budget updates, purchase requisitions, personnel requisitions, timesheets, policy reports, program and financial performance reports, financial audits, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including OBM policy manual, Personnel Policies and Procedures Manual, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, County Charter, Government Finance Officers' Association Code of Professional Ethics, and general accounting standards and procedures.
- Ability to prepare forecasts, budgets, budget updates, financial reports, , performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with subordinates, co-workers, management, other County employees, , elected officials, auditors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013212	Senior Account Clerk	All departments	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013212	Senior Account Clerk	All departments	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format.
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No. of Employees Affected:	5
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 4: \$32,697.60 – \$45,801.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Account Clerk	Class Number:	1013212
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments		

Classification Function

The purpose of this classification is to function as lead worker over lower level account clerks and to prepare cash financial reports and statements and/or to maintain financial accounts and financial records.

Distinguishing Characteristics

This is a journey level classification with responsibility for preparing cash financial reports and statements for authorization and maintaining financial accounts and records. The employee in this class serves as a lead worker and is expected to become fully aware of operating procedures and policies of the assigned work unit. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 25% +/- 10%
- Functions as lead worker over lower level account clerks; assigns work and reviews completed work assignments; provides job training and instruction.
- 25% +/- 10%
- Prepares cash financial reports and statements for authorization; utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format.
- 20% +/- 10%
- Maintains financial accounts and financial records; reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information; performs complex monthly reconciliation of bank statement to computer application by balancing advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds (NSF) checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests.
- 20% +/- 10%
- Assists with budget preparation and quarterly and annual cost reports; retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials.
- 10% +/- 5%
- Performs related clerical duties; types documents using typewriter, computer, or word processing equipment; files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Senior Account Clerk

- High school diploma or equivalent and two (2) years of experience as an account clerk; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

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 balance reports, audit reports, debit memos, credit memos, warrants, bank statements, check registers, disposition of funds, vouchers, bills, and other financial reports and records.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and Personnel Policies and Procedures Manual.
- Ability to prepare daily, weekly, monthly, quarterly annual financial reports, invoices, cancel check orders, letters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, record and deliver information and to explain procedures.
- Ability to use and interpret basic accounting/bookkeeping terminology and language.
- Ability to communicate with the clients, contractors, companies, banks, payments processing personnel, data entry personnel, Auditor's Office, other County employees, supervisor and the general public.

Environmental Adaptability

Senior Account Clerk

- 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
1042142	Senior Facilities Superintendent	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042142	Senior Facilities Superintendent	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Placed the classification into the new format.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 14: \$62,275.20 – \$87,193.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Facilities Superintendent	Class Number:	1042142
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise custodial, housekeeping, building trades employees and contractors

Distinguishing Characteristics

This is a management classification with responsibility for supervising custodial, building trades employees, and other assigned staff in coordinates maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in multiple County buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning; inspects facilities for mechanical operating systems; prepares and monitors budgets for in-house construction projects; inspects construction project sites to inspect work.

35% +/- 10%

Supervises custodial, housekeeping, and building trades employees; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; provides training; conducts staff meetings; recommends discipline and selection.

- 20% +/- 10%
- Coordinates all contracted services relating to construction and maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

- 10% +/- 5%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

Minimum Training and Experience Required to Perform Essential Job Functions

Senior Facilities Superintendent

- Vocational or technical training in building trades with six (6) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, 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.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, fluke meter, light meter, and plumber's tools.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, payroll documents, employee leave requests, discipline reports, mechanical drawings, electrical diagrams, material estimates, fire inspection reports, blueprints, technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, city building codes, Ohio fire code, equipment handbooks and operating manuals, elevator inspection report, architectural drawings, and Policies and Procedures Manuals.
- Ability to prepare payroll documents and reports, work orders, maintenance and construction reports, graphs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Senior Facilities Superintendent

- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret electrical, architectural, and mechanical terminology and language.
- Ability to communicate with supervisor, judges, prosecutors, County employees, contractors, vendors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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
1052132	Senior Grants Coordinator	All Departments	Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052132	Senior Grants Coordinator	All Departments	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 7: \$41,583.36 – \$58,237.92 PG 9: \$47,507.20 – \$66,476.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy Carney, PSJS Administrator	2/2/2016	Email	Sent drafted specifications
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Grants Coordinator	Class Number:	1052132
FLSA:	Exempt	Pay Grade:	9A
Dept:	All departments		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; maintains all grant programming with appropriate partners throughout the process

- 20% +/- 10%
- Monitors and audits grant funds for compliance with County, State, and Federal guidelines; evaluates procurement and contracting activities for assigned grants; evaluates, monitors, and coordinates procurement and contracting activities for assigned grants; procures supplies, materials and services for assigned grants; prepares Requests for Proposal, Invitations to Bid and Requests for Qualifications; submits items for approval in purchasing software; coordinates vendor selection and activities for assigned grants; performs basic accounting functions related to procurement for assigned grants; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs); coordinates with assigned agencies and/or communities regarding grant procurement needs. writes routine directives, instructions or correspondence concerning purchasing activities; coordinates with other County departments related to contracting and purchasing.

- 20% +/- 10%
- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application and procurement procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

Senior Grants Coordinator

10% +/- 5%

- Researches, analyzes and evaluates existing operations, policies, and/or procedures of a specific grant program to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; compiles results of research data and identifies areas of program inadequacy; researches and conducts surveys to determine best practices.

