



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
MONDAY, JULY 1, 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 JUNE 18, 2019 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2019-0135: A Resolution confirming the County Executive's appointment of Anthony G. Tavrell to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective.
 - b) R2019-0143: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - c) R2019-0148: A Resolution confirming the County Executive's appointment of Susan Infeld to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/1/2021, and declaring the necessity that this Resolution become immediately effective.
- 6. MISCELLANEOUS BUSINESS**

7. ADJOURNMENT

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 18, 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 10:06 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 JUNE 4, 2019 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the June 4, 2019 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2019-0135: A Resolution confirming the County Executive's appointment of Anthony G. Tavrell to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective.

Ms. Michele Pomerantz, Director of Regional Collaboration addressed the Committee regarding Resolution No. R2019-0135. Discussion ensued.

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

There was no further legislative action taken on Resolution No. R2019-0135.

- b) R2019-0136: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i. Appointment for an unexpired term ending 6/30/2020:
 - a) Harriet Applegate
 - ii. Reappointments for the term 7/1/2019 - 6/30/2022:
 - a) Theodore N. Carter
 - b) Ethan S. Karp

Ms. Pomerantz addressed the Committee regarding Resolution No. R2019-0136. Discussion ensued.

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

Ms. Harriet Applegate, Mr. Theodore N. Carter and Mr. Ethan S. Karp addressed the Committee regarding their nomination to serve on the City of Cleveland/Cuyahoga County Workforce Development Board. Discussion ensued.

Committee members asked questions of Ms. Applegate, Mr. Carter and Mr. Karp 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. R2019-0136 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:44 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0135

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Anthony G. Tavrell to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/1/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three-year terms; 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 Anthony G. Tavrell (replacing Tania Menesse) to serve on the CCCIC’s Board of Trustees for an unexpired term ending 1/1/2022.

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



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

May 31, 2019

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

Re: Cuyahoga County Community Improvement Corporation (CCCIC)

Dear President Brady:

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Anthony G. Tavrell, 3-year term: 01/02/2019 - 01/01/2022 (replacing Tania Menesse)**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

I have attached a copy of the nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied for this position.

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

Sincerely,

Armond Budish
Cuyahoga County Executive

ANTHONY G. TAVRELL

SUMMARY

A seasoned Commercial Real Estate finance professional with 15 years of commercial banking experience and a proven track record in business development, relationship management and credit acumen. Builds strong relationships with clients and internal partners to effectively deliver capital solutions and complementary banking products to clients.

EDUCATION

University of Akron – Akron, Ohio

College of Business Administration
Bachelor of Science: Financial Management

Graduated December 2003

PROFESSIONAL EXPERIENCE

KeyBank Real Estate Capital – Cleveland, Ohio

Senior Vice President – Senior Banker
Income Property Group

December 2016 – Present

- KeyBank Real Estate Capital is a division of super regional bank KeyCorp (NYSE: KEY)
- Provide financing solutions to privately-held owners, developers, equity funds, REITs and family offices
- Responsible for deal sourcing, underwriting/structuring, credit presentation and document negotiation
- Property types include multifamily housing, student housing, affordable housing, retail, office, mixed-use, industrial, medical office, hospitality and self-storage properties located across the United States
- Interim financing solutions include lines of credit, acquisition/bridge, construction and mini-perm loans
- Permanent financing solutions include Fannie Mae, Freddie Mac, FHA/HUD, CMBS and Life Company
- Annual production of over \$250 million in new commitments

Fifth Third Bank – Cleveland, Ohio

Vice President – Senior Relationship Manager
Commercial Real Estate

July 2012 – November 2016

- Responsible for managing and growing a loan portfolio with emphasis on cross-sell of bank products and services
- Loan types included construction, acquisition/bridge, mini-perm and specialized line of credit facilities
- Property types included multifamily, retail, industrial, office and hospitality located across the United States
- Portfolio averaged over \$300 million with annual production of \$100 million in new commitments
- Consistently ranked in the top 5 relationship managers based on production and scorecard metrics
- 2015 President's Circle Award – highest Bancorp recognition

Vice President – Director
Special Assets Group – Commercial Real Estate

May 2009 – June 2012

- Recruited by the head of commercial banking to assist with the bank's growing distressed loan portfolio
- Responsible for developing/implementing workout strategies, negotiations, restructuring and asset dispositions
- Handled over \$500 million of criticized loans representing various property types located across the United States
- Consistently ranked in the top 5 relationship managers based on performance measures and collections

Assistant Vice President – Relationship Manager
Commercial Real Estate

May 2004 – April 2009

- Commercial Associate Program class of 2004. Twelve month rotation through Credit, Business Lending and CRE
- Promoted to relationship manager within twelve months. Averaged new loan production of \$40MM annually

AFFILIATIONS

- International Council of Shopping Centers (ICSC)
- Urban Land Institute (ULI) Cleveland
- NAIOP Northern Ohio Chapter
- Cuyahoga County Board of Developmental Disabilities
- Downtown Cleveland Alliance (DCA) – Real Estate Lending Advisory Group

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0143

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 June 7, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Corrections Officer Lieutenant*
Number: 1025321
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Budget and Management Analyst (Budget and Planning Administrator)*
Class Number: 1052211
Pay Grade: 14A/Exempt
* Classification was revised at the request of the Office of Budget and Management. Essential functions were revised to include changes due to ERP implementation and department restructuring. Minimum experience was updated from three (3) to five (5) years, supervisory duties were eliminated; pay grade increased from PG13 to PG14. Title changed from Budget and Management Analyst to Budget and Planning Administrator.

