



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 5, 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 FEBRUARY 19, 2019 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2019-0051: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2019-0052: A Resolution adopting various changes to Cuyahoga County Non-bargaining Salary Schedules A and B, and declaring the necessity that this Resolution become immediately effective.
 - c) R2019-0056: A Resolution confirming the County Executive's reappointment of Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 2/28/2022, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. ADJOURNMENT**

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, FEBRUARY 19, 2019
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 10:05 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JANUARY 29, 2019 MEETING

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to approve the minutes from the January 29, 2019 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2019-0038: A Resolution reappointing Deborah Southerington to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2019 - 3/7/2025, and declaring the necessity that this Resolution become immediately effective.

Ms. Michele Pomerantz, Director of Regional Collaboration; addressed the Committee regarding Resolution No. R2019-0038. Discussion ensued.

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

In lieu of her attendance, Ms. Deborah Southerington submitted a written statement to the Committee regarding her nomination to the Cuyahoga County Personnel Review Commission. Discussion ensued.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2019-0038 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2019-0042: A Resolution confirming the County Executive's appointment or reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various Regions for the term 1/1/2019 - 12/31/2021, and declaring the necessity that this Resolution become immediately effective:
 - i. Appointment:
 - a) The Honorable Michael D. Gammella representing the Southwest Region
 - ii. Reappointment:
 - a) The Honorable Michael P. Byrne representing the South Central Region

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0042. Discussion ensued.

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

The Honorable Mayor Michael D. Gammella and The Honorable Mayor Michael P. Byrne addressed the Committee regarding their nomination to serve on the Cuyahoga County Planning Commission. Discussion ensued.

Committee members asked questions of Mayor Gammella and Mayor Byrne pertaining to their experience, expertise and qualifications, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0042 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

c) R2019-0043: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga Regional HIV Health Services Planning Council for various terms, and declaring the necessity that this Resolution become immediately effective:

i. Appointments for the term 2/1/2019 - 1/31/2021:

- a) Clifford Barnett
- b) Michael Deighan
- c) David Johnson
- d) Ronald Rolling

ii. Reappointments for the term 2/1/2019 - 1/31/2022:

- a) Terrence M. Allan
- b) Clinton Droster
- c) Brenda Glass
- d) Merle Gordon
- e) Tammie Jones
- f) Tina Y. Marbury
- g) Jason McMinn
- h) Chris Ritter
- i) Robert B. Watkins

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0043. Discussion ensued.

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

Mr. Clifford Barnett, Mr. Michael Deighan, Mr. Ronald Rolling, Mr. Terrence M. Allan, Mr. Jason McMinn, Mr. Chris Ritter and Mr. Robert Watkins addressed the Committee regarding their nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Mr. Barnett, Mr. Deighan, Mr. Rolling, Mr. Allan, Mr. McMinn, Mr. Ritter and Mr. Watkins pertaining to their experience, expertise and qualifications, which they answered accordingly.

In lieu of her attendance, Ms. Merle Gordon submitted a written statement to the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council.

In lieu of their attendance; Mr. Ritter, Mr. Watkins and Mr. Allan spoke on behalf of the experience, expertise and qualifications regarding their nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council for Mr. David Johnson, Mr. Clinton Droster, Ms. Brenda Glass, Ms. Tammie Jones and Ms. Tina Y. Marbury. Discussion ensued.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0043 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.

d) R2019-0044: A Resolution confirming the County Executive's appointment of various individuals to serve on the Commission on Human Rights for the term 3/1/2019 - 2/28/2021, and declaring the necessity that this Resolution become immediately effective:

- i. Kimberly G. Barnett-Mills
- ii. Timothy J. Downing
- iii. Todd K. Masuda

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0044. Discussion ensued.

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

Ms. Kimberly G. Barnett-Mills, Mr. Timothy J. Downing and Mr. Todd K. Masuda addressed the Committee regarding their nomination to serve on the Commission on Human Rights. Discussion ensued.

Committee members asked questions of Ms. Barnett-Mills, Mr. Downing and Mr. Masuda pertaining to their experience, expertise and qualifications, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2019-0044 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.

- e) O2019-0002: An Ordinance amending Section 208.01 of the Cuyahoga County Code to provide for the periodic appointment of the Cuyahoga County Citizens' Advisory Council on Equity, and declaring the necessity that this Ordinance become immediately effective.

The Honorable Councilman Dale Miller addressed the Committee regarding Ordinance No. O2019-0002. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Ordinance No. O2019-0002 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:49 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0051

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

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

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

WHEREAS, on February 6, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Manager, Time & Attendance*
Number: 1053622
Pay Grade: 14A/Exempt

Exhibit B: Class Title: *Senior Talent Acquisition & Employment Specialist*
Number: 1053812
Pay Grade: 12A/Exempt

Exhibit C: Class Title: *Tax Collection Manager*
Number: 1055341
Pay Grade: 12A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Senior Development Finance Analyst (Economic & Community Development Program Specialist)*
Class Number: 1055232
Pay Grade: 13A/Exempt
* PRC routine maintenance. Classification last revised in 2005. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 12 to PG 13.

Exhibit E: Class Title: *Forensic Scientist 1-DNA*
Class Number: 1071221
Pay Grade: 10A/Exempt (No Change)
* Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.

Exhibit F: Class Title: *Forensic Scientist 2-DNA*
Class Number: 1071222
Pay Grade: 11A/Exempt (No Change)
* Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to

better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.

Exhibit G: Class Title: *Forensic Scientist 3- DNA*
Class Number: 1071223
Pay Grade: 13A/Exempt
* Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade from a 12A up to a 13A.

Exhibit H: Class Title: *HRIS Administrator*
Class Number: 1053625
Pay Grade: 11B/Exempt
* Classification was revised according to Department's request to accommodate changes due to ERP implementation. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated. Classification went from a PG 14B to a PG 11B. Classification Number changed from 1053625 to 1053631 to reflect removal from payroll series.

Exhibit I: Class Title: *Payroll Administrator (Time & Attendance Administrator 1053621)*
Class Number: 1053624
Pay Grade: 11A/Exempt (No Change)
* Revision request from HR. The revisions are needed by the department because the HRIS Administrator is being revised and this classification's duties will change. The title changed (Payroll Administrator to Time and Attendance Administrator) as well as the department changed from all departments to HR. The classification number changed from 1053624 to 1053621.

Proposed Deleted Classifications:

Exhibit J: Class Title: *Manager Database Administration*
Class Number: 1053104
Pay Grade: 15A/Exempt

* The classification is no longer administratively necessary. The duties of this classification have been redistributed to the Enterprise Data Architect IT Applications Administrator which is an unclassified position in the IT Dept.

Exhibit K: Class Title: *Senior Purchasing Agent*
Class Number: 1053512
Pay Grade: 9A/Non-Exempt

* The duties of the Senior Purchasing Agent were combined with the new Purchasing Agent specification because there was little to no difference between the duties being performed by the current incumbents of the two different classifications. This classification is vacant and is no longer administratively necessary.

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: February 26, 2019

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Time and Attendance	Class Number:	1053622
FLSA:	Exempt	Pay Grade:	14A
Dept:	Human Resources	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to manage the County's Time and Attendance function using the countywide human resources information system (HRIS) and the employee self service intranet interactive portal to the HRIS. This classification supervises HR Associate and Senior HR Associate.

Distinguishing Characteristics

This is a supervisory-level position that is responsible for managing the County's Time and Attendance function. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages the County's Time and Attendance function using the countywide HRIS; manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the Fiscal Office for all County Executive Departments and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates progressional pay increase notifications; coordinates and tests HRIS updates; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the Fiscal Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants; serves as liaison to the Fiscal Office; generates various reports; on call status for urgency of issue resolution.
- 25% +/- 10%
- Creates schedules, holidays and calendars to allow employees time sheet submittals; monitors accuracy of time sheet submissions; serves as functional lead on issues.
- 10% +/- 5%
- Supervises HR Associate and Senior HR Associate; assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitors staff productivity prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings.
- 10% +/- 5%
- Provides various HRIS support services; develops and maintains wage tables; develops and delivers end user training programs.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Talent Acquisition & Employment Specialist	Class Number:	1053812
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Resources	Exhibit B	

Classification Function

The purpose of this classification is to develop and coordinate talent acquisition projects and serve as the team lead for the Talent Acquisition staff.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for developing and managing talent acquisition projects under a framework of policies, procedures, regulations and guidelines as well as serves as a team lead for Talent Acquisition staff. The incumbents in this classification are expected to exercise discretion in applying procedures to resolve issues and leading projects.