20% +/- 10%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.

Senior Grants Coordinator

- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

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

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1043123	Sewer Maintenance Superintendent	Public Works	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 15A: \$66,705.60 – \$93,392.00 PG 16A: \$72,633.60 – \$101,670.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, PO4	9/19/2018	Email	Request sent to the PRC
Brian Stapleton, Chief Deputy – Maintenance	9/20/2018	Email	Questions sent to SME
Brian Stapleton, Chief Deputy – Maintenance	9/25/2018	Email	Questions answered by SME
Brian Stapleton, Chief Deputy – Maintenance	9/28/2018	Email	Sent drafted specification
Brian Stapleton, Chief Deputy – Maintenance	10/3/2018	Email	Draft returned by SME
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of Public Works and serve as the Operator of Record for all communities contracted with the County.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Serves as the Operator of Record for all communities contracted with the County; ensures all maintenance and repair activities, wastewater and stormwater best practices are fully documented, including all applicable monitoring and sampling requirements; follows and enforces all applicable MS4 regulations, SSO requirements, and Ohio Revised Water Pollution Control Code; completes and submits all applicable SSO compliance reports and Sanitary Sewer Overflow reports; ensures all correspondence from or to the EPA is properly administrated and shared with the designated community representative.
- 20% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
- 20% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
- 20% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget

Sewer Maintenance Superintendent

disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Must possess an Ohio Class II Wastewater Collection License at the time of hire.

Additional Requirements

- Must obtain an Ohio Class I or higher Water Distribution License within six (6) months of hire or receive license reciprocity approval from EPA within twelve (12) months of hire if incumbent has a Class I or higher Water Distribution License from another state.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to understand and apply high school algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

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

Sewer Maintenance Superintendent

- Ability to comprehend a variety of informational documents including overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, EPA standards, municipal maps, Uniform Standards for Sewage Improvements, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

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

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMEND ED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Grants Supervisor	1052133	N/A	12A/Exempt	All Departments	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
Security Analyst	1086121	N/A	10B/Exempt	Information Technology	This is a new classification requested by the IT Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Security Engineer	1086131	N/A	13B/Exempt	Information Technology	This is a new classification requested by the IT Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Benefits Analyst	1053663	9A/Exempt	9A/Exempt (No Change)	Human Resources	Minimum qualifications were updated to be consistent with other classifications in the series.
Facility Project Manager	1063121	12A/Exempt	12A/Exempt (No Change)	Public Works	PRC routine maintenance. Placed the classification into new format.
Fleet Services Manager	1041114	13A/Exempt	13A/Exempt (No Change)	Public Works	Revisions requested by the department to revise the duties and update minimum requirements based on essential functions of the job and departmental need.
Grants Coordinator	1052131	5A/Non-Exempt	6A/Non-Exempt	All Departments	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5A to PG 6A.
Medical Records Technician	1053321	6A/Non-Exempt	6A/Non-Exempt (No Change)	Health and Human Services	PRC routine maintenance. Placed the classification into the new format.
Network Manager	1053113	12A/Exempt	12B/Exempt	All Departments	PRC routine maintenance. Placed the classification into the new format. The pay grade changed from 12A to 12B.
Senior Budget Management Analyst	1052212	15A/Exempt	16A/Exempt	Fiscal (OBM)	Department revision request. OBM is requesting revisions to the classification due to the ERP implementation and expansion of duties not currently reflected in the essential job functions. The pay grade increased from 15A to 16A.
Senior Account Clerk	1013212	4A/Non-Exempt	4A/Non-Exempt (No Change)	All Departments	PRC routine maintenance. Placed the classification into the new format.

Senior Facilities Superintendent	1042142	14A/Exempt	14A/Exempt (No Change)	Public Works	PRC routine maintenance. Placed the classification into the new format.
Senior Grants Coordinator	1052132	7A/Exempt	9A/Exempt	All Departments	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7A to PG 9A.
Sewer Maintenance Superintendent	1043123	15A/Exempt	16A/Exempt	Public Works	Revisions request from the department to revise the minimum requirements and update the essential functions based on departmental need. The pay grade increased from 15A to 16A.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0009

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Carlin N. Culbertson 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 an unexpired term ending 5/25/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a region may appoint up to two representatives to the Great Lakes Regional Prevention Council of the Ohio Children's Trust Fund to represent the county on overseeing its work; and

WHEREAS, pursuant to Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; and

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

WHEREAS, County Executive Budish has nominated Carlin N. Culbertson 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 an unexpired term ending 5/25/2020 (replacing Robin Martin); and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Carlin N. Culbertson 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 an unexpired term ending 5/25/2020.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 8, 2019

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

Journal _____
_____, 2019



December 28, 2018

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

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

Dear President Brady:

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Carlin N. Culbertson, CPA, open unexpired term ending: 05/25/2020 (replacing Robin Martin)**