Exhibit C: Class Title: *HRIS Administrator*
Class Number: 1053631
Pay Grade: 14B/Exempt
* Department requested revision. Essential job functions, supervisory responsibilities, and minimum training and experience were updated. Pay grade increased from an 11B to a 14B.

Exhibit D: Class Title: *Volunteer Coordinator*
Class Number: 1022421
Pay Grade: 7A/Non-Exempt (No change)
* Classification revised at request of HR. The position was revised to make language more general and open the position up to all departments.

Proposed Deleted Classifications:

Exhibit E: Class Title: *Assistant Director*
Class Number: 1051311
Pay Grade: 17A/Exempt
*There have not been any Incumbents in the classification for some the duties performed by this specification have been redistributed to other classifications in the department. Also, the County administration has been utilizing Unclassified Deputy Directors in lieu of this classification.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Officer Lieutenant	Class Number:	1025321
FLSA:	Exempt	Pay Grade:	11A
Dept:	Sheriff's Office	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under general direction of Associate Wardens, Wardens, and the Administrator of Corrections. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety & security measures for detention of adult felons.

Essential Job Functions

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

- 55% +/- 10%
 - Supervises subordinate staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and schedules work; observes and evaluates the adherence of subordinate personnel to department rules and regulations; assists in assessment and development of personnel needs and requirements; assists in establishing training goals and objectives for corrections personnel; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; arbitrates differences between subordinate personnel; conducts investigations into employee misconduct; recommends hiring, promotions, discharges, and disciplinary actions.
- 20% +/- 10%
 - Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached.
- 25% +/- 10%
 - Serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversee and conducts inspections and studies of corrections operations as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two years of experience as a Correction Sergeant; or any equivalent combination of training and experience.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of safety/security and law enforcement tools and equipment such as a jail management system and computer database.
- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Supervisory Responsibilities

- Ability to schedule, 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 prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, and media requests.

Corrections Lieutenant

- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets 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 management, subordinates, inmates, Metrohealth staff, consultants, vendors, and with a variety of individuals within and outside the department.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget and Planning Administrator	Class Number:	1052211
FLSA:	Exempt	Pay Grade:	14A
Dept:	Office of Budget and Management	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to synthesize quantitative financial data with qualitative policy and program data in order to assist agencies with budget development, identify budget and program solutions, and assure effective fiscal planning and administration.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities including budget planning, forecasting, financial analysis, performance management and benchmarking, policy analysis, and legislative analysis in the Budget and Management Division of the Fiscal Office. This class works under general direction from the OBM Manager and requires the analysis and monitoring of financial, operational, administrative and management problems related to operations and activities within their assigned departments and agencies. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 25% +/- 10%
- Develops, prepares, and monitors budget of assigned departments and agencies; communicates with departments and agencies regarding budgets and changes in revenues and expenditures; facilitates and coordinates interactions between agencies, elected officials and the administration on accounting, procurement, hiring, information technology, and facility maintenance issues; coordinates with agencies to develop program ideas into budget requests and analyzes implications on program goals and County resources; monitors and approves expenditures to ensure compliance with budget; prepares budget revisions; addresses budget variances; communicates budget decisions made by the Executive and Council to assigned departments and agencies; works with agencies to find solutions for conflicts with budget decisions.

- 25% +/- 10%
- Oversees budget reviews utilizing specialized performance management data, including County investments, economic development and lending, debt management, legislative analysis and interpretation, capital projects management and long-term planning, information technology project financial plans and activity, employee health insurance and benefits data; monitors debt service funds and external bank accounts and conducts analysis and projection; prepares, processes, and evaluates County revenues; plans, prepares, and processes County debt portfolio and obligations; provides cost benefit analyses to evaluate options and measure investment results; conducts legal research to maximize resources and identify financing options; provides legislative updates on state and local law changes with policy and fiscal analysis; reviews and interprets actuarial analyses of health insurance and workers' compensation data.

Budget and Planning Administrator

20% +/- 10%

- Evaluates department and agency fiscal activities; conducts expenditure and revenue forecasts by fund and department; makes recommendations to County fiscal policy and procedures based on information from forecasts; provides information to elected officials and management on availability of resources and financial sustainability.