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 a team lead for the Talent Acquisition staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 20% +/- 10%
- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists, including but not limited to the identification of timeline, milestones, deliverables, approvals, candidate sourcing & screening, and interview competencies and assessments; works with line managers to address existing and anticipated organizational and skill needs; assists in identifying areas of skill deficiencies and developing solutions to address them; develops an understanding of job requirements; works with hiring managers to identify departmental skill gaps and possible opportunities to identify and/or create entry level and experienced employment opportunities; identifies possible internship, cooperative education, or other training programs to assist in early talent identification; assists in identifying and/or creating mechanisms to retain employees; develops a pipeline of experienced and entry level candidates to anticipate future hiring needs; creates mechanisms to foster short and long term candidate relationship building as a feeder for County vacancies.
- 20% +/- 10%
- Develops, plans, implements, and evaluates existing and new talent acquisition programs; leads, participates, and implements talent acquisition and employment strategies; answers management's questions about the programs and initiatives; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experience; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turn over analysis ratios, skill set availability, and local, state, and federal unemployment rate.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Tax Collection Manager	Class Number:	1055341
FLSA:	Exempt	Pay Grade:	12A
Dept:	County Treasurer	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to manage the County Treasurer's Office tax collection activities.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Tax Payer Services Division of the County Treasurer's Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee exercises discretion and judgement and participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate manner.

Essential Job Functions

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

45% +/- 10%

- Manages the department's tax collection activities; researches best practices and current trends; stays up-to-date on any relevant changes made to the Ohio Revised Code; provides recommendations on how to resolve high delinquency tax cases; assists lower level employees with escalated tax issues or disgruntled tax payers; answers employees or tax payers' questions.

30% +/- 10%

- Supervises lower level supervisory staff in the Tax Payer Services Division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Assists with the real property system implementation; serves as the subject matter expert in the department; creates and implements real property training; answers employee's questions; provides quality control to the systems information; determines if changes need to be made to the system based on department need.

5% +/- 2%

- Represents the Treasurer in meetings, forums, or community events; answers the public's questions; answers media questions as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, accounting, finance, economics, or a related field with five (5) years of real property or urban planning experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Economic & Community Development Program Specialist	Class Number:	1055232
FLSA:	Exempt	Pay Grade:	13A
Dept:	Development	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is to coordinate and manage economic and community development programs that support business and commercial vitality.

Distinguishing Characteristics

This is a professional level classification that is responsible for administering economic development programs and servicing a portfolio of economic development loans and grants. The incumbent is expected to work independently and ensure that all activities are performed in a timely manner and according to policies, procedures, and regulations. May function as lead worker.

Essential Job Functions

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

- 30% +/- 10%
- Administers various economic and community development programs that support business and commercial vitality; administers and manages a portfolio of Economic Development loans; analyzes financial aspects of economic development projects; evaluates businesses and communities for loans or other programs; promotes economic development programs; coordinates state, federal, and local financial and employment resources.
- 20% +/- 10%
- Packages loans and/or grants for economic development and redevelopment projects in Cuyahoga County; underwrites loan requests to determine lending risk; prepares and presents loan packages and recommendations to County's Loan Review committee, County Board of Control, and/or County Council for approval; negotiates specific terms of the loan; closes loans by negotiating, creating, and finalizing the loan agreements and contracts; coordinates with legal counsel to create loan contracts and exhibits.
- 20% +/- 10%
- Monitors operational aspects of loans and/or grants and provides on-going service to loan clients; works with the Cuyahoga County Fiscal department to disburse loan capital to the borrower; accepts disbursement requests and ensures that all receipts and invoices are compliant with the loan agreement; provides information to loan borrowers regarding loan terms, performance requirements, and payments; assists borrowers with ongoing documentation and paperwork related to loan.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - DNA	Class Number:	1071221
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office	Exhibit E	

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
 - Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; performs serological analysis and microscope examinations; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage.
- 25% +/- 10%
 - Prepares and analyzes DNA samples; extracts, quantifies, and amplifies DNA using instrumentation/technologies used by DNA unit; prepares DNA for analysis on genetic analyzer; maintains analysis documentation; ensures application of and adherence to appropriate techniques in the preparation and examination of selected DNA evidence.
- 20% +/- 10%
 - Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 5% +/- 2%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics..

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - DNA	Class Number:	1071222
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is to recognize, collect, and analyze DNA evidence; to produce DNA reports for analyses performed; and to testify in the court of law as to the results of the DNA examinations.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer.

- 35% +/- 10%
- Documents observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provides opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness; performs administrative and technical review of data, DNA case files, and reports generated by other scientists.

- 15% +/- 5%
- Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; gives presentations; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - DNA	Class Number:	1071223
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office	<i>Exhibit 6</i>	

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of DNA evidence; to upload DNA profiles into the Combined DNA Index System (CODIS); and to testify in court as to the results of DNA analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of DNA evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 30%+/- 10%
- Serves as lead worker in the DNA unit; fills in for supervisor during absences; performs administrative and technical review of data, DNA case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer and/or CODIS Manager; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring DNA unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment, instrumentation, and analytical methods.
- 25% +/- 10%
- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer and analyzes data.
- 25% +/- 10%
- Documents and records observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provide opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	11B
Dept:	Human Resources	<i>Exhibit H</i>	

Classification Function

The purpose of this classification is to be a strategic resource and subject matter expert on the Human Resource Information System (HRIS) and to develop the HRIS to meet the functional needs of the County.

Distinguishing Characteristics

This is a journey-level classification that is responsible for serving as a strategic resource on HRIS projects, functions, and issues as well as developing the system to meet the functional needs of the County. This class works under direction of the Chief Talent Officer and collaborates closely with the County Information Technology (IT) department. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Performs analyses and tests HRIS computer system modules in functional areas including compensation, payroll, benefits, and training; integrates, tests, and produces queries and reports for HRIS modules throughout the County; performs audits to confirm accuracy and integrity of data collection; coordinates data cleanup.

- 20% +/- 10%
- Coordinates with the County IT Department's Enterprise Resource Planning (ERP) team for changes and improvements to the architecture, infrastructure, and interface development of the HRIS; coordinates system testing with IT for ongoing system updates and patches; analyzes Human Resource (HR) needs throughout the County for potential configuration changes; investigates innovative ways to improve the process of delivering solutions to HRIS users.

- 15% +/- 5%
- Oversees user experience for the HRIS; monitors system adoption; collects and analyzes system user feedback; determines interfaces to maximize usability; facilitates and ensures the development of processes, tools, support materials, and trainings to maximize user system adoption.

- 10% +/- 5%
- Provides various HRIS support services; responds to HR related system questions, errors, and malfunctions; troubleshoots system issues; provides maintenance and as-needed configuration changes and testing to system.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Time and Attendance Administrator	Class Number:	1053621
FLSA:	Exempt	Pay Grade:	11A
Dept:	Human Resources	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is to administer, coordinate, prepare, and audit time and attendance and accumulated leave balances for County agencies using the countywide Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This is an advanced journey-level position that is responsible for the day-to-day administration of employee time and attendance information for the County. Incumbents work under general supervision and within a framework of established regulations, policies, and procedures. Employees in this position are expected to work with a high degree of independence, judgment, and initiative and serves as a lead worker for the HR Associates and Senior HR Associates.

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%
- Coordinates and prepares payroll and accumulated leave balances in County agencies using the countywide human resource ERP system; serves as a lead worker to HR Associates and Senior HR Associates; ensures accuracy of master payroll files for agencies' ERP; ensures accuracy of agencies' payroll information including name and address changes, deductions, and withholdings; validates payroll register and communicates any revisions to the Fiscal Office; ensures accuracy of agency's employee accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to agency employees on a bi-weekly basis; supports processing of various exceptions and manual payroll checks; balances and transmits final gross time and attendance file to Fiscal Office; serves as liaison to the County Fiscal Office; performs various duties related to time and attendance including tax deductions, child support, and court vouchers.

- 25% +/- 10%
- Participates in audits and ensures accuracy and integrity of all time and attendance data; audits changes to time and attendance data including tax updates, deductions, and garnishments; oversees and identifies data inputting issues with the County's workforce management/time collection system and makes adjustments as necessary; oversees compliance with statutory reporting and filing requirements and ensures employee adherence to reporting requirements and County procedures; works with manager to perform and submit audits requested by internal and state auditors and other regulatory bodies; gathers, organizes, and analyzes responses and data; prepares and submits audit reports.

- 20% +/- 10%
- Researches and resolves questions from managers and employees related to the processing of time and attendance information; analyzes and solves issues regarding accruals, banking, garnishments, employment verification, retroactive pay calculations, and other changes.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager Database Administration	Class Number:	1053104
		Pay Grade:	15
<i>Exhibit J</i>			
Departments:	All departments		

Classification Function

The purpose of this classification is to supervise, coordinate and manage the operations and activities of the Database Analysis and Reorganization/Recovery Sections of all database and data systems. Employee exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. Also responsible for supervision of assigned staff.