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

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

Sincerely,

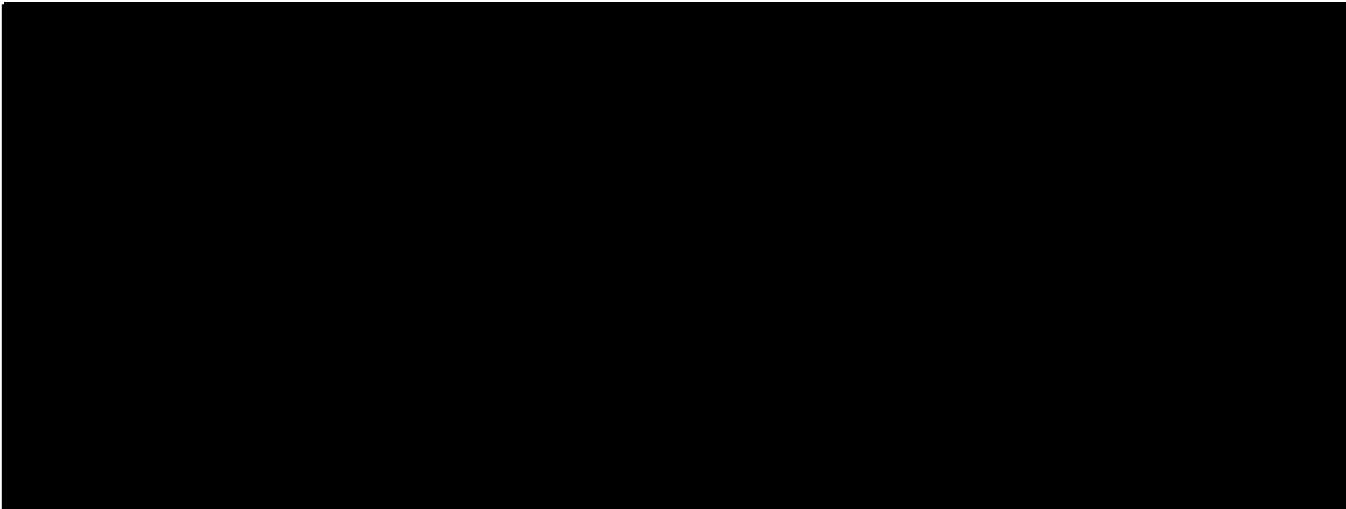
A handwritten signature in black ink that reads "Armond Budish".

Armond Budish
Cuyahoga County Executive

Pertinent Background Information:

- **Meaden & Moore, Ltd.**
 - Public accountant with audit background
 - Worked at M&M for 14 years, currently a senior manager
 - Background in internal controls, processes and procedures and making improvements
 - Currently point person on researching and developing a plan to incorporate data analytics and robotic process automation into our work and for our clients
 - Work with people daily and have learned to approach people and situations differently depending on the circumstances
 - Important to make people feel like you're a partner and not an adversary if you want to get anything done

 - **Adoption Network of Cleveland ("ANC")**
 - Board member since 2017 and finance committee member since 2016
 - Have learned a lot of about the adoption, foster care, and child welfare landscape in Cuyahoga County and Ohio from my time with ANC and I'm still learning
 - Have developed relationships with other board members who have some connection to adoption as either adoptees, having adopted children, or as birthmothers/fathers to get more perspective on their views of child welfare, adoption, foster care, etc.

 - **Sullivan-Deckard Scholarship Program at Cleveland State University**
 - Program that provides tuition assistance and room and board to incoming students that have aged out of foster care
 - Involved since inception of program in 2015 and interview potential scholarship recipients each year and help determine who will receive scholarship
 - Currently working with the first three students to reach graduation (two in December, one in May) on personal finance topics for life after graduation
 - Working with program now to incorporate a personal finance program and strategy for freshman through graduation
- 

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0010

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

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

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

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and

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

WHEREAS, the County Executive has nominated John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/28/2021 (replacing Rev. Tony Minor); and

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

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



December 21, 2018

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

Re: MetroHealth System Board of Trustees

Dear President Brady:

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

- John M. Hairston, Jr, open unexpired term ending: 02/28/2021 (Replacing Rev. Tony Minor)

Candidates for this board shall:

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

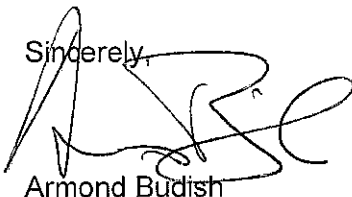
Mr. Hairston qualified electors residing in the county.

2. "...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas

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

For your review, I have attached pertinent document submitted by the candidate. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,



Armond Budish



December 3, 2018
Judge Stuart Friedman
Cuyahoga County Common Pleas Court
1200 Ontario Street
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Friedman,

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

- **John M. Hairston, Jr.**

Candidates for this board shall:

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

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

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

Sincerely,

Armond Budish
County Executive

Approved:

Judge Stuart Friedman



December 3, 2018
Judge Anthony Russo, Presiding Judge
Probate Court of Cuyahoga County
1 Lakeside Avenue
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

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

- **John M. Hairston, Jr.**

Candidates for this board shall:

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

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

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

Sincerely,

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

Armond Budish
County Executive

A handwritten signature in black ink, appearing to read "Anthony Russo".

Approved:
Judge Anthony Russo

BIOGRAPHY

JOHN M. HAIRSTON, JR.



Corporate executive John M. Hairston, Jr. was born on January 16, 1943 in Johnson City, Tennessee. His family later settled in Gary, West Virginia, where Hairston attended Wilcoe Grade School in nearby Wilcoe, West Virginia. Hairston graduated from Gary District High School at seventeen years old, and went on to receive his B.A. degree in English at Bluefield State College in 1964. He then earned his M.A. degree in education administration from Cleveland State University in 1971.