10% +/- 5%

- Approves and/or processes various fiscal actions for assigned departments; prepares and processes original appropriations for categorical grants, all funds, and any other special program or project; processes sub-fund or various index code financial requests; processes appropriation transfers and adjustments with Council approval; processes operating and residual fund transfers with Council approval; updates various department/agency payroll projections; identifies and processes fund deposits; coordinates consolidation activities with other offices and documents the transition; processes adjustments in budgeting software.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison for the Fiscal Office; serves as an OBM representative on committees; collaborates with Financial Reporting to manage operating budgets, capital budgets, grants, revenue, expenditure, and cash transfers.

10% +/- 5%

- Provides financial/operational impact analyses on funding requests from the agencies/departments, elected officials, or outside agencies; makes recommendations on whether to provide funding; identifies opportunities to reduce spending; identifies and implements opportunities for process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting or a related field and five (5) years of budget management, financial analysis, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Budget and Planning Administrator

Language Ability & Interpersonal Communication

- Ability to perform mid-high level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Ability to use business analytics software to create reports. 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 FAMIS reports and general ledgers, payroll registers, agency caseload reports, newsletters, agendas, State budget reports, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including the OBM policy manual, Personnel Policies and Procedures Manual, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, and general accounting standards and procedures.
- Ability to prepare quarterly expenditure and revenue projections, biweekly payroll projections, expense and budget adjustments, budget reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and relevant legal terminology and language.
- Ability to communicate with management, supervisor, coworkers, State and Federal budget staff, external consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Volunteer Coordinator	Class Number:	1022421
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All Departments	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to develop and implement all aspects of a volunteer service program, oversee and coordinate volunteers, promote public awareness of assigned County department, and seek donations and sponsorships.

Distinguishing Characteristics

This is an entry-level classification responsible for overseeing and coordinating the volunteer service program for an assigned department. This class works under general supervision and is responsible for supervision of volunteers. Employees ensure adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Develops and implements all aspects of a volunteer program for a County department; assesses volunteer needs; develops and implements volunteer recruitment plan; develops promotional campaigns to increase the number of volunteers; collects and analyzes statistics on volunteers to improve volunteer program; prepares reports on the nature, extent, and value of volunteer services; serves as a liaison between administration, staff, and volunteers.

- 30% +/- 10%
- Plans and coordinates events to increase public awareness, generate funds, and increase public support for programs; networks with businesses, celebrities, and the general public to generate funds and sponsorships; assists in maintaining program website and volunteer social media pages; assists in development and implementation of public service announcements, advertising, outreach tables, and displays; assists in design and distribution of literature; makes public and media appearances for communicating the department's policies, mission, needs, and volunteer opportunities; seeks to increase financial support through multiple avenues including donations, sponsorships, grants, etc.; develops and maintains relationships with partnering organizations.

- 30% +/- 10%
- Oversees and coordinates the work of volunteers; conducts orientation and training for new volunteers; assigns work and reviews completed work assignments; provides support and direction to volunteers.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; prepares and maintains volunteer training manuals; assists with organizing, creating, and updating records and resource inventory; may assist with overseeing expenditure of donations; may assist with forecasting needed funds for volunteer program.

Volunteer Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in business, marketing, public relations, or related degree and two (2) years of event coordinator, volunteer recruitment, or related experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for prolonged periods of time, bend, twist, and push, pull and lift up 50 pounds with or without assistance.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, calculate 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 weekly, monthly, and annual reports, volunteer applications, statistical reports, waivers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department specific manuals and guidelines, timesheets, Ohio Revised Code, and training manuals.
- Ability to prepare correspondence, event sheets, sponsorship lists, volunteer hours, volunteer reports, weekly newsletter, work schedules, pamphlets, flyers, brochures, public service announcements, trip documentation, department activity reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Volunteer Coordinator

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with media personnel, supervisor, co-workers, volunteers, external vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in environments specific to assignment (e.g. animal shelter, etc.).
- Work may involve exposure to environmental variables specific to work assignment (e.g. animals, strong odors, noise extremes, wetness, humidity, weather extremes, temperature extremes, diseases, and bodily fluids).

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	14B
Dept:	Human Resources	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is to provide both strategic and tactical leadership on Human Resources technology ensuring enablement and alignment with the broader business, Human Resource, and Information Technology initiatives.

Distinguishing Characteristics

This is a journey-level classification that is responsible for leading Human Resource Information System projects 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 department. Incumbents possess a solid understanding of application configuration, query, and report creation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Enterprise Resource Planning systems, Human Resources, and business processes.

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.