Essential Job Functions

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

- Manages the services and activities of the department's database and data systems (e.g. assumes management responsibility for services and activities including database analysis, design and maintenance and data warehouse; develops strategic long and short term planning; manages projects; develops and maintains standards; determine type of security needed; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the department annual budget; participates in the forecasting of additional funds needed for staffing, equipment, materials and supplies).
- Supervises assigned staff and consultants (e.g. – prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline discharge, salary increases, transfers and promotions; reviews, administers, and monitors service contracts).
- Assists department management personnel (e.g. participates in the development of policies and procedures necessary to provide assigned services; furnishes planning information; interacts with department management staff to provide information regarding activities and problems; determines impact of new projects and ongoing activities as they apply to the department; investigates and analyzes project; collects pertinent documentation; defines requirements; identifies alternative solutions; makes appropriate recommendations; develops detailed work plans; provides guidance and leadership to team members; prepares timely status reports of current projects; ensures database integrity and efficiency towards optimum input/output rates and storage capacity; coordinates database and user profile images; investigates and corrects all processing improvements).
- Manages information technology projects (e.g. – develops and implements project plans; incorporates resources, materials, costs, target dates/schedules and time recording; defines requirements).
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department (e.g. – attends weekly meetings with supervisor; communicates with managers, coworkers, vendors, applicants and customers; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations).
- Responsible for a variety of software (e.g. – Job Control Language in order to process work files and solve problems; utilizes database, project management and word processing software; uses a variety of mainframe software to perform essential tasks).

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Purchasing Agent	Class Number:	1053512
		Pay Grade:	9

Exhibit K

Departments:	All departments
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Classification Function

The purpose of this classification is to procure equipment, supplies, materials and services for biddable projects and to coordinate public auctions for surplus County property.

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.

- Procures equipment, supplies, materials and services for biddable projects (e.g.- prepares invitations to bid for department operating, service and construction contracts; prepares and analyzes product and services specifications and evaluations; compiles and evaluates bids; prepares award recommendations; conducts pre-bid conferences; presides at bid openings; solicits quotations for purchase of services, equipment and materials; confirms and expedites purchase orders; processes sole source purchases, field buyer requisitions and legal advertisements; may recommend purchasing and distribution procedures; monitors vendors performances).
- Coordinates public auctions for surplus County surplus property (e.g.- prepares requests for board action, auction notices, and legal advertisements; schedules inspections and auction dates; identifies vehicle number; arranges for title transfer for vehicles; records bids and back-up bids, deposits proceeds from auction; maintains records)
- Administers stockless office supply contract and computer paper and products contract.
- Prepares various records and documents related to procurement activities (e.g.- prepares vendor performance evaluations; writes routine directives, instructions or correspondence concerning purchasing activities; maintains vendor listing based upon vendor performance evaluations and identification of new vendors; monitors the County's purchasing activity with minority business enterprises, female business enterprises and disadvantaged business enterprises).
- Performs miscellaneous duties to support purchasing activities (e.g.- confers with vendors, manufacturers and distributors regarding delivery, prices and/or quantity of purchases; communicates with assigned divisions or departments regarding procurement needs; plans and develops special projects and reports; maintains inventory records and monitors funds availability; reviews market trends; interviews and meets with vendors; identifies new vendors; performs vendor site visits to determine ability to provide goods and services).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with two years of purchasing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: February 7, 2019

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

FROM: F. Allen Boseman, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on February 6, 2019, 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
Manager, Time and Attendance 1053622	14A/Exempt	Human Resources	Manager, Time and Attendance 1053622
Senior Talent Acquisition & Employment Specialist 1053812	12A/Exempt	Human Resources	Senior Talent Acquisition & Employment Specialist 1053812
Tax Collection Manager 1055341	12A/Exempt	Treasurer	Tax Collection Manager 1055341

PROPOSED REVISED CLASSIFICATIONS

Classification Title, (Revised Title) & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Senior Development Finance Analyst 1055232 (<i>Economic & Community Development Program Specialist</i>)	12A/Exempt	13A/Exempt	Development
Forensic Scientist 1 – DNA 1071211	10A/Exempt	10A/Exempt (No Change)	Medical Examiner’s Office
Forensic Scientist 2 – DNA 1071222	11A/Exempt	11A/Exempt (No Change)	Medical Examiner’s Office
Forensic Scientist 3 – DNA 1071223	12A/Exempt	13A/Exempt	Medical Examiner’s Office
HRIS Administrator 1053625	14B/Exempt	11B/Exempt	Human Resources
Payroll Administrator 1053624 (<i>Time and Attendance Administrator1053621</i>)	11A/Exempt	11A/Exempt (No Change)	Human Resources

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Manager Database Administration	1053104	15A/Exempt	All Departments
Senior Purchasing Agent	1053512	9A/Exempt	All Departments

cc: Deborah Southerington, 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
 Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053622	Manager, Time and Attendance	Human Resources	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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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:	Position to be filled once classification is active.
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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):	Rhonda Caldwell, Compensation Manager Kelli Neale, Program Officer 4 Pat Smock, HR Director of Employee Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Time and Attendance	Class Number:	1053622
FLSA:	Exempt	Pay Grade:	14A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to manage the County's Time and Attendance function using the countywide human resources information system (HRIS) and the employee self service intranet interactive portal to the HRIS. This classification supervises HR Associate and Senior HR Associate.

Distinguishing Characteristics

This is a supervisory-level position that is responsible for managing the County's Time and Attendance function. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%

• Manages the County's Time and Attendance function using the countywide HRIS; manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the Fiscal Office for all County Executive Departments and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates progressional pay increase notifications; coordinates and tests HRIS updates; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the Fiscal Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants; serves as liaison to the Fiscal Office; generates various reports; on call status for urgency of issue resolution.
- 25% +/- 10%

• Creates schedules, holidays and calendars to allow employees time sheet submittals; monitors accuracy of time sheet submissions; serves as functional lead on issues.
- 10% +/- 5%

• Supervises HR Associate and Senior HR Associate; assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitors staff productivity prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings.
- 10% +/- 5%

• Provides various HRIS support services; develops and maintains wage tables; develops and delivers end user training programs.

Manager, Time and Attendance

10% +/- 5%

- Administers timekeeping system; coordinates timekeeping system maintains work schedules; develops, maintains and changes system schema coding; administers and maintains the timekeeping system for current and new end-users; serves as liaison to the timekeeping system vendor; provides in-house maintenance user training.

10% +/- 5%

- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support; analyzes business needs for possible configuration changes.

3% +/- 2%

- Serves as functional lead on special projects including upgrade of system and applications.

2% +/- 2%

- Serves as back-up to payroll staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or human resources with six (6) years of human resources 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, printer, fax machine, and calculator.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform upper-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.

Manager, Time and Attendance

- Ability to comprehend a variety of informational documents including personnel records, withholding forms, Public Employees Retirement System (PERS) forms, bargaining unit contracts, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, Benefits Manual, collective bargaining agreements, Fiscal Office rules and regulations and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, validation rules, transport forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and HRIS terminology and language.
- Ability to communicate with County Human Resources Director, department directors, personnel managers, supervisors, Fiscal Office staff, other County elected officials, other County employees, consultants, union representatives, bank associates, and insurance carriers.

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
1053812	Senior Talent Acquisition & Employment Specialist	Human Resources	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by Human Resources based on department need and reorganization of the division. The classification is needed to serve as a lead for the TA&E Specialists.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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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:	Position to be filled once classification is active.
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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	11/7/2018	Email	Request submitted
Rhonda Caldwell, Compensation Manager	11/7/2018	Email	Questions for SME
Rhonda Caldwell, Compensation Manager; Kelli Neale, PO4	11/8/2018	Email	Draft sent to SMEs

Rhonda Caldwell, Compensation Manager; Kelli Neale, PO4	11/8/2018	Email	Update SMEs on the process
Jim Battigaglia, Archer Consultant	12/5/2018	Email	Pay Grade evaluation
Jim Battigaglia, Archer Consultant	1/7/2019	Email	Pay Grade determined

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Talent Acquisition & Employment Specialist	Class Number:	1053812
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to develop and coordinate talent acquisition projects and serve as the team lead for the Talent Acquisition staff.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for developing and managing talent acquisition projects under a framework of policies, procedures, regulations and guidelines as well as serves as a team lead for Talent Acquisition staff. The incumbents in this classification are expected to exercise discretion in applying procedures to resolve issues and leading projects.

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 a team lead for the Talent Acquisition staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 20% +/- 10%

• Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists, including but not limited to the identification of timeline, milestones, deliverables, approvals, candidate sourcing & screening, and interview competencies and assessments; works with line managers to address existing and anticipated organizational and skill needs; assists in identifying areas of skill deficiencies and developing solutions to address them; develops an understanding of job requirements; works with hiring managers to identify departmental skill gaps and possible opportunities to identify and/or create entry level and experienced employment opportunities; identifies possible internship, cooperative education, or other training programs to assist in early talent identification; assists in identifying and/or creating mechanisms to retain employees; develops a pipeline of experienced and entry level candidates to anticipate future hiring needs; creates mechanisms to foster short and long term candidate relationship building as a feeder for County vacancies.
- 20% +/- 10%

• Develops, plans, implements, and evaluates existing and new talent acquisition programs; leads, participates, and implements talent acquisition and employment strategies; answers management's questions about the programs and initiatives; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experience; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turn over analysis ratios, skill set availability, and local, state, and federal unemployment rate.