Hairston began his teaching career in 1964 at Kennard Junior High school in Cleveland, Ohio. He also taught at East High School. During his 27 year career with the Cleveland Public School District, Hairston held various positions such as Project Manager in the Compensatory Education Department, Staff Development Director and Chief of Community Relations. In 1991, he was hired as the Director of External Programs at the NASA Lewis Research Center (NASA Glenn) in Cleveland. In this role, he worked closely with individuals like Congressman Louis Stokes and Dr. Julian Earls, Director of NASA Glenn Research Center to facilitate a relationship between the Center and the Cleveland community. Hairston promoted scientific literacy and developed outreach programs to support the community and local businesses. Hairston continued to serve in the school district as an appointee on the Cleveland School Board, receiving the designation from State Schools Superintendent John M. Goff and Governor George Voinovich. He was elected and became President to the Cuyahoga County Board of Elections in 1998. In 2006, Hairston became the Assistant Administrator for the Office of Education at NASA Headquarters. He returned as External Programs Coordinator at NASA Glenn Research Center. He retired from his tenure of 17 years as Senior Executive Service in 2008.

From 2008 to 2011, Hairston acted as the Chief of Communications for Cleveland Public Schools, after being recruited by then CEO Dr. Eugene T.W. Sanders. He also joined the Board of Trustees of the Cleveland Public Library. In 2012, Hairston became the District Director for the 11th District Congressional office in Warrensville Heights, under Congresswoman Marcia Fudge.

BIOGRAPHY**JOHN M. HAIRSTON, JR.**

Page 2

Hairston received the following awards:

Award	Distributor	Year
Program Innovation Award	Ohio Continuing Higher Education Association	1994
Accolade	Congresswoman Stephanie Tubbs Jones	2008
Proclamation	City of Cleveland Mayor Frank G. Jackson	2088
State of Michigan Special Tribute	Marsha G. Cheeks, State Representative, The 6 th District	2008
Recognition for Service to the Cleveland Empowerment Zone	City of Cleveland, Mayor Frank G. Jackson	2010
Outstanding Leadership and Service	Bluefield State College Alumni Association	1989
Presidential Rank Award of Meritorious Executive	NASA	2006
NASA's Exceptional Achievement Medal		
Outstanding Leadership Medal and Educational Distinguished Service Award		
Leadership Cleveland's Civic Volunteer of the Year Award		
Established FIRST Buckeye Regional Robotics Competition, making \$1000 " Gift of Education" to fund a student scholarship to Cuyahoga Community College.		
Key to the City	City of Cleveland Mayor R. Michael	

Hairston is affiliated with the following organizations:

Name of Organization	Type of Organization	Start Date End Date	Position
Cleveland Public Library	Non profit	2008	Member, Board of Trustees
Glenville Development Corporation	Community Development		President, Board of Directors
Cleveland Empowerment	City Development	2006-2010	Co-Chair
United Way of Greater Cleveland	Non profit	1984-1986	Collaboration Chair
Imani Temple	Church	2003-Present	Chair, Deacon Board

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0011

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Pamela K. Jankowski to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, 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 Revise 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 Armond Budish has nominated Pamela K. Jankowski to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County 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 Pamela K. Jankowski to serve on the City of Cleveland/ Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 8, 2019

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

Journal _____
_____, 2019



December 5, 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 Investment 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 following new appointment:

1. Pamela K Jankowski, 3-year term ending: June 30, 2021

Supporting documentation, including biographical information about the nominee and appropriate nomination materials are attached for your review. The appointee will serve a three-year term on this Board.

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,

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

Armond Budish

Pamela K Jankowski

Professional Summary

Innovative public library program director with experience managing multiple projects simultaneously, building strong relationships and developing collaborations with local organizations while supporting and engaging staff to initiate library programming and services to meet community needs and system-wide goals.

Competences

- Change Leadership
- Project Manager
- Talent Developer
- Team Builder
- Collaborator
- Visionary

Career Highlights

Literacy and Learning Division Director
Cuyahoga County Public Library

July 2013 to present
Parma, OH

As the first Literacy and Learning Division Director of Cuyahoga County Public Library, implemented performance metrics, set standards, established strong collaborations, oversaw pilot projects and identified best practices to meet community needs while supporting library's strategic plan.

- * Successfully integrate WIOA funded adult education services with existing library programs that result in integrated technology certification training for ESOL students, additional support services for adult learners, and job readiness training.
- * Developed and oversee Innovation Centers that support entrepreneurs with technological tools such as laser cutters, 3-D printers, and embroidery machines.
- * Managed the development of an impactful two generational program successful in increasing both adult and child education levels.

Youth Services Manager
Cuyahoga County Public Library

March 2013 to July 2013
Parma, OH

Oversaw system-wide youth programming; set standards and identified best practices while supervising administrative staff.

- * Oversaw the creation of several parent education programs that led to increased parent engagement and school readiness skills in children.
 - * Successfully managed the integration of Family Place Library core principals into four branches.
 - * Developed a plan to utilize volunteers to support impactful youth programs.
-

Branch Manager
Cuyahoga County Public Library

October 2012 to March 2013
North Olmsted/Olmsted Falls

Managed day to day operations of two public library branches, supervised library staff in a unionized environment, provided excellent customer service and fostered positive public relations with local agencies including community, government and other non-profits.

- * Oversaw the opening of a new building in Olmsted Falls by guiding staff on how to adapt to building changes, maintaining positive relations with local government officials, and reassuring the public of the library's continued commitment.