- Leads in the overall creation of strategy, design, implementation, communication, delivery, and administration of Human Resource (HR)-related systems, solutions, and business analytics; provides strategic, functional, and technical leadership to drive the planning, development, implementation, and adoption of HR processes and tools; partners with HR staff and management and collaborates with Information Technology (IT) to ensure all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements, providing on-going escalated support of HR tools, ensuring functional governance of HR systems technology, and driving analytics/data reporting.
20% +/- 10%
- Collaborates with and acts as liaison to the County IT Department's Enterprise Resource Planning (ERP) team for changes and improvements to the architecture, infrastructure, and interface development of the Human Resource Information System (HRIS); ensures delivery, documentation, and escalated support of organizational process configuration and integration/interfaces for both new functionality and enhancements; coordinates system testing with IT for ongoing system updates and patches; analyzes HR needs throughout the County for potential configuration changes; investigates innovative ways to improve the process of delivering solutions to HRIS users; delivers appropriate quality control over HR system including maintenance of test scenarios and appropriate execution of testing for various changes.
15% +/- 5%

HRIS Administrator

15% +/- 5%

- Determines how to innovate through automation, process improvement and systems enhancements, while focusing on improved efficiencies and continuous improvement; collaborates with HR management to generate work plans and make recommendations for addressing business concerns within various HR functional areas.

10% +/- 5%

- Provides various HRIS support services; leads the design efforts for report and query needs within HR; integrates, tests, and designs queries and reports for implementation; responds to HR related system questions, errors, and malfunctions; troubleshoots system issues; provides maintenance and as-needed configuration changes and testing to system.

10% +/- 5%

- Performs analyses and tests HRIS computer system modules in functional areas including compensation, payroll, benefits, and training; performs troubleshooting, critical analysis and issue escalation to meet business needs and timelines; designs mechanism to perform audits to confirm accuracy and integrity of data; leads system data cleanup efforts.

10% +/- 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; engages HR team members to ensure the appropriate change management plans are in place to support new, enhanced technology or functionality; provides necessary training to end-users to increase their effectiveness and ability to use HR systems and tools.

10% +/- 5%

- May serve as lead worker over other HR staff; may review work of other HR staff.

10% +/- 5%

- 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

- Bachelor's degree in computer information systems, software development, business administration or human resources with four (4) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and/or talent management (Human Resource Information Systems (HRIS)) Modules; 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.

HRIS Administrator

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires the management 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.
- 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, computer software manuals, hardware manuals, Benefits Manual, collective bargaining agreements, Human Resource laws and regulations, Ohio Revised Code and County personnel policies and procedures manuals.
- Ability to prepare ERP and HRIS Queries, HRIS reports, process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, 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.
- Ability to advise and train others on application standards and other system and HRIS business related changes.
- Ability to use and interpret human resources and software development terminology and language.
- Ability to communicate effectively 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.

- 30% +/- 10%
- Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.

- 15% +/- 10%
- May manage special projects and keep director apprised of project progress and conclusion.

- 15% +/- 10%
- Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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



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

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

DATE: June 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 June 5, 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
Corrections Lieutenant	1025321	11A/Exempt	Sheriff's Department

PROPOSED REVISED CLASSIFICATIONS

Classification Title, (Revised Title) & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Budget and Management Analyst 1052211 (<i>Budget and Planning Administrator</i>)	13A/Exempt	14A/Exempt	Fiscal (Office of Budget and Management)
Volunteer Coordinator 1022421	7A/Exempt	7A/Exempt (No Change)	Public Works
HRIS Administrator 1053631	11B/Exempt	14B/Exempt	Human Resources

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Assistant Director	1051311	17A/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
1025321	Corrections Officer Lieutenant	Sheriff's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sherriff'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:	Position to be filled once classification is active.
PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, HR	3/27/2019	E-mail	Discussion
Hadiya Butler, HR	3/29/2019	E-mail	Received 1 st CPQ
	4/2/2019	E-mail	Sent Draft Spec.
	4/16/2019	E-mail	Follow-up
	5/14/2019	E-mail	Sent Final Draft
Associate Warden Philip Christopher	4/16/2019	Phone	Follow-up
	5/1/2019	E-mail	Received updated CPQ
	5/2/2019	E-mail	Sent revised Draft
	5/2/2019	E-mail	Follow-up questions
	5/7-9/2019	E-mail	Responded

	5/14/2019	E-mail	Sent Final Draft
Jim Battigaglia, Archer Consultant	5/21/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Officer Lieutenant	Class Number:	1025321
FLSA:	Exempt	Pay Grade:	11A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under general direction of Associate Wardens, Wardens, and the Administrator of Corrections. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety & security measures for detention of adult felons.

Essential Job Functions

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

- 55% +/- 10%
 - Supervises subordinate staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and schedules work; observes and evaluates the adherence of subordinate personnel to department rules and regulations; assists in assessment and development of personnel needs and requirements; assists in establishing training goals and objectives for corrections personnel; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; arbitrates differences between subordinate personnel; conducts investigations into employee misconduct; recommends hiring, promotions, discharges, and disciplinary actions.
- 20% +/- 10%
 - Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached.
- 25% +/- 10%
 - Serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversee and conducts inspections and studies of corrections operations as directed.