Senior Talent Acquisition & Employment Specialist

10% +/- 5%

- Screens applicants qualifications for unclassified positions to ensure minimum qualifications are met, and forwards suitable candidates to hiring manager; records appropriate information on any applicable job applicant screening forms to assist managers in supporting selection decisions; screens applications for bargaining and non-bargaining positions, based on job qualifications and makes recommendations to hiring manager; prepares correspondence to applicants, including test notices, rejection notices, invitations to interview, offer letters, etc.; coordinates and facilitates applicant screening processes including assessments and interviews; communicates with stakeholders on interviewing process and establishes roles for all participants in the hiring and selection process.

10% +/- 5%

- Develops and coordinates talent acquisition outreach projects and programs in alignment with organizational need for current and future vacancies within the County; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups); builds relationships with unemployment agencies, higher educational institutions, welfare co-work, community leaders, etc.; develops talent acquisition goals for under-representative groups and proceeds accordingly; investigates and implements new talent acquisition processes; monitors local and national employment trends and makes recommendations; identifies appropriate departmental vacancies and solicits internships with local colleges and universities as needed; assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community based organizations; identifies targeted candidate populations: skilled trades/craft, students, military/veterans, retraining, & re-entry programs, vocational programs and educational institutions, etc. to support organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives.

10% +/- 5%

- Performs related administrative duties; maintains records of data and information on vacant positions to determine talent acquisition needs; tracks vacancies; tracks and monitors the filling of positions based on the talent acquisition goals; prepares reports as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with five (5) years of talent management 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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including eligibility lists, interview guide, hiring memo, compensation analysis, offer letter, classification specifications, job descriptions, background check information, resumes, cover letters, applications, temporary work level assignments documents, assessment scores, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, interview packet, hiring packet, offer package, onboarding packet, PowerPoint presentations, job postings, LinkedIn postings, hiring request forms, hiring recommendations, recruitment plans, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resource and legal terminology and language.
- Ability to communicate with managers, supervisors, coworkers, other County employees, and job applicants.

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
1055341	Tax Collection Manager	Treasurer	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Treasury Department. The classification was written based on the needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	County Treasurer
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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:	Position to be filled once classification is active.
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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	9/18/2018	Email	Request submitted
Chris Murray, Treasurer; Jeannet Wright, Chief Deputy Treasurer	9/26/2018 10/2/2018	Email	Set-up time to meet for JA meeting
Chris Murray, Treasurer; Jeannet Wright, Chief Deputy Treasurer	10/5/2018	Meeting	JA meeting with Treasurer's Department and Testing team

Chris Murray, Treasurer; Jeannet Wright, Chief Deputy Treasurer	10/10/2018	Email	Draft sent to SMEs
Chris Murray, Treasurer; Jeannet Wright, Chief Deputy Treasurer	10/23/2018	Email	Answering SME's questions
Jim Battigaglia, Archer Consultant	11/15/2018	Email	Pay Grade Evaluation
Chris Murray, Treasurer; Jeannet Wright, Chief Deputy Treasurer	12/4/2018	Email	Answering SME's questions
Kelli Neale, PO4	12/18/2018 1/8/2019	Email	Answering HR's questions on the timeline
Jim Battigaglia, Archer Consultant	1/8/2019	Email	Pay Grade Evaluated
Tonya Jones, AA2	1/9/2019	Email	Answering SME's questions on the timeline

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Tax Collection Manager	Class Number:	1055341
FLSA:	Exempt	Pay Grade:	12A
Dept:	County Treasurer		

Classification Function

The purpose of this classification is to manage the County Treasurer's Office tax collection activities.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Tax Payer Services Division of the County Treasurer's Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee exercises discretion and judgement and participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate manner.

Essential Job Functions

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

45% +/- 10%

- Manages the department's tax collection activities; researches best practices and current trends; stays up-to-date on any relevant changes made to the Ohio Revised Code; provides recommendations on how to resolve high delinquency tax cases; assists lower level employees with escalated tax issues or disgruntled tax payers; answers employees or tax payers' questions.

30% +/- 10%

- Supervises lower level supervisory staff in the Tax Payer Services Division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Assists with the real property system implementation; serves as the subject matter expert in the department; creates and implements real property training; answers employee's questions; provides quality control to the systems information; determines if changes need to be made to the system based on department need.

5% +/- 2%

- Represents the Treasurer in meetings, forums, or community events; answers the public's questions; answers media questions as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, accounting, finance, economics, or a related field with five (5) years of real property or urban planning experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

Tax Collection Manager

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including delinquent taxpayer reports, productivity reports, attendance records, travel expense forms, correspondence, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code (ORC), collective bargaining agreement, departmental procedure manual.
- Ability to prepare parcel analysis queries, employee training, performance appraisals, spreadsheets, forms, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with taxpayers, Fiscal Office staff, coworkers, municipal partners, other County employees, and the general public.

Tax Collection Manager

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
1055232	Senior Development Finance Analyst	Development	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055232	Economic & Community Development Program Specialist	Development	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2005. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 12 to PG 13.
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No. of Employees Affected:	Five
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 12A: \$56,368.00– \$78,915.20 PG 13A: \$59,342.40 – \$83,054.40 3 incumbents' salaries fall within new paygrade recommendation 2 incumbents' salaries are below the new paygrade recommendation \$57,491.20 (\$1,851.20) \$59,196.80 (\$145.60) Step Placement TBD by Human Resources
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Staffing Implications:	Step placement TBD by Human Resources.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Michael May, Development Administrator	3/21/2017 5/9/2017 5/9/2017 6/12/2017 6/20/2017 8/28/2018 8/28/2018 9/26/2018 10/15/2018	Email Email Email Email Email Email Email Email Email	Request for Meeting Reminder Request for Information Request for Information Reminder Reminder Draft Review Reminder PRC contact changed
Greg Huth, Deputy Chief - Development	3/8/2018 7/24/2018 8/28/2018 8/28/2018 9/26/2018 10/15/2018	Email Email Email Email Email Email	Request for Information Request for Information Reminder Draft Review Reminder PRC contact changed
Jonathan Zerulik	3/8/2018	Email	Request for Information
Kelli Neale, HR	3/8/2018 9/26/2018 9/26/2018 10/15/2018	Email Email Email Email	Request for Information CC'd Discussion of Position CC'd
Rhonda Caldwell, HR	3/8/2018 9/26/2018	Email Email	Request for Information CC'd
Jim Battigaglia, Archer Consultant	11/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Economic & Community Development Program Specialist	Class Number:	1055232
FLSA:	Exempt	Pay Grade:	13A
Dept:	Development		

Classification Function

The purpose of this classification is to coordinate and manage economic and community development programs that support business and commercial vitality.

Distinguishing Characteristics

This is a professional level classification that is responsible for administering economic development programs and servicing a portfolio of economic development loans and grants. The incumbent is expected to work independently and ensure that all activities are performed in a timely manner and according to policies, procedures, and regulations. May function as lead worker.

Essential Job Functions

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

- 30% +/- 10%

• Administers various economic and community development programs that support business and commercial vitality; administers and manages a portfolio of Economic Development loans; analyzes financial aspects of economic development projects; evaluates businesses and communities for loans or other programs; promotes economic development programs; coordinates state, federal, and local financial and employment resources.
- 20% +/- 10%

• Packages loans and/or grants for economic development and redevelopment projects in Cuyahoga County; underwrites loan requests to determine lending risk; prepares and presents loan packages and recommendations to County's Loan Review committee, County Board of Control, and/or County Council for approval; negotiates specific terms of the loan; closes loans by negotiating, creating, and finalizing the loan agreements and contracts; coordinates with legal counsel to create loan contracts and exhibits.
- 20% +/- 10%

• Monitors operational aspects of loans and/or grants and provides on-going service to loan clients; works with the Cuyahoga County Fiscal department to disburse loan capital to the borrower; accepts disbursement requests and ensures that all receipts and invoices are compliant with the loan agreement; provides information to loan borrowers regarding loan terms, performance requirements, and payments; assists borrowers with ongoing documentation and paperwork related to loan.

Economic & Community Development Program Specialist

10% +/- 5%

- Maintains contact with clients and represents the Cuyahoga County Department of Development at various meetings and conferences; acts as a resource to outside organizations, agencies, and business regarding Cuyahoga County economic development and redevelopment assistance and provides knowledge of available products and services; prepares and delivers presentations to local business and other private agencies; maintains contact with local, state, and corporate executives regarding needs, resources, and requirements; facilitates business relationships between clients and contractors; conducts employee interviews for prevailing wage compliance.