Branch Manager
Cuyahoga County Public Library

December 2009 to October 2012
Middleburg Heights

Managed the day to day operations of the public library branch, supervised library staff in a unionized environment, provided excellent customer service and fostered positive public relations with local agencies including community, government and other non-profit.

Education

Master of Library and Information Science
Kent State University

Class of 2003
Kent, OH

Bachelor of Arts
Kent State University

Class of 1987
Kent, OH

Committees/Memberships

Cleveland/Cuyahoga County Workforce Development Board Youth and Young Adult Council Member
MetroHealth Arts in Medicine Advisory Committee Member
Coalition on Adult Basic Education Member
American Library Association Member
Ohio Library Council Member

Conference Presentations

- *Innovative Programming Beyond Library Walls*, National Families Learning Conference, September 2018
- *Aspire Grant: Increasing Adult Education Opportunities at Your Library*, Ohio Library Council Annual Conference, May 2018
- *Parenting as a Career Pathway*, COABE National Conference, April 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0012

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5149 of the Ohio Revised Code (ORC) provides for the organization of a community-based corrections program; and

WHEREAS, ORC 5149.34 provides for the creation of a County Corrections Planning Board and further provides for the composition of the board and the means by which appointments are made; and

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

WHEREAS, County Executive Budish has nominated various individuals for reappointment to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 1/1/2022 as follows:

- a. Russell R. Brown III
- b. Arthur B. Hill III
- c. Dean P. Jenkins
- d. Christopher P. Viland

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:

First Reading/Referred to Committee: January 8, 2019
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 2019



December 21, 2018

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

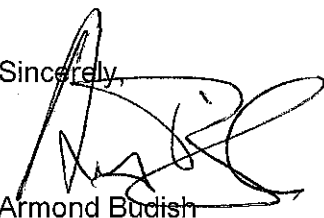
Re: Cuyahoga County Corrections Planning Board

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 5149, I submit the following individuals for reappointment to the Cuyahoga County Corrections Planning Board:

1. Russell R. Brown III, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *Officials from the largest municipal corporation located in the county*
2. Arthur B. Hill, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *An administrator of a halfway house serving that county, if any, or the administrator's*
3. Dean Jenkins, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *An administrator of a Community Corrections Act-funded program in the court, if any, or the administrator's designee*
4. Christopher P. Viland, 3-year term ending: 1/1/2022
Candidates for this board shall (ORC 5149.34/HB86 Requirement): *One or more additional representatives of the law enforcement community*

I ask that this appointment be set for confirmation as soon as the Council schedule allows. 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

Russell R. Brown III, J.D., C.C.E.

Supreme Court of Ohio: Attorney Registration # 0056225

Work Experience:

Cleveland Municipal Court, Judicial Division, September 1997- Present.

Court Administrator – (August 2006- Present) Supervise non-judicial operations on behalf of Judges including strategic planning, caseload management strategies, computer information systems, facility management, disaster recovery, community relations, and implementation of special projects. Supervise eight departments, over 340 court employees, and court processes including hiring, benefits, discipline, separations, acquisition of services, equipment and supplies, and dealing with outside vendors. Assist with legal research, drafting of Court Rules, review of operational policies and procedures and act as liaison with city and other outside agencies.

Deputy Court Administrator and Special Projects Officer– (July 1998- July 2006) Assisted judges and Court Administrator in the coordination of human resource activities, drafting policies and procedures, strategic planning, agent of court in contract negotiations, implementation of special projects, case flow and program development, grant administration, high school mock trial competitions, and town hall meetings.

Magistrate and Mediation Coordinator – (September 1997- June 1998) Heard and decided small claims and general division civil cases as assigned by the Judges. Managed court's Mediation Program as an alternative dispute resolution to trial. Conducted mediations and supervised and trained law clerks in mediation techniques. Provided legal research and performed other legal support duties as needed by the Court.

City of Cleveland, Department of Law, May 1992-September 1997.

Assistant Director of Law – (May 1995- August 1997) Negotiated and drafted various development documents and contracts for the Departments of Community Development, Economic Development, Parks Recreation and Properties, and the City Planning Commission. Advised development departments regarding legal opinions requested and represented those departments as corporate counsel. Served as counsel to the Cleveland City Council- Economic and Community Development Council Committee, and amended legislation before the committee as needed.

Assistant Prosecutor – (May 1992- November 1994) Reviewed citizen complaints and police investigations to verify probable cause and sufficiency of evidence. Issued charges on misdemeanor and felony crimes committed within the city of Cleveland and prosecuted misdemeanor cases. Prosecutions included conducting pre-trial discovery, plea negotiations, and presenting the city's case at trial. Consulted with victims of crime, police officers, and city building and housing inspectors regarding evidence, procedures,