Corrections Lieutenant

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two years of experience as a Correction Sergeant; or any equivalent combination of training and experience.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of safety/security and law enforcement tools and equipment such as a jail management system and computer database.
- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Supervisory Responsibilities

- Ability to schedule, 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 prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, and media requests.

Corrections Lieutenant

- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets 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 management, subordinates, inmates, Metrohealth staff, consultants, vendors, and with a variety of individuals within and outside the department.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052211	Budget and Management Analyst	Fiscal-OBM	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052211	Budget and Planning Administrator	Fiscal-OBM	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised at the request of the Office of Budget and Management. Essential functions were revised to include changes due to ERP implementation and department restructuring. Minimum experience was updated from three (3) to five (5) years, supervisory duties were eliminated; pay grade increased from PG13 to PG14. Title changed from Budget and Management Analyst to Budget and Planning Administrator.
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No. of Employees Affected:	Seven (7)
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Dept.(s) Affected:	Office of Budget and Management
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Fiscal Impact:	PG 13: \$59,342.40 – \$83,054.40 PG 14: \$62,275.20 – \$87,193.60 All employees' salaries fall within the new paygrade recommendation. 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>
Maggie Keenan, OBM Director	9/17/2018	Email	Questions to SME
	9/28/2018	Email	Questions to SME
	10/2/2018	Email	Draft sent to the SME
	10/11/2018	Email	Questions to SME
	12/14/2019	Phone Conversation	Clarification Regarding Position Duties and PG
	3/27/2019	Email	Follow Up
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Initial Request for Pay Grade Evaluation
	4/8/2019	Email	Request for Pay Grade Evaluation after Revision
	4/22/2019	Email	Reminder for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget and Planning Administrator	Class Number:	1052211
FLSA:	Exempt	Pay Grade:	14A
Dept:	Office of Budget and Management		

Classification Function

The purpose of this classification is to synthesize quantitative financial data with qualitative policy and program data in order to assist agencies with budget development, identify budget and program solutions, and assure effective fiscal planning and administration.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities including budget planning, forecasting, financial analysis, performance management and benchmarking, policy analysis, and legislative analysis in the Budget and Management Division of the Fiscal Office. This class works under general direction from the OBM Manager and requires the analysis and monitoring of financial, operational, administrative and management problems related to operations and activities within their assigned departments and agencies. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

25% +/- 10%

- Develops, prepares, and monitors budget of assigned departments and agencies; communicates with departments and agencies regarding budgets and changes in revenues and expenditures; facilitates and coordinates interactions between agencies, elected officials and the administration on accounting, procurement, hiring, information technology, and facility maintenance issues; coordinates with agencies to develop program ideas into budget requests and analyzes implications on program goals and County resources; monitors and approves expenditures to ensure compliance with budget; prepares budget revisions; addresses budget variances; communicates budget decisions made by the Executive and Council to assigned departments and agencies; works with agencies to find solutions for conflicts with budget decisions.

25% +/- 10%

- Oversees budget reviews utilizing specialized performance management data, including County investments, economic development and lending, debt management, legislative analysis and interpretation, capital projects management and long-term planning, information technology project financial plans and activity, employee health insurance and benefits data; monitors debt service funds and external bank accounts and conducts analysis and projection; prepares, processes, and evaluates County revenues; plans, prepares, and processes County debt portfolio and obligations; provides cost benefit analyses to evaluate options and measure investment results; conducts legal research to maximize resources and identify financing options; provides legislative updates on state and local law changes with policy and fiscal analysis; reviews and interprets actuarial analyses of health insurance and workers' compensation data.

Budget and Planning Administrator

20% +/- 10%

- Evaluates department and agency fiscal activities; conducts expenditure and revenue forecasts by fund and department; makes recommendations to County fiscal policy and procedures based on information from forecasts; provides information to elected officials and management on availability of resources and financial sustainability.

10% +/- 5%

- Approves and/or processes various fiscal actions for assigned departments; prepares and processes original appropriations for categorical grants, all funds, and any other special program or project; processes sub-fund or various index code financial requests; processes appropriation transfers and adjustments with Council approval; processes operating and residual fund transfers with Council approval; updates various department/agency payroll projections; identifies and processes fund deposits; coordinates consolidation activities with other offices and documents the transition; processes adjustments in budgeting software.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison for the Fiscal Office; serves as an OBM representative on committees; collaborates with Financial Reporting to manage operating budgets, capital budgets, grants, revenue, expenditure, and cash transfers.