20% +/- 10%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; inputs data into the appropriate databases; fills out reports and appropriate documentation; files various paperwork; assists with internal reporting of loans and providing information for audit inquiries.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, economic development, or related field with four (4) years of economic development experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests for reimbursement, invoices, credit reports, financial statement reports, environmental reports, requests for proposal (RFP's), correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Environmental Protection Agency Guidelines, Ohio Department of Commerce statutes, Enterprise Zone Program requirements, and the Ohio Revised Code.
- Ability to prepare loan reports and summaries, disbursement reports, loan underwriting reports, economic loan proposal, correspondence, RFP's, requests for grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Proposed DATE:

Economic & Community Development Program Specialist

- Ability to use and interpret financial and legal terminology and language.
- Ability to communicate with supervisor, consultants, applicants, clients, auditors, representatives from outside businesses and agencies, 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
1071221	Forensic Scientist 1 – DNA	Medical Examiner's Office	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071221	Forensic Scientist 1 – DNA	Medical Examiner's Office	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.
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No. of Employees Affected:	4
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 10A: \$50,481.60 – \$70,657.60 Step Placement TBD by Human Resources
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Staffing Implications:	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	10/24/2018	Email	Request submitted
Harmeet Kaur, Director of Parentage/ID/QA/QC Manager	10/31/2018	Email	Drafts sent to SME
Harmeet Kaur, Director of Parentage/ID/QA/QC Manager	10/31/2018	Email	Update SME with the next steps
Jim Battigaglia, Archer Consultant	11/15/2018	Email	Pay grade evaluation
Nasir Butt, DNA Supervisor	12/26/2018	Email	Additional revisions from SMEs and follow- up questions
Jim Battigaglia, Archer Consultant	1/7/2019	Email	Pay grade evaluated

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - DNA	Class Number:	1071221
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

50% +/- 10%

- Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; performs serological analysis and microscope examinations; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage.

25% +/- 10%

- Prepares and analyzes DNA samples; extracts, quantifies, and amplifies DNA using instrumentation/technologies used by DNA unit; prepares DNA for analysis on genetic analyzer; maintains analysis documentation; ensures application of and adherence to appropriate techniques in the preparation and examination of selected DNA evidence.

20% +/- 10%

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

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics..

Forensic Scientist 1 – DNA

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including microscopes, analytical balance, infrared viewer, UV cross linker, centrifuges, vortex, heat blocks, thermometers, timers, pipettes, and camera.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

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 serology data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, requests for information, autopsy reports, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – DNA

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071222	Forensic Scientist 2 – DNA	Medical Examiner's Office	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071222	Forensic Scientist 2 – DNA	Medical Examiner's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.
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No. of Employees Affected:	6
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 11A: \$53,372.80 – \$74,796.80 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>
Kelli Neale, PO4	10/24/2018	Email	Request submitted
Harmeet Kaur, Director of Parentage/ID/QA/QC Manager	10/31/2018	Email	Drafts sent to SME
Harmeet Kaur, Director of Parentage/ID/QA/QC Manager	10/31/2018	Email	Update SME with the next steps
Jim Battigaglia, Archer Consultant	11/15/2018	Email	Pay grade evaluation
Nasir Butt, DNA Supervisor	12/26/2018	Email	Additional revisions from SMEs and follow- up questions
Jim Battigaglia, Archer Consultant	1/7/2019	Email	Pay grade evaluated

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - DNA	Class Number:	1071222
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze DNA evidence; to produce DNA reports for analyses performed; and to testify in the court of law as to the results of the DNA examinations.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%

• Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer.
- 35% +/- 10%

• Documents observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provides opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness; performs administrative and technical review of data, DNA case files, and reports generated by other scientists.
- 15% +/- 5%

• Performs regular maintenance of DNA laboratory spaces, equipment, and instruments; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%

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

Forensic Scientist 2 – DNA

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics and two (2) years of forensic DNA analysis experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including microscopes, analytical balance, infrared viewer, UV cross linker, centrifuges, vortex, heat blocks, thermometers, timers, pipettes, and camera etc.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

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 serology data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS confirmation letters, CODIS data and reports, requests for information, subpoenas, billing invoices, autopsy reports, supply order requests, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Quality Assurance Manuals, Standard Operating Procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, charts, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by other team members.

Forensic Scientist 2 – DNA

- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071223	Forensic Scientist 3 – DNA	Medical Examiner's Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071223	Forensic Scientist 3 – DNA	Medical Examiner's Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade from a 12A up to a 13A.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 PG 13A: \$59,342.40 – \$83,054.40 All employees fall within the new pay grade 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	10/24/2018	Email	Request submitted
Harmeet Kaur, Director of Parentage/ID/QA/QC Manager	10/31/2018	Email	Drafts sent to SME
Harmeet Kaur, Director of Parentage/ID/QA/QC Manager	10/31/2018	Email	Update SME with the next steps
Jim Battigaglia, Archer Consultant	11/15/2018	Email	Pay grade evaluation
Nasir Butt, DNA Supervisor	12/26/2018	Email	Additional revisions from SMEs and follow- up questions
Jim Battigaglia, Archer Consultant	1/7/2019	Email	Pay grade evaluated

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - DNA	Class Number:	1071223
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of DNA evidence; to upload DNA profiles into the Combined DNA Index System (CODIS); and to testify in court as to the results of DNA analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of DNA evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

Essential Job Functions

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

- 30% +/- 10%
 - Serves as lead worker in the DNA unit; fills in for supervisor during absences; performs administrative and technical review of data, DNA case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer and/or CODIS Manager; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring DNA unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment, instrumentation, and analytical methods.
- 25% +/- 10%
 - Recognizes, collects, and processes DNA evidence; conducts biological evidence screening; logs in evidence; swabs and cuts evidence sections for processing; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; photographs evidence items; transfers and maintains evidence in storage; extracts, quantifies, and amplifies DNA; prepares DNA for analysis on genetic analyzer and analyzes data.
- 25% +/- 10%
 - Documents and records observations and results of DNA analysis; reviews, analyzes, and compiles instrument data; performs statistical analysis; provide opinion and interpretation of results; uploads DNA profiles into the Combined DNA Index System (CODIS), the national DNA database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

Forensic Scientist 3 – DNA

5%+/- 2%

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

15%+/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, or a related field with a coursework in Molecular Biology, Biochemistry, Population Genetics and Bio-Statistics and five (5) years of forensic DNA analysis experience; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, analytical balance, infrared viewer, UV cross linker, centrifuges, vortex, heat blocks, thermometers, timers, pipettes, and camera.
- Ability to stand for a prolonged period of time and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

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

Mathematical Ability

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

Forensic Scientist 3 – DNA

- Ability to comprehend a variety of informational documents including serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS confirmation letters, CODIS data and reports, requests for information, subpoenas, billing invoices, autopsy reports, supply order requests, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, DNA case records, laboratory notes and forms, forms, charts, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053625	HRIS Administrator	Human Resources	Exempt	14B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053631	HRIS Administrator	Human Resources	Exempt	11B

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised according to Department's request to accommodate changes due to ERP implementation. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated. Classification went from a PG 14B to a PG 11B. Classification Number changed from 1053625 to 1053631 to reflect removal from payroll series.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Department of Human Resources
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Fiscal Impact:	PG 14B: \$69,201.60 – \$96,907.20 PG 11B: \$58,136.00 - \$81,348.80 Employee falls within the pay grade. Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dan Krantz, Intern	07/19/2018	Email	Classification Revision Request
Douglas Dykes, Chief Talent Officer	7/17/2018	Email	Review of Class Spec Draft
Kelli Neale, HR	7/17/2018	Email	Copied on Communications
Rhonda Caldwell, Compensation Manager	7/17/2018	Email	Copied on Communications
Jim Battigaglia, Consultant	7/19/2018	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	11B
Dept:	Human Resources		

Classification Function

The purpose of this classification is to be a strategic resource and subject matter expert on the Human Resource Information System (HRIS) and to develop the HRIS to meet the functional needs of the County.

Distinguishing Characteristics

This is a journey-level classification that is responsible for serving as a strategic resource on HRIS projects, functions, and issues as well as developing the system to meet the functional needs of the County. This class works under direction of the Chief Talent Officer and collaborates closely with the County Information Technology (IT) department. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%

• Performs analyses and tests HRIS computer system modules in functional areas including compensation, payroll, benefits, and training; integrates, tests, and produces queries and reports for HRIS modules throughout the County; performs audits to confirm accuracy and integrity of data collection; coordinates data cleanup.
- 20% +/- 10%

• Coordinates with the County IT Department's Enterprise Resource Planning (ERP) team for changes and improvements to the architecture, infrastructure, and interface development of the HRIS; coordinates system testing with IT for ongoing system updates and patches; analyzes Human Resource (HR) needs throughout the County for potential configuration changes; investigates innovative ways to improve the process of delivering solutions to HRIS users.
- 15% +/- 5%

• Oversees user experience for the HRIS; monitors system adoption; collects and analyzes system user feedback; determines interfaces to maximize usability; facilitates and ensures the development of processes, tools, support materials, and trainings to maximize user system adoption.
- 10% +/- 5%

• Provides various HRIS support services; responds to HR related system questions, errors, and malfunctions; troubleshoots system issues; provides maintenance and as-needed configuration changes and testing to system.

HRIS Administrator

5% +/- 2%

- Works in tandem with HR management to develop strategies and objectives for HRIS applications that are in alignment with department functional strategies and goals; acts as resource in the planning of HRIS system enhancements; collaborates with HR management to generate work plans and make recommendations for addressing business concerns within various HR functional areas.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as functional lead on special projects including upgrade of systems and applications; leads and participates in meetings and trainings regarding HRIS and Human Resource initiatives.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in computer information systems, software development, or human resources with four (4) years of human resource information systems 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, copier, fax machine, and calculator.