Arthur B. Hill III – Beau



- Objective** To continue career growth by finding a position within an organization that will utilize my passion for helping others while improving the standing of the organization in the community.
- Experience**
- The Salvation Army Harbor Light Complex
Executive Director October 2007 - Present
- Responsible for management of all program and operating activities
Residential Human Service Programs (500 beds in eight different Programmatic areas), Human Resources, Information Technology, Building, Food Service and Accounting Functions
 - Preparation of Applications and Government Reporting for Harbor Light programming:
 - Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County (ADAMHSCC)
 - Cuyahoga County Office of Homeless Services (OHS)
 - Department of Housing and Urban Development (HUD)
 - Ohio Mental Health and Addiction Services (OMHAS)
 - Ohio Department of Rehabilitation and Correction (ODRC)
 - Ohio Development Services Agency (ODSA)
 - City of Cleveland
 - Director of Business Operations January 2002- October 2007
 - Manager of Accounting Services July 1999 – January 2002
 - Accountant II November 1997 – June 1999
 - Accountant I January 1997 – November 1997
- The Salvation Army Cleveland Temple Corps
Community Center Director 1996 – 1997
- Planning, development and implementation of programs for children in the community
 - Maintain compliance with grant received from the City of Cleveland
 - Positive Interaction with children and parents
- Education** Youngstown State University 1992 – 1996
Bachelor of Science in Business Administration
- Finance Major
- Skills** Lotus Notes, Excel, Word, Shelby, JD Edwards, Lotus, WordPerfect, TESCO
- Interests** Family Time, Technology, Golf, Music (Trumpet/Cornet), Basketball, Volleyball, Corps/Church Activities

REFERENCES AVAILABLE UPON REQUEST

Arthur Bramwell Hill, III
"Beau"

Beau has been an employee of The Salvation Army Harbor Light Complex since September 1996. He began as an accountant, moved up to Director of Business Operations, and in 2007 became the Executive Director of the Harbor Light Complex. He is eager, confident and mission-minded. He has built a reputation as someone who gets things done!

Beau has maintained the caliber and integrity of the Harbor Light programs and continues to seek ways to improve their efficiency. He gives careful attention to detail and is committed to the overall mission of The Salvation Army.

Beau has negotiated on behalf of The Salvation Army with a number of 3rd party funders, including HUD, State of Ohio, Cuyahoga County, City of Cleveland, United Way, Office of Homeless Services, etc. He has prepared numerous contracts and agreements. He maintains extensive networking contacts in Cuyahoga County, in Columbus at the State of Ohio level as well as nationally and internationally.

In May of 1912, the Founder of The Salvation Army, General William Booth, spoke the following words:

*While women weep as they do now, I'll fight!
While little children go hungry, as they do now, I'll fight!
While men go to prison, in and out, in and out, I'll fight!
While there is a drunkard left,
While there is a poor girl left upon the streets,
While there remains one dark soul without the light of God, I'll fight!
I'll fight to the very end!*

Beau can recite these words by heart. They are what motivate him to do what he does. He's a fighter. He's passionate about others. He's determined.

The mission of The Salvation Army is:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

DEAN P. JENKINS



Summary of Qualifications

Experienced in many facets of the criminal justice system with expert specialty in domestic violence

Skilled in group facilitation and psycho educational group treatment

Experienced working as part of an interdisciplinary team

Relevant Employment

Baldwin Wallace University and Bryant & Stratton College

2008-present

Berea and Parma, Ohio

Adjunct Instructor in the area of Criminal Justice

CITY OF CLEVELAND, CLEVELAND MUNICIPAL COURT

1993-Present

Cleveland, OH

Chief Probation Officer

2015- Present

- Develop procedures, programs, and policies to assure efficient functioning of the Probation Department.
- Direct the day to day operations
- Evaluate the performance of personnel; recommend promotions, salary increases, or terminations to the Judges.
- Conduct meetings and conferences with staff members.

Deputy Chief Probation Officer

2006-2015

- Assist Chief Probation Officer in the administration of the Probation Department consistent with state laws and statutes.
- Serve as a liaison between the department and the Judges of Cleveland Municipal Court.
- Supervise, coordinate, and monitor specialized programs within the department.
- Direct assignments, schedule training, and supervise the evaluation of the Probation Supervisors.

Probation Officer Supervisor

2001-2006

- Directly supervise team of probation officers maintaining caseload consisting of domestic violence offenders
- Resolve daily issues with offenders and their corresponding officers
- Verify all correspondence to judicial officials in effort to ensure accuracy and serve as liaison between administration and line staff
- Compile and analyze monthly statistics

Probation Officer/Domestic Violence Supervision Officer

1997-2001

- Supervise a caseload of approximately 100 clients who had been convicted of domestic violence
- Conduct in-depth interviews with clients as well as victims in an effort to assess unmet needs and to refer to proper treatment agencies
- Conduct home visits to ensure safety of the victim and to ascertain knowledge regarding home environment

Probation Officer/Domestic Violence Pre-Sentence Investigator

1996-1997

- Conduct thorough investigation of all convicted domestic violence offenders, including research into his/her criminal and social history, education and employment.
- Formulate psychosocial history and wrote pre-sentence report outlining recommended sentence

Probation Officer/Bond Investigator

1993-1996

- Conduct daily interviews with persons in custody in an effort to assess their eligibility for personal bond
- Advise families of those persons in custody briefing them as to the correction/probation processes
- Formulate post-sentence reports and documented statistical data of jail population

Cuyahoga County Department of Justice Affairs

2000-2005

Batterer's Intervention Program, Cleveland, OH

Assessment Specialist (Part-Time)

- Co-facilitate psycho educational groups for court ordered domestic violence offenders
- Conduct psychosocial assessments
- Complete case notes and various reports

Berea Children's Home and Family Services

Berea, OH

Nurturing Program Facilitator (Part-Time)