10% +/- 5%

- Provides financial/operational impact analyses on funding requests from the agencies/departments, elected officials, or outside agencies; makes recommendations on whether to provide funding; identifies opportunities to reduce spending; identifies and implements opportunities for process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting or a related field and five (5) years of budget management, financial analysis, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Budget and Planning Administrator

Language Ability & Interpersonal Communication

- Ability to perform mid-high level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Ability to use business analytics software to create reports. 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 FAMIS reports and general ledgers, payroll registers, agency caseload reports, newsletters, agendas, State budget reports, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including the OBM policy manual, Personnel Policies and Procedures Manual, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, and general accounting standards and procedures.
- Ability to prepare quarterly expenditure and revenue projections, biweekly payroll projections, expense and budget adjustments, budget reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and relevant legal terminology and language.
- Ability to communicate with management, supervisor, coworkers, State and Federal budget staff, external consultants, 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
1022421	Volunteer Coordinator	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022421	Volunteer Coordinator	All Departments	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	Classification revised at request of HR. The position was revised to make language more general and open the position up to all departments.
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No. of Employees Affected:	One
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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):	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>
Rhonda Caldwell, Compensation Manager	2/27/2019 3/20/2019	Email Email	Questions Regarding Position Review of Draft
Kelli Neale, HR	2/27/2019 3/20/2019	Email Email	Questions Regarding Position Review of Draft
Jim Battigaglia, Archer Consultant	4/8/2019 4/22/2019	Email Email	Request for Pay Grade Evaluation Reminder for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Volunteer Coordinator	Class Number:	1022421
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All Departments		

Classification Function

The purpose of this classification is to develop and implement all aspects of a volunteer service program, oversee and coordinate volunteers, promote public awareness of assigned County department, and seek donations and sponsorships.

Distinguishing Characteristics

This is an entry-level classification responsible for overseeing and coordinating the volunteer service program for an assigned department. This class works under general supervision and is responsible for supervision of volunteers. Employees ensure adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Develops and implements all aspects of a volunteer program for a County department; assesses volunteer needs; develops and implements volunteer recruitment plan; develops promotional campaigns to increase the number of volunteers; collects and analyzes statistics on volunteers to improve volunteer program; prepares reports on the nature, extent, and value of volunteer services; serves as a liaison between administration, staff, and volunteers.

- 30% +/- 10%
- Plans and coordinates events to increase public awareness, generate funds, and increase public support for programs; networks with businesses, celebrities, and the general public to generate funds and sponsorships; assists in maintaining program website and volunteer social media pages; assists in development and implementation of public service announcements, advertising, outreach tables, and displays; assists in design and distribution of literature; makes public and media appearances for communicating the department's policies, mission, needs, and volunteer opportunities; seeks to increase financial support through multiple avenues including donations, sponsorships, grants, etc.; develops and maintains relationships with partnering organizations.

- 30% +/- 10%
- Oversees and coordinates the work of volunteers; conducts orientation and training for new volunteers; assigns work and reviews completed work assignments; provides support and direction to volunteers.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; prepares and maintains volunteer training manuals; assists with organizing, creating, and updating records and resource inventory; may assist with overseeing expenditure of donations; may assist with forecasting needed funds for volunteer program.

Volunteer Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in business, marketing, public relations, or related degree and two (2) years of event coordinator, volunteer recruitment, or related experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for prolonged periods of time, bend, twist, and push, pull and lift up 50 pounds with or without assistance.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, calculate 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 weekly, monthly, and annual reports, volunteer applications, statistical reports, waivers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department specific manuals and guidelines, timesheets, Ohio Revised Code, and training manuals.
- Ability to prepare correspondence, event sheets, sponsorship lists, volunteer hours, volunteer reports, weekly newsletter, work schedules, pamphlets, flyers, brochures, public service announcements, trip documentation, department activity reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Volunteer Coordinator

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with media personnel, supervisor, co-workers, volunteers, external vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in environments specific to assignment (e.g. animal shelter, etc.).
- Work may involve exposure to environmental variables specific to work assignment (e.g. animals, strong odors, noise extremes, wetness, humidity, weather extremes, temperature extremes, diseases, and bodily fluids).

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
1053631	HRIS Administrator	Human Resources	Exempt	11B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053631	HRIS Administrator	Human Resources	Exempt	14B

Requested By:	Personnel Review Commission
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Rationale:	Department requested revision. Essential job functions, supervisory responsibilities, and minimum training and experience were updated. Pay grade increased from an 11B to a 14B.
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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 11B: \$58,136.00 – \$81,348.80 PG 14B: \$69,201.60 – \$96,907.20 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>
Rhonda Caldwell, Compensation Manager	5/16/2019	Email	Response to Information
Kelli Neale, HR	5/16/2019	Email	Response to Information
Jim Battigaglia, Archer	5/3/2019 5/6/2019 5/27/2019 5/21/2019 5/28/2019	Email E-mail/Phone E-mail Email Email	Request PG Evaluation Discuss PG Eval Follow-up questions Follow-up questions Received updated PG
Douglas Dykes, HR	5/3/2019 5/8/2019 5/10/2019	E-mail E-mail E-mail	Follow-up Follow-up Follow-up
Rebecca Kopcienski, PRC	5/3/2019 5/8/2019 5/10/2019	E-mail E-mail and in-person E-mail	Sent drafts Follow-up Follow-up

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	14B
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide both strategic and tactical leadership on Human Resources technology ensuring enablement and alignment with the broader business, Human Resource, and Information Technology initiatives.