Physical Requirements

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including process flow charts, personnel records, payroll records, time sheets, benefits records, talent acquisition reports, HR reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, Benefits Manual, collective bargaining agreements, Human Resource laws and regulations, and County personnel policies and procedures manuals.

HRIS Administrator

- Ability to prepare ERP and HRIS Queries, HRIS reports, process flow charts, payroll records, timesheets, benefits records, project proposals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and software development terminology and language.
- Ability to communicate with senior HR management, management from external departments, IT department personnel, other County employees, and consultants.

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
1053624	Payroll Administrator	All Departments	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053621	Time and Attendance Administrator	Human Resources	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Revision request from HR. The revisions are needed by the department because the HRIS Administrator is being revised and this classification's duties will change. The title changed (Payroll Administrator to Time and Attendance Administrator) as well as the department changed from all departments to HR. The classification number changed from 1053624 to 1053621.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 11: \$53,372.80 – \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
Human Resources and Management Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, Program Officer 4 Pat Smock, HR Director of Employee Services

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Time and Attendance Administrator	Class Number:	1053621
FLSA:	Exempt	Pay Grade:	11A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to administer, coordinate, prepare, and audit time and attendance and accumulated leave balances for County agencies using the countywide Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This is an advanced journey-level position that is responsible for the day-to-day administration of employee time and attendance information for the County. Incumbents work under general supervision and within a framework of established regulations, policies, and procedures. Employees in this position are expected to work with a high degree of independence, judgment, and initiative and serves as a lead worker for the HR Associates and Senior HR Associates.

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%

• Coordinates and prepares payroll and accumulated leave balances in County agencies using the countywide human resource ERP system; serves as a lead worker to HR Associates and Senior HR Associates; ensures accuracy of master payroll files for agencies' ERP; ensures accuracy of agencies' payroll information including name and address changes, deductions, and withholdings; validates payroll register and communicates any revisions to the Fiscal Office; ensures accuracy of agency's employee accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to agency employees on a bi-weekly basis; supports processing of various exceptions and manual payroll checks; balances and transmits final gross time and attendance file to Fiscal Office; serves as liaison to the County Fiscal Office; performs various duties related to time and attendance including tax deductions, child support, and court vouchers.
- 25% +/- 10%

• Participates in audits and ensures accuracy and integrity of all time and attendance data; audits changes to time and attendance data including tax updates, deductions, and garnishments; oversees and identifies data inputting issues with the County's workforce management/time collection system and makes adjustments as necessary; oversees compliance with statutory reporting and filing requirements and ensures employee adherence to reporting requirements and County procedures; works with manager to perform and submit audits requested by internal and state auditors and other regulatory bodies; gathers, organizes, and analyzes responses and data; prepares and submits audit reports.
- 20% +/- 10%

• Researches and resolves questions from managers and employees related to the processing of time and attendance information; analyzes and solves issues regarding accruals, banking, garnishments, employment verification, retroactive pay calculations, and other changes.

Time and Attendance Administrator

20% +/- 10%

- Creates, analyzes, and distributes various management and statistical reports, statements, and summaries related to time and attendance; prepares reports related to unemployment claims, vacation, and bonus calculations; sets up tables for all payroll cycles; writes and edits desktop procedures; balances and transmits all payrolls; assists with the processing of manual payroll checks and year-end processing of W2s and 1095s.

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; assists with providing training, guidance, and development to lower-level employees on the Time and Attendance Team.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, finance, analytics, human resources, or related field with seven (7) years of time and attendance, payroll processing, or human resources 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, copier, and calculator.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to 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 time and attendance records, personnel records, withholding forms, Public Employees Retirement System (PERS) forms, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms, bargaining contracts, and other reports and records.

Time and Attendance Administrator

- Ability to comprehend a variety of reference books and manuals including Benefits Manual, collective bargaining agreements, personnel policy manuals, and HR laws and tax laws applicable to payroll.
- Ability to prepare time and attendance reports, transaction forms, deductions and other earnings forms, master payroll records, special projects reports, worker's compensation forms, PERS forms, unemployment forms, tax forms, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and human resources terminology and language.
- Ability to communicate with management, internal and State auditors, other County employees, union leadership, bank associates, and insurance carriers.

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053104	Manager Database Administration	All Departments	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	The classification is no longer administratively necessary. The duties of this classification have been redistributed to the Enterprise Data Architect IT Applications Administrator which is an unclassified position in the IT Dept.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager Database Administration	Class Number:	1053104
		Pay Grade:	15

Departments:	All departments
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Classification Function

The purpose of this classification is to supervise, coordinate and manage the operations and activities of the Database Analysis and Reorganization/Recovery Sections of all database and data systems. Employee exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. Also responsible for supervision of assigned staff.

Essential Job Functions

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

- Manages the services and activities of the department's database and data systems (e.g. assumes management responsibility for services and activities including database analysis, design and maintenance and data warehouse; develops strategic long and short term planning; manages projects; develops and maintains standards; determine type of security needed; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the department annual budget; participates in the forecasting of additional funds needed for staffing, equipment, materials and supplies).
- Supervises assigned staff and consultants (e.g. – prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline discharge, salary increases, transfers and promotions; reviews, administers, and monitors service contracts).
- Assists department management personnel (e.g. participates in the development of policies and procedures necessary to provide assigned services; furnishes planning information; interacts with department management staff to provide information regarding activities and problems; determines impact of new projects and ongoing activities as they apply to the department; investigates and analyzes project; collects pertinent documentation; defines requirements; identifies alternative solutions; makes appropriate recommendations; develops detailed work plans; provides guidance and leadership to team members; prepares timely status reports of current projects; ensures database integrity and efficiency towards optimum input/output rates and storage capacity; coordinates database and user profile images; investigates and corrects all processing improvements).
- Manages information technology projects (e.g. – develops and implements project plans; incorporates resources, materials, costs, target dates/schedules and time recording; defines requirements).
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department (e.g. – attends weekly meetings with supervisor; communicates with managers, coworkers, vendors, applicants and customers; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations).
- Responsible for a variety of software (e.g. – Job Control Language in order to process work files and solve problems; utilizes database, project management and word processing software; uses a variety of mainframe software to perform essential tasks).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or computer science with five years previous supervisory/management experience leading or managing projects and technical activities; demonstrated proficiency in Microsoft Sequel Server and/or Oracle; or any equivalent combination of training and experience.

Additional Requirements

This classification has no special requirements.

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

- Ability to operate a variety of automated office machines including personal computers, mainframe computer, printer, monitors, modems, calculator, copier, fax machine, typewriter, and telephone.

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 recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including hardware software specifications, source materials, data flow diagram charts, report layouts, requests for proposals, proposals, budgets, computer periodicals, time sheets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals including Novell, Microsoft Office and X-base and computer hardware manuals, Ohio Revised Code, Ohio Department of Jobs and Family Services manual and personnel policy manuals.
- Ability to prepare employee performance evaluations, disciplinary reports, 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.
- Ability to supervise and discipline, to advise directors and administrators, 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 effectively with directors, managers, supervisors, County Information Services Center employees, governmental agencies, other County employees, consultants and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County Classification Specification

1053104

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053512	Senior Purchasing Agent	All Departments	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	The duties of the Senior Purchasing Agent were combined with the new Purchasing Agent specification because there was little to no difference between the duties being performed by the current incumbents of the two different classifications. This classification is vacant and is no longer administratively necessary.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Purchasing Agent	Class Number:	1053512
		Pay Grade:	9

Departments:	All departments
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Classification Function

The purpose of this classification is to procure equipment, supplies, materials and services for biddable projects and to coordinate public auctions for surplus County property.

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.