1993-1999

- Taught proper discipline techniques to children and adults enrolled in the family behavioral modification program
- Facilitated parental understanding of maintaining behavioral difficulties of emotionally disturbed children
- Prepared youths to reintegrate into society while maintaining their behavioral achievements

Community Respite Provider

1992-1993

- Provided mentoring for emotionally disturbed children within the community
- Served as a liaison between parents, teachers and social workers associated with the youths
- Counseled youths regarding new social skill development and behavior modification

City of Cleveland

1988-1990

Cleveland, OH

Assistant Councilman: Ward 20, Dale Miller, Councilman

- Conducted various campaign activities and attended community meetings
- Received and resolved ward constituent complaints
- Completed special assignments and various administrative duties

Special Qualifications

Federal Bureau of Investigation

1998

Quantico, VA

- Completed special agent training at FBI Academy
- Successfully met all qualifications

Licensed Social Worker

1995-Present

License Number S21240

LEADS and NCIC Certified

1993

Professional Activities

- Member of Domestic Violence Coordinating Task Force of Cuyahoga County
- Chair monthly meetings of Cuyahoga County Fatality Review Committee
- Presented at several national and local trainings
- Presented at Ohio Chief Probation Officer Association
- Syscon and Courtview computer implementation team member
- Member of the American Association of Probation and Parole
- Participant in the American Association of Pre-Trial Services
- Member of the Ohio Domestic Violence Network
- Volunteer with the Victim/Offender Dialogue Program of ODRC
- Assisted in various grant development projects
- Domestic Violence and Child Advocacy Center Board Member
- Graduate of Ohio Supreme Court's Court Management Program
- Church Elder

Education

Master of Arts: Criminal Justice

6/2002

Kent State University, Kent, OH

Bachelor of Arts: Criminal Justice

6/1990

Minor: Psychology

Baldwin-Wallace College, Berea, OH

REFERENCES AVAILABLE UPON REQUEST

CHRISTOPHER PAUL VILAND

EDUCATION

Cleveland-Marshall College of Law, Cleveland State University, Cleveland, Ohio
Juris Doctor, *summa cum laude*, 2004; 3rd of 246, top 5%; Bar passed July 2004

Honors and Activities

Cleveland State Law Review, Managing Editor 2002-03, Associate 2001-02

Note topic: Malicious Prosecution and §1983 litigation

Dean's List, Albert Knopp Scholarship, Law Fellows Scholarship, McMonagle Scholarship

CALI Certificates of Excellence in Professional Ethics, First Amendment, Computers & Law

Cleveland State University, Cleveland, Ohio

Bachelor of Arts, *cum laude*, 1999, Dean's List, Major in Philosophy, Minor in Criminal Justice

Northwestern University Traffic Institute, School of Police Staff and Command #119 1998

F.E.M.A., Emergency Management Institute, Certification – Professional Development Series 2014

Lean Ohio, Lean Six Sigma Boot Camp – Camouflage Belt 2014

FBI Great Lakes Leadership Seminar XVIII 2015

EMPLOYMENT

Police Officer, City of Solon, Ohio 1987 – Present

Chief of Police 2011

CEO, CFO, COO of all aspects of an organization of over 100 employees and \$8M budget.

Collective Bargaining negotiation (both sides of table), administration and arbitration.

Policy and procedure development, implementation and administration.

Proposal and development of new and amended legislation with City Council.

Detective Lieutenant - P.I.O., Legal Services, Community Relations, Major Crimes 2000

Patrol Lieutenant - Department Training Commander, Shift Supervisor 1998

Patrol Sergeant - Supervisor of patrol shift of 10 officers 1996

Detective - Major case investigation, Juvenile Court liaison 1990

Patrol Officer - Field Training Officer, Advanced Patrol Officer 1987

Certifications:

Polygraph Certification, Academy for Scientific Investigative Training, 1993, Philadelphia, PA.

Basic Peace Officer Certification, Ohio Peace Officer Training Commission, 1987

Christopher Paul Viland, Attorney at Law, LLC 2009 – Present

General Practice Attorney

Bedford Municipal Court, Bedford, Ohio

Magistrate – Small Claims 2010

Ohio Organized Crime Investigations Commission

Commission Board Member 2016 -

Appointment by Ohio Governor John Kasich

Task Force Director 2008 – 2009

Task Force #08-01, Cuyahoga County Mortgage Fraud Task Force

PERSONAL

Heritage Landing Homeowner's Association, Secretary 2005 – 2008

Solon Blue Devils, 6th Grade Boys Basketball, Coach 2005 – 2006

PRESENTATIONS

City of Solon, Citizen’s Police Academy – Management of Law Enforcement, Constitutional Criminal Procedure, Forensics Review	2011-Present
City of Solon, Chamber of Commerce; State of the Police Department	2011
Ohio Auditor of State; Emerging Trends in Fraud Investigation and Prevention Conference	2008
-workshop presenter “Mortgage Fraud: Investigative and Prosecutorial Perspectives”	
United States Attorney’s Office / Northern District of Ohio; White Collar Crime Conference	2008
Presented by the Economic Crimes Unit and the Law Enforcement Coordinating Committee	
-presenter “Mortgage Fraud Panel Discussion”	
Organization of Chinese Americans of Greater Cleveland (OCAGC); Town Hall Meeting	2008
-moderator/presenter “Relations Between Immigrants and Law Enforcement”	
Greater Cleveland Mortgage Bankers Association; Annual Seminar	2008
-presenter “Fraud in the Mortgage Industry & Northeastern Ohio”	
City of Solon / KeyCorp. - Society Bank; Town Hall Meeting	1996
-presenter “How You and Your Family Can Avoid Being a Victim of Crime”	
Ohio Peace Officer Training Commission; Basic Police and Basic Corrections Academies	1996 - 2009
-unit instructor, various instructional blocks	2012 - 2015