Distinguishing Characteristics

This is a journey-level classification that is responsible for leading Human Resource Information System projects 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 department. Incumbents possess a solid understanding of application configuration, query, and report creation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Enterprise Resource Planning systems, Human Resources, and business processes.

Essential Job Functions

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

- 20% +/- 10%

Leads in the overall creation of strategy, design, implementation, communication, delivery, and administration of Human Resource (HR)-related systems, solutions, and business analytics; provides strategic, functional, and technical leadership to drive the planning, development, implementation, and adoption of HR processes and tools; partners with HR staff and management and collaborates with Information Technology (IT) to ensure all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements, providing on-going escalated support of HR tools, ensuring functional governance of HR systems technology, and driving analytics/data reporting.
- 15% +/- 5%

Collaborates with and acts as liaison to the County IT Department's Enterprise Resource Planning (ERP) team for changes and improvements to the architecture, infrastructure, and interface development of the Human Resource Information System (HRIS); ensures delivery, documentation, and escalated support of organizational process configuration and integration/interfaces for both new functionality and enhancements; coordinates system testing with IT for ongoing system updates and patches; analyzes HR needs throughout the County for potential configuration changes; investigates innovative ways to improve the process of delivering solutions to HRIS users; delivers appropriate quality control over HR system including maintenance of test scenarios and appropriate execution of testing for various changes.

HRIS Administrator

15% +/- 5%

- Determines how to innovate through automation, process improvement and systems enhancements, while focusing on improved efficiencies and continuous improvement; collaborates with HR management to generate work plans and make recommendations for addressing business concerns within various HR functional areas.

10% +/- 5%

- Provides various HRIS support services; leads the design efforts for report and query needs within HR; integrates, tests, and designs queries and reports for implementation; responds to HR related system questions, errors, and malfunctions; troubleshoots system issues; provides maintenance and as-needed configuration changes and testing to system.

10% +/- 5%

- Performs analyses and tests HRIS computer system modules in functional areas including compensation, payroll, benefits, and training; performs troubleshooting, critical analysis and issue escalation to meet business needs and timelines; designs mechanism to perform audits to confirm accuracy and integrity of data; leads system data cleanup efforts.

10% +/- 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; engages HR team members to ensure the appropriate change management plans are in place to support new, enhanced technology or functionality; provides necessary training to end-users to increase their effectiveness and ability to use HR systems and tools.

10% +/- 5%

- May serve as lead worker over other HR staff; may review work of other HR staff.

10% +/- 5%

- 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

- Bachelor's degree in computer information systems, software development, business administration or human resources with four (4) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and/or talent management (Human Resource Information Systems (HRIS)) Modules; 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.

HRIS Administrator

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires the management 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.
- 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, computer software manuals, hardware manuals, Benefits Manual, collective bargaining agreements, Human Resource laws and regulations, Ohio Revised Code and County personnel policies and procedures manuals.
- Ability to prepare ERP and HRIS Queries, HRIS reports, process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, 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.
- Ability to advise and train others on application standards and other system and HRIS business related changes.
- Ability to use and interpret human resources and software development terminology and language.
- Ability to communicate effectively 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1051311	Assistant Director	All Departments	Exempt	17

Requested By:	Personnel Review Commission
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Rationale:	There have not been any Incumbents in the classification for some time. The duties performed by this specification have been redistributed to other classifications in the department. Also, the County administration has been utilizing Unclassified Deputy Directors in lieu of this classification.
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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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Douglas Dykes, Chief Talent Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<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>					
Corrections Officer Lieutenant	1025321	N/A	11A/Exempt	Sheriff's Office	This is a new classification requested by the Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Budget and Management Analyst (<i>Budget and Planning Administrator</i>)	1052211	13A/Exempt	14A/Exempt	Fiscal-OBM	Classification was revised at the request of the Office of Budget and Management. Essential functions were revised to include changes due to ERP implementation and department restructuring. Minimum experience was updated from three (3) to five (5) years, supervisory duties were eliminated; pay grade increased from PG13 to PG14. Title changed from Budget and Management Analyst to Budget and Planning Administrator.
HRIS Administrator	1053631	11B/Exempt	14B/Exempt	Human Resources	Department requested revision. Essential job functions, supervisory responsibilities, and minimum training and experience were updated. Pay grade increased from an 11B to a 14B.
Volunteer Coordinator	1022421	7A/Non-Exempt	7A/Non-Exempt	Public Works	Classification revised at request of HR. The position was revised to make language more general and open the position up to all departments.
<u>DELETED</u>					
Assistant Director	1051311	17A/Exempt	N/A	All Departments	There have not been any Incumbents in the classification for some time. The duties performed by this specification have been redistributed to other classifications in the department. Also, the County administration has been utilizing Unclassified Deputy Directors in lieu of this classification.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0148

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Susan Infeld to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/1/2021, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three-year terms; 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 Susan Infeld (replacing Joseph Farris) to serve on the CCCIC’s Board of Trustees for an unexpired term ending 1/1/2021.

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter



June 14, 2019

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

Re: Cuyahoga County Community Improvement Corporation (CCCIC)

Dear President Brady:

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Susan Infeld, unexpired term ending: 01/01/2021 (replacing Joseph Farris)**

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

I have attached a copy of the nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied for this position.

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

Sincerely,

Armond Budish
Cuyahoga County Executive

Susan Infeld

SUMMARY OF QUALIFICATIONS

Multi-faceted experience in government and private sector; knowledge in all aspects of government operations; analytical; proven fiscal and problem-solving skills; significant project management and writing experience; extensive personnel management.

PROFESSIONAL EXPERIENCE

Manager, Special Initiatives, Cuyahoga County Planning Commission **June 2018- present**

- Develop initiatives to complement municipal master plans, including guidebooks for Community Reinvestment Areas, Special Improvement Districts, municipal ordinance guidebooks, etc.
- Oversee grants management, including the development of a municipal grants guide.
- Coordinate research and publications to complement the efforts of County departments and agencies.
- Perform legal research and analysis.

Mayor, City of University Heights, OH **January 2010 – December 2017**

- Managed all functions of the city government: the delivery of municipal services; enforcement of city ordinances; development of the city budget; all city communications; negotiation of collective bargaining agreements; personnel management; grants management.
- Chaired the Board of Zoning Appeals and the City Planning Commission.
- Produced annual operating surpluses of 17-20%, reduced outstanding city debt by 33%, obtained \$16M in grant awards.
- Established a new community park.
- Established a Senior Office, a Community Development Office, and an internship program with John Carroll University.
- Partnered with county agencies for new city services; including home repair advice and loans, and building department software.
- Collaborated with nearby cities to increase services for residents, including consolidation of 911 dispatch and specialized police services.
- Produced the annual Memorial Day parade, the summer concert series, and special events.

Patient Representative, St. Vincent Charity Medical Center, Cleveland, OH **2006-2010**

- Served as hospital ombudsman.
- Resolved patient/family issues and concerns; and resolved patient grievances.
- Served as the hospital's Client Rights Officer to the ADAHMS Board for the psychiatric patient population and patients receiving treatment for drug and alcohol addiction.
- Updated patient policies for complaints and grievances, and patient property.

Councilwoman, City of University Heights, OH, 1996-2007

- Chaired the City Council Finance Committee and the City Council Civic Information Committee.
- Led public hearings on the city budget and tax issues.
- Facilitated focus groups of citizens assessing livability issues in University Heights.
- Established the first city website and three subsequent websites.
- Served as the city liaison to public school and senior citizen community groups.
- Wrote legislation to update city policy, create new laws, and for budget compliance.

Chairman, University Heights Citizen's Committee for a New Purvis Park and Pool 1993-1995

- Led a committee of 100+ residents in a grassroots campaign to pass a bond issue to pay for construction of a new pool and playground at the city's only park.
- Led the citizen's committee through the process of designing the pool and park features.
- Served as the city-appointed liaison to the construction committee overseeing the construction of the new facilities.

Planning Analyst and Technical Writer, Federal Reserve Bank of Chicago 1984-1986

- Developed computer acquisition proposals for mainframes and peripheral equipment.
- Authored the Bank's Long-Range Automation Plan and the Department's Annual Report.
- Project Leader for the Bank's Disaster Recovery and Contingency Processing Plan for critical application systems.

Technical Writer, Federal Reserve Bank of Chicago 1983-1984

- Wrote User, System, and Operations manuals for computer operating systems used in-house, and by member banks.

Statistical Analyst, Federal Reserve Bank of Chicago 1981-1983

- Worked with reporting banks, savings & loan associations, and credit unions to collect data for required Federal Reserve System reports.
- Served as liaison between the Research Department's statistical unit and automation unit to facilitate data collection and report design.
- Produced raw data statistical reports for public information requests.

CIVIC AND COMMUNITY

NOACA Governing Board, Assistant Treasurer
Cuyahoga County Planning Commission, Board of Trustees
Ohio Municipal League, Board of Trustees
First Suburbs Consortium of Northeast Ohio, Charter Member and Executive Committee
Leadership Cleveland, Class of 2017
Applewood Centers, Board of Trustees
Heights Community Congress, Board of Trustees
Beaumont School, Board of Trustees
Meals on Wheels, Beachwood-Shaker Heights-University Heights, Board of Trustees
American Red Cross, Cleveland, Eastside Advisory Council
Gesu Catholic Church, Parish Council
Gesu Catholic Church, Finance Council

AWARDS

University Heights Public Servant of the Year, 2007
University Heights Citizen of the Year, 1994

EDUCATION

B.A. Finance, University of Illinois at Urbana-Champaign, 1980

REFERENCES

Available upon request