- Procures equipment, supplies, materials and services for biddable projects (e.g.- prepares invitations to bid for department operating, service and construction contracts; prepares and analyzes product and services specifications and evaluations; compiles and evaluates bids; prepares award recommendations; conducts pre-bid conferences; presides at bid openings; solicits quotations for purchase of services, equipment and materials; confirms and expedites purchase orders; processes sole source purchases, field buyer requisitions and legal advertisements; may recommend purchasing and distribution procedures; monitors vendors performances).
- Coordinates public auctions for surplus County surplus property (e.g.- prepares requests for board action, auction notices, and legal advertisements; schedules inspections and auction dates; identifies vehicle number; arranges for title transfer for vehicles; records bids and back-up bids, deposits proceeds from auction; maintains records)
- Administers stockless office supply contract and computer paper and products contract.
- Prepares various records and documents related to procurement activities (e.g.- prepares vendor performance evaluations; writes routine directives, instructions or correspondence concerning purchasing activities; maintains vendor listing based upon vendor performance evaluations and identification of new vendors; monitors the County's purchasing activity with minority business enterprises, female business enterprises and disadvantaged business enterprises).
- Performs miscellaneous duties to support purchasing activities (e.g.- confers with vendors, manufacturers and distributors regarding delivery, prices and/or quantity of purchases; communicates with assigned divisions or departments regarding procurement needs; plans and develops special projects and reports; maintains inventory records and monitors funds availability; reviews market trends; interviews and meets with vendors; identifies new vendors; performs vendor site visits to determine ability to provide goods and services).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with two years of purchasing 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 typewriter, computer terminal, printer, calculator, copier and fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including purchase requisitions, product and specifications, requests for proposals, request for qualifications, invitation to bid, telephone quotation forms, bid tabulation forms, invoices, vendor performance evaluations, vendor listings, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contract manuals, vendor registers and the Ohio Revised Code.
- Ability to prepare vendor performance evaluations, bid specifications, contracts, requests for proposals, Board Action Requests, purchasing requisitions, telephone quote forms, bid tabulation sheets, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret procurement terminology and language.
- Ability to communicate with directors, managers, supervisors, other County employees, elected officials 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Manager, Time and Attendance	1053622	N/A	14A/Exempt	Human Resources	This is a new classification requested by Human Resources based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Senior Talent Acquisition & Employment Specialist	1053812	N/A	12A/Exempt	Human Resources	This is a new classification requested by Human Resources based on department need and reorganization of the division. The classification is needed to serve as a lead for the TA&E Specialists.
Tax Collection Manager	1055341	N/A	12A/Exempt	Treasurer	This is a new classification requested by the Treasury Department. The classification was written based on the needs of the department.
<u>REVISED</u>					
Senior Development Finance Analyst <i>(Economic & Community Development Program Specialist)</i>	1055232	12A/Exempt	13A/Exempt	Development	PRC routine maintenance. Classification last revised in 2005. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade has increased from PG 12 to PG 13.
Forensic Scientist 1 – DNA	1071221	10A/Exempt	10A/Exempt (No Change)	Medical Examiner's Office	Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.
Forensic Scientist 2 – DNA	1071222	11A/Exempt	11A/Exempt (No Change)	Medical Examiner's Office	Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade, class number, and FLSA status remained the same.
Forensic Scientist 3 – DNA	1071223	12A/Exempt	13A/Exempt	Medical Examiner's Office	Revisions request from MEO. The revisions were made to this classification to stay consistent with DNA series and the other Forensic Scientists series. The essential functions were revised to better reflect the classification's duties. The minimum qualifications were revised to include that the incumbent has to complete certain coursework, and this is based on a requirement in 'FBI Quality Assurance Standards for Forensic DNA Testing Laboratories'. The pay grade from a 12A up to a 13A.

HRIS Administrator	1053625	14B/Exempt	11B/Exempt	Human Resources	Classification was revised according to Department's request to accommodate changes due to ERP implementation. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated. Classification went from a PG 14B to a PG 11B. Classification Number changed from 1053625 to 1053631 to reflect removal from payroll series.
Payroll Administrator <i>(Time and Attendance Administrator1053621)</i>	1053624	11A/Exempt	11A/Exempt (No Change)	Human Resources	Revision request from HR. The revisions are needed by the department because the HRIS Administrator is being revised and this classification's duties will change. The title changed (Payroll Administrator to Time and Attendance Administrator) as well as the department changed from all departments to HR. The classification number changed from 1053624 to 1053621.
<u>DELETED</u>					
Manager Database Administration	1053104	15A/Exempt	N/A	All Departments	The classification is no longer administratively necessary. The duties of this classification have been redistributed to the Enterprise Data Architect IT Applications Administrator which is an unclassified position in the IT Dept.
Senior Purchasing Agent	1053512	9A/Exempt	N/A	All Departments	The duties of the Senior Purchasing Agent were combined with the new Purchasing Agent specification because there was little to no difference between the duties being performed by the current incumbents of the two different classifications. This classification is vacant and is no longer administratively necessary.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0052

Sponsored by: Councilmember Brown on behalf of Personnel Review Commission	A Resolution adopting various changes to Cuyahoga County Non-bargaining Salary Schedules A and B, 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 classified employees of the charter government, and pay ranges for each classification that are adopted by Council resolution; and,

WHEREAS, the Director of Human Resources submitted proposed changes to Cuyahoga County Non-bargaining Salary Schedules A and B to the Personnel Review Commission; and,

WHEREAS, on December 12, 2018 and February 6, 2019, the Personnel Review Commission met for their review of the salary schedules for non-bargaining employees (attached hereto as Payroll Schedule A and Payroll Schedule B), and recommend 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 County departments.

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

SECTION 1. That the Cuyahoga County Council hereby adopts various changes to Cuyahoga County Non-bargaining Salary Schedules A and B as attached hereto and incorporated herein.

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: February 26, 2019

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

Journal _____
_____, 20__



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

January 28, 2019

Cuyahoga County President Dan Brady
Chairwoman Shontel Brown (Human Resources,
Appointments and Equity Committee)
Cuyahoga County Council
2079 E. 9th Street
Cleveland, Ohio 44115

Dear President Brady and Chairwoman Brown,

At its December 2018 meeting, the Personnel Review Commission engaged in discussion with the County's Manager of Compensation, Rhonda Caldwell, regarding potential changes to the County's pay structure and practices for classified, non-bargaining employees. Ms. Caldwell was at the meeting to represent the Administration's request that the PRC consider two proposed compensation strategies for classified, non-bargaining unit employees. During her presentation, Ms. Caldwell made the following points:

- The County's previous practice of annually increasing non-bargaining employees' salaries at the same rate that the salary structure was increased had the net effect of keeping employees at the same step/place in the pay grade from year to year.
- Although the County took steps in 2018 to address individual salary inequities through county-wide pay equity adjustments for non-bargaining unit employees, the County has no other mechanism in its compensation practices to move people further into their pay grades. She stated the County may move to a merit-based system for such adjustments but doesn't expect that to occur for years.

On behalf of the PRC Commissioners, I am providing you with their position on these issues. The first change proposed by the Administration, which the PRC supports, is elimination of steps in the pay grades. This change will provide for increased management flexibility and discretion in initial hiring and promotion compensation decisions in the context of existing pay grades, thereby enhancing the County's ability to compete for talent. This change should be accompanied by transparent guidelines to govern these compensation decisions to ensure equity across the organization. This change also helps to reduce expectations that employees' salaries should necessarily increase as a result of staying in the same position year after year, without any formal assessment of performance.

The second proposed change is the retention of the current minimums and maximums while non-bargaining employees are granted a 2% wage increase. The PRC supports the retention of the current minimums and maximums for this year, *only* because it has carefully reviewed data that indicates the County's current pay rates for non-competitive positions, with the exception of IT rates, appear to be competitive. In 2019, the PRC intends to conduct salary surveys to examine comparable salaries for benchmark positions in the County's class plan and will share that information with Human Resources.

Cuyahoga County Personnel Review Commission
2429 Superior Viaduct, 2nd Floor • Cleveland, Ohio 44113 • (216) 698-2975 • Fax (216) 443-3694
www.prc.cuyahogacounty.us

The PRC does not support the County's representation that the general wage increase is a viable method in the County's Executive's organization for advancing non-bargaining unit employees through their pay grade, in part due to a review of the County's current pay practices which include:

- 1) Since 2015, the County approved increases for 87 of the approximately 1200 NBU employees for a variety of reasons provided on personnel agendas including such things as 'rate adjustment' or 'high performer' or 'agency request'; most of these increases ranged from 1% to 20%, with an average increase of 9%. The County indicated it has documentation to support these increases, but to date, a clear and transparent policy has not been adopted to support these adjustments.
- 2) While the County has negotiated 2% annual increases with many of its labor unions, this does not reflect the fact that additionally, many bargaining unit employees enjoy guaranteed step increases for the first few, or first several years they are in a union position. For example, a sampling of step increases in the AFSCME local 1746 contract reveals that on average, union employees can receive additional increases of 1-3%, netting a wage increase of 3-5% annually over the course of 4-8 years, once the annual increase and anniversary step increase goes into effect.

The PRC remains committed to ensuring pay equity for like positions as its responsibility is defined in the County Charter. As the County continues to compete for labor with an aging workforce, increased competition and skilled worker shortages, the PRC urges the County to adopt pay strategies that support recruitment and retention of high performers. Doing so will encourage bargaining unit members to seek out non-bargaining unit positions, many of which are managerial, and likely to be heavily impacted by the silver tsunami facing the County. With much attention being focused on pay equity issues around the country, the County will be best served by compensation practices that are clear, transparent and consistent with the merit and fitness-based system of employment so important to employees and stakeholders of Cuyahoga County.