AWARDS/COMMENDATIONS

American Police Hall of Fame – Legion of Honor	1989
Mothers Against Drunk Driving (MADD)	1991
-Certificate of Appreciation	
WTAM Radio 1100 AM / Ganley Auto Group - Officer of the Week	2007
Solon Police Department – Medal of Honor	1987
Solon Police Department – Exceptional Service Award (x4)	1990, 1992, 1992, 1994
Solon Police Department – Educational Achievement (x4)	1995, 1999, 2004, 2005

ORGANIZATIONS / AFFILIATIONS

Chagrin Falls Alumni Association	Life Member
Greater Cleveland Peace Officer Memorial Society	Life Member
Solon 100 Club	Life Member
Ohio Patrolmen's Benevolent Association	1987 – Present
Fraternal Order of Police, George Murray Lodge #67	1989 – Present
Ohio Identification Officers Association	1993 – Present
National Association of Bunco Investigators	1993 – 1997
Midwest Gang Investigator’s Association	1993 – 1997
American Polygraph Association	1993 – 2003
Solon Teen Court Task Force (Founding Member)	1995 – 1996
Northern Ohio Fraud Investigators Association	2000 – Present
Ohio Bar Association	2004 – Present
Federal Bar Association – Northern District of Ohio	2010 – 2016
Solon Chamber of Commerce	2010 – 2011
Cuyahoga County Police Chief's Association	2011 – Present
Jail Committee	2012 – 2015
Board of Governors, Senior Governor	2013 – Present
Ohio Association of Chiefs of Police	2011 – Present
International Association of Chiefs of Police	2011 – Present
Solon 100 Club, Inc. – Executive Board, Ex-Officio Trustee	2011 – Present
Southeast Area Law Enforcement Network – Board of Trustees	2011 – Present
Cuyahoga County Sexual Assault Policy Working Group	2012
Valley Enforcement Group – Board of Trustees	2012 – Present
Constitution and Bylaws Committee	2013 – Present
Fraternal Order of Eagles, Aerie #2436, Chagrin Falls	2011 – 2014
FBI Law Enforcement Executive Development Association	2015 – Present
Cuyahoga County Corrections Planning Board	2016 – Present
Chagrin Valley Regional Dispatch Center – Technical Advisory Committee (Vice Chair)	2016 – Present
Cuyahoga County Automated License Plate Reader RFP Vendor Review Committee	2017

Christopher Viland has been a police officer with the City of Solon since 1987. He worked his way through the ranks both in uniform and as a detective, serving as sergeant and lieutenant in both divisions before being promoted to Chief in January 2011. He is a 1998 graduate of Northwestern University's Traffic Institute School of Police Staff and Command. In 2008 and 2009 he served as the Task Force Director of the Cuyahoga County Mortgage Fraud Task Force under the Ohio Organized Crime Commission. In 2016, Governor John Kasich appointed him to the Ohio Organized Crime Investigations Commission. He is certified as a unit instructor in both basic police and basic corrections academies by the Ohio Peace Officer Training Commission. Chief Viland is also a licensed attorney, graduating *summa cum laude* from the Cleveland-Marshall College of Law at Cleveland State University in 2004. He has served as a municipal court small claims magistrate.

Chief Viland is a current member of the Ohio Bar Association, the Federal Bar Association – Northern District of Ohio, the Cuyahoga County Police Chiefs Association, the Ohio Association of Chiefs of Police, the International Association of Chiefs of Police, the Ohio Identification Officers Association, the Fraternal Order of Police – George Murray Lodge, the Ohio Patrolmen's Benevolent Association, the Greater Cleveland Police Officer's Memorial Society (Life Member), and the Solon 100 Club (Life Member). He serves on the Board of Trustees of the Southeast Area Law Enforcement organization and is on the Constitution and Bylaws Committee of the Valley Enforcement Group. He is a current member of the Cuyahoga County Corrections Planning Board, appointed by County Executive Armond Budish.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0013

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; and

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

WHEREAS, the County Executive has nominated Keith J. Libman to be reappointed to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022; and

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the County Executive's reappointment of Keith J. Libman to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2022.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 8, 2019

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

Journal _____
_____, 2019



December 28, 2018

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

RE: Cuyahoga County Audit Committee Reappointment

Dear President Brady:

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

1. Keith J. Libman, 4-year term: January 1, 2019 – December 31, 2022

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

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

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

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

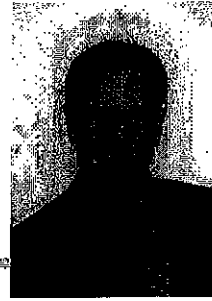
Sincerely,

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

Armond Budish
Cuyahoga County Executive

CC: Cory Swaisgood, Director, Department of Internal Auditing

Keith J. Libman, CPA
Partner
Assurance and Advisory Services



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

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

Certifications

Certified Public Accountant (CPA)

Specializations

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

Education

Bachelor of Science in Business and Accounting, Indiana University

Professional Service Memberships

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

Civic Memberships, Activities and Awards

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