Respectfully,



Rebecca Kopcienski, Director

cc: PRC Chairman Allen Boseman
PRC Commissioner Debbie Southerington
PRC Commissioner Thomas Colaluca
HR, A & E Vice-Chairman Mike Gallagher
HR, A & E Member Yvonne Conwell
HR, A & E Member Pernel Jones
HR, A & E Member Dale Miller
Councilwoman Nan Baker
Councilman Jack Schron
Councilwoman Sunny Simon
Councilwoman Cheryl Stephens
Councilman Scott Tuma
Council Chief of Staff Joseph Nanni
Council Clerk Jean Schmotzer
Director of Human Resources Douglas Dykes
Manager of Compensation Rhonda Caldwell

**Cuyahoga County
Payroll Schedule A
Effective**

Pay Grade	Hourly Minimum	Annual Minimum	Hourly Midpoint	Annual Midpoint	Hourly Maximum	Annual Maximum
1	\$11.45	\$23,816.00	\$13.75	\$28,600.00	\$16.05	\$33,384.00
2	\$12.89	\$26,811.20	\$15.47	\$32,167.20	\$18.04	\$37,523.20
3	\$14.31	\$29,764.80	\$17.17	\$35,713.60	\$20.03	\$41,662.40
4	\$15.72	\$32,697.60	\$18.87	\$39,249.60	\$22.02	\$45,801.60
5	\$17.16	\$35,692.80	\$20.58	\$42,806.40	\$24.00	\$49,920.00
6	\$18.57	\$38,625.60	\$22.29	\$46,363.20	\$26.01	\$54,100.80
7	\$19.99	\$41,579.20	\$24.00	\$49,909.60	\$28.00	\$58,240.00
8	\$21.41	\$44,532.80	\$25.69	\$53,435.20	\$29.97	\$62,337.60
9	\$22.84	\$47,507.20	\$27.40	\$56,992.00	\$31.96	\$66,476.80
10	\$24.27	\$50,481.60	\$29.12	\$60,569.60	\$33.97	\$70,657.60
11	\$25.66	\$53,372.80	\$30.81	\$64,084.80	\$35.96	\$74,796.80
12	\$27.10	\$56,368.00	\$32.52	\$67,641.60	\$37.94	\$78,915.20
13	\$28.53	\$59,342.40	\$34.23	\$71,198.40	\$39.93	\$83,054.40
14	\$29.94	\$62,275.20	\$35.93	\$74,734.40	\$41.92	\$87,193.60
15	\$32.07	\$66,705.60	\$38.49	\$80,048.80	\$44.90	\$93,392.00
16	\$34.92	\$72,633.60	\$41.90	\$87,152.00	\$48.88	\$101,670.40
17	\$37.77	\$78,561.60	\$45.32	\$94,265.60	\$52.87	\$109,969.60
18	\$40.61	\$84,468.80	\$48.72	\$101,337.60	\$56.83	\$118,206.40
19	\$43.45	\$90,376.00	\$52.14	\$108,440.80	\$60.82	\$126,505.60
20	\$46.29	\$96,283.20	\$55.55	\$115,544.00	\$64.81	\$134,804.80
21	\$49.13	\$102,190.40	\$58.96	\$122,636.80	\$68.79	\$143,083.20
22	\$51.98	\$108,118.40	\$62.38	\$129,740.00	\$72.77	\$151,361.60
23	\$54.80	\$113,984.00	\$65.78	\$136,822.40	\$76.76	\$159,660.80
24	\$57.67	\$119,953.60	\$69.20	\$143,925.60	\$80.72	\$167,897.60
25	\$60.50	\$125,840.00	\$72.61	\$151,018.40	\$84.71	\$176,196.80
26	\$63.35	\$131,768.00	\$76.02	\$158,111.20	\$88.68	\$184,454.40
27	\$66.20	\$137,696.00	\$79.44	\$165,224.80	\$92.67	\$192,753.60
28	\$69.04	\$143,603.20	\$82.85	\$172,317.60	\$96.65	\$201,032.00
29	\$71.88	\$149,510.40	\$86.26	\$179,410.40	\$100.63	\$209,310.40
30	\$74.73	\$155,438.40	\$89.67	\$186,513.60	\$104.61	\$217,588.80

**Cuyahoga County
Payroll Schedule B
Effective**

Pay Grade	Hourly Minimum	Annual Minimum	Hourly Midpoint	Annual Midpoint	Hourly Maximum	Annual Maximum
1	\$10.13	\$21,070.40	\$12.16	\$25,292.80	\$14.19	\$29,515.20
2	\$11.91	\$24,772.80	\$14.30	\$29,733.60	\$16.68	\$34,694.40
3	\$13.70	\$28,496.00	\$16.44	\$34,195.20	\$19.18	\$39,894.40
4	\$15.48	\$32,198.40	\$18.58	\$38,646.40	\$21.68	\$45,094.40
5	\$17.26	\$35,900.80	\$20.71	\$43,076.80	\$24.16	\$50,252.80
6	\$19.03	\$39,582.40	\$22.84	\$47,496.80	\$26.64	\$55,411.20
7	\$20.81	\$43,284.80	\$24.98	\$51,958.40	\$29.15	\$60,632.00
8	\$22.60	\$47,008.00	\$27.12	\$56,409.60	\$31.64	\$65,811.20
9	\$24.38	\$50,710.40	\$29.26	\$60,850.40	\$34.13	\$70,990.40
10	\$26.14	\$54,371.20	\$31.38	\$65,260.00	\$36.61	\$76,148.80
11	\$27.95	\$58,136.00	\$33.53	\$69,742.40	\$39.11	\$81,348.80
12	\$29.71	\$61,796.80	\$35.66	\$74,162.40	\$41.60	\$86,528.00
13	\$31.50	\$65,520.00	\$37.79	\$78,603.20	\$44.08	\$91,686.40
14	\$33.27	\$69,201.60	\$39.93	\$83,054.40	\$46.59	\$96,907.20
15	\$35.06	\$72,924.80	\$42.07	\$87,505.60	\$49.08	\$102,086.40
16	\$36.83	\$76,606.40	\$44.20	\$91,925.60	\$51.56	\$107,244.80
17	\$38.61	\$80,308.80	\$46.34	\$96,376.80	\$54.06	\$112,444.80
18	\$40.40	\$84,032.00	\$48.49	\$100,848.80	\$56.57	\$117,665.60
19	\$42.19	\$87,755.20	\$50.62	\$105,289.60	\$59.05	\$122,824.00
20	\$43.94	\$91,395.20	\$52.74	\$109,699.20	\$61.54	\$128,003.20
21	\$46.63	\$96,990.40	\$55.96	\$116,396.80	\$65.29	\$135,803.20
22	\$50.18	\$104,374.40	\$60.22	\$125,257.60	\$70.26	\$146,140.80
23	\$53.73	\$111,758.40	\$64.49	\$134,139.20	\$75.25	\$156,520.00
24	\$57.30	\$119,184.00	\$68.76	\$143,010.40	\$80.21	\$166,836.80
25	\$60.86	\$126,588.80	\$73.04	\$151,912.80	\$85.21	\$177,236.80

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0056

Sponsored by: Cuyahoga County Budish	A Resolution confirming the County Executive’s reappointment of Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 2/28/2022 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and

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

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

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

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

WHEREAS, the County Executive has nominated Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 2/28/2022; 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. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 2/28/2022.

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 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

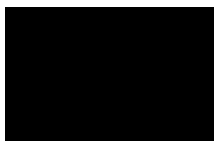
Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2019

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

Journal _____
_____, 20__



IMMIGRATION EXPERIENCE

Nicola, Gudbranson & Cooper, LLC: Partner (2017- present)

Practicing in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Rosner, Ortman & Moss Partners: Associate (1999-2004), Partner (2005-2017)

Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Karen Gabriel Moss LPA Co. (Attorney) and Karen K. Meade & Associates Co. LPA (Of Counsel) (1996-1999): Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Margaret Wong & Associates: (Associate) (1994-1996). Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Cleveland-Marshall College of Law, Adjunct Instructor (2001): Taught Immigration and Nationality Law course.

Licensed to practice in Ohio and United States District Court, Northern District.

PROFESSIONAL HONORS & ORGANIZATIONS:

2009-2018 *Cleveland's Best Lawyers* in Immigration Law: selected by peers.

2016 *Cleveland's Lawyer of the Year* in Immigration Law: *Cleveland's Best Lawyers*, selected by peers.

AILA (American Immigration Lawyers Association): Member, National Department of Labor (DOL) Liaison Committee, Liaison to Cleveland USCIS, Past liaison to the Department of Labor for the state of Ohio; National mentor in Labor Certification; AILF (American Immigration Law Foundation) Past Ambassador; and Speaker at local and regional CLE conferences.

EDUCATION

Miami University, Oxford, Ohio: B.A. in Political Science (1984).

IIT Chicago Kent College of Law, Chicago, Illinois; J.D. (1989).

BOARD EXPERIENCE

Greater Cleveland Regional Transit Authority, Member, Board of Trustees (2011 -present).

Current committees:

Chair: Audit, Safety, Compliance & Real Estate Committee

Chair: Ad Hoc GM Search Committee

Member: Operational Planning & Infrastructure Committee

Member: Ad Hoc ByLaws Review Committee

Assessment Equalization Board to Counsel of the City of Cleveland (2010 & 2011)

Tremont West Development Corporation, Board of Trustees (2005-2011); Served as Vice President, Nominations Chair and Finance Committee member.

Merrick Settlement House, Board of Trustees (1994-2000); Secretary (1999-2000).

Women's Political Caucus, Board of Trustee (1993-1997).

Women's Community Foundation (1997).

Personal: Have lived in the Tremont neighborhood of Cleveland since 1989 with husband, John Moss and 21 year old daughter who took the RTA to